



CABINET

10 October 2018

A meeting of the CABINET will be held on Thursday, 18th October, 2018, 6.00 pm
in Committee Room 1 - Marmion House

A G E N D A

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 Minutes of Previous Meeting** (Pages 3 - 8)
- 3 Declarations of Interest**
To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary 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 pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.
- 4 Question Time:**
To answer questions from members of the public pursuant to Executive Procedure Rule No. 13
- 5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules**
- 6 Statement of Community Involvement and Local Development Scheme 2018-2021** (Pages 9 - 40)
(Report of the Portfolio Holder for Heritage and Growth)
- 7 Homes England Compliance Audit Report** (Pages 41 - 46)
(Report of the Portfolio Holder for Housing and Neighbourhoods)

Yours faithfully

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

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: D Cook, R Pritchard, J Chesworth, S Claymore, S Doyle and
M Thurgood.



**MINUTES OF A MEETING OF THE
CABINET
HELD ON 27th SEPTEMBER 2018**

PRESENT: Councillors R Pritchard (Vice-Chair), J Chesworth, S Claymore, S Doyle and M Thurgood

The following officers were present: Andrew Barratt (Chief Executive), Matthew Bowers (Assistant Director Growth & Regeneration), Rob Barnes (Executive Director Communities), Tina Mustafa (Assistant Director Neighbourhoods) and Paul Weston (Assistant Director Assets)

45 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Cook

46 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 6th September 2018 were approved and signed as a correct record.

(Moved by Councillor J Chesworth and seconded by Councillor M Thurgood)

47 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

48 QUESTION TIME:

None

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

The Chair of the Health and Wellbeing Scrutiny Committee presented its Report on the Adoption of the Motor Neurone Disease Association (MDNA) Charter.

RESOLVED That Cabinet endorsed the recommendations and recommended that a detailed review be undertaken by Officers to assess the steps required to implement the Charter.

That Cabinet approved the recommendations in principle and if the assessment identified that additional funding would be required, adoption of the Charter would be subject to approval by full Council.

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

50 CASTLE REVIEW

The Portfolio Holder for Heritage and Growth updated Members on the continued review of the Castle, methods of operation of the Castle and sought permission to commence the implementation of the recommendations from the review.

RESOLVED

That Cabinet

Approved the proposed changes as detailed in the report to the general public opening hours of the castle and that they commence in April 2019

Gave approval for the Assistant Director Growth and Regeneration to develop a new staff structure and operating method for consideration and approval by Appointments and Staffing Committee

Members endorsed the commencement of formal consultation with staff / trade unions with regards to the implementation of a new staffing structure.

Agreed that any investment requirements for the castle would be considered as part of the Capital Budget process on a return on investment basis.

Gave approval for the Assistant Director Growth and Regeneration to prepare and enter into a Memorandum of Understanding with the Friends of Tamworth Castle and Museum

That the following recommendations from Infrastructure Safety & Growth Scrutiny Committee (IS&G Committee) be approved:

That Cabinet investigated a commercial decision on the Heritage Day costing structure

That Cabinet received within 4 months an interim progress report on the short terms changes delivered by the implementation of the review, including online ticket sales

That Cabinet received within 12 months a full review on

the impact of the changes delivered by the implementation of the review.

(Moved by Councillor S Claymore and seconded by Councillor M Thurgood)

51 PROPOSED REVISION TO THE INTERPRETATION OF THE AFFORDABLE HOUSING POLICY AND REVISION TO THE PLANNING OBLIGATIONS SPD

The Portfolio Holder for Heritage and Growth updated Cabinet on the impact of changes to national policy set out in the revised National Planning Policy Framework in relation to the provision of affordable housing and to seek endorsement of the proposed interpretation of Local Plan policy HG4 (Affordable Housing). Approval was sought to consult on revisions to the Planning Obligations Supplementary Planning Document to reflect these changes and to publish the revised document following the period of consultation. Further approval was sought to delegate authority to make minor amendments to the document in future.

RESOLVED

That the Council reverted to seeking to secure affordable housing contributions from developments of 10 units and more as set out in policy HG4 of the adopted Local Plan;

That Council noted that part c) of policy HG4 continued to be not in compliance with the NPPF and that little weight should be applied to it when assessing planning applications;

That references to specific paragraphs of the National Planning Policy Framework in the Planning Obligations Supplementary Planning Document be updated to reflect the revised National Planning Policy Framework

That Cabinet approved a period of consultation on revisions to the Planning Obligations Supplementary Planning Document, as set out in recommendations 1 and 2, and approved publication of the revised document subject to the approval of the Portfolio Holder Heritage and Growth

That future minor amendments (changes that would not require a period of public consultation and would not alter the scope or emphasis of the document) to the Planning Obligations Supplementary Planning Document be delegated to the Assistant Director Growth and Regeneration in consultation with the Portfolio Holder Heritage and Growth.

(Moved by Councillor S Claymore and seconded by Councillor R Pritchard)

52 HOUSING REVENUE ACCOUNT BUSINESS PLAN

The Portfolio Holder for Housing Services and Neighbourhoods reported the progress on preparations for the Housing Revenue Account Business Plan (2018-2048)

RESOLVED

That Cabinet

Supported the HRA Business Plan 'challenge and review' together with the options appraisal detailed in Annex one

Recognised and accepted the base line assumptions built into the revised HRA business plan illustrated in the attachments, particularly Annex five

Authorised the £298m detailed in the investment plan shown in Annex 5 to be considered as part of the budget setting process for 2019/2020 to 2024/2025; noted updates to the stock condition modelling and other financial HRA impacts could be assessed through that process and the financial position adjusted accordingly

Supported the Corporate Scrutiny and Tenant Consultative Group's (TCG) recommendations to create a 'neighbourhood fund' up to £250k per annum be considered as part of the budget setting process for 2019/2020 to 2024/2025; by accepting proposals to revise electrical testing and rewiring to fund a place based approach to neighbourhood planning

Approved the HRA business planning priorities informed by TCG and Corporate Scrutiny as detailed in the report

Delegated authority to the Executive Director of Communities in consultation with the Portfolio Holder for Housing & Neighbourhoods to approve the final narrative for the HRA business plan by April 2019 and to formalise the draft equality impact assessment

Approved a financial waiver to appoint Housing Finance Associates to adapt the business modelling tool provided for £3,000 for 1 year starting from 6/9/18 to 6/9/19 to ensure sufficient business continuity and familiarity with the business modelling already undertaken. Thereafter delegating authority to the Executive Director Finance to determine whether further support is required.

(Moved by Councillor M Thurgood and seconded by Councillor S Claymore)

53 VIREMENT OF FUNDS WITHIN THE HOUSING CAPITAL PROGRAMME

The Portfolio Holder for Housing Services and Neighbourhoods reported on a proposal to vire funds between capital budgets in connection with the extension of the Wates Repairs & Investment Contract

RESOLVED That the £250,000 allocated to the Kitchen Programme [CR2004] as part of the Wates contract was to be vired across to the Roofing Programme [CR2005] to reflect the works identified as being of high priority as part of the Housing Stock Condition Survey.

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

54 RETROSPECTIVE APPROVAL TO AWARD HOUSING COMPLIANCE CONTRACT

The Portfolio Holder for Housing Services and Neighbourhoods seeks retrospective approval to award a contract to Graham Environmental Services for the provision of compliance works, including Asbestos Testing, Legionella Testing and Fire Risk Assessments for a period of 5 years with the option to extend by a further 2 years

RESOLVED That following a competitive tender exercise and the commencement of works on site a contract for 5+2 years be awarded retrospectively to Graham [Environmental Services]

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

Leader

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THURSDAY, 18 OCTOBER 2018

REPORT OF THE PORTFOLIO HOLDER FOR HERITAGE AND GROWTH**STATEMENT OF COMMUNITY INVOLVEMENT AND LOCAL DEVELOPMENT
SCHEME 2018-2021****EXEMPT INFORMATION**

None

PURPOSE

To seek Cabinet approval to adopt and publish a new Statement of Community Involvement and Local Development Scheme. An update on the Council's position in respect of the delivery of housing and employment land targets within the adopted local plan is also included within the report.

RECOMMENDATIONS

- 1) That Cabinet resolve to adopt the content of the new Statement of Community Involvement included in appendix A from 01 November 2018; and that approval is given for officers to carry out final word processing of the document prior to publication
- 2) That Cabinet resolve to adopt the 2018-2021 Local Development Scheme, included in appendix B with effect from 01 November 2018
- 3) That Cabinet endorse the Statement of Common Ground that has been agreed with Lichfield District Council and North Warwickshire Borough Council which details the arrangements for the delivery of Tamworth's unmet housing and employment land need.

EXECUTIVE SUMMARY

Cabinet agreed at the meeting of 5th July 2018 that the Statement of Community Involvement be revised in view of new guidance; that a revised Local Development Scheme be prepared for approval; and that a future report is submitted that details the arrangements and agreements to meeting Tamworth's unmet housing and employment needs.

Statement of Community Involvement (SCI)

Regulation 18 of the Planning and Compulsory Purchase Act 2004 (as amended) places a duty on local planning authorities to prepare a SCI, which should explain how they will engage the local community and other interested parties in producing a Local Plan and determining planning applications. The Council currently has an adopted SCI which is available on the website and was adopted in March 2014.

Regulation 10A was inserted into the Town and Country Planning (Local Planning)

(England) Regulations 2012 by a 2017 amendment and came into force on 06 April 2018. Regulation 10A requires a local planning authority to review their SCI every five years starting from the date of adoption of the document. As the current SCI was adopted in March 2014, the Council is required to have completed a review of the SCI by March 2019.

The SCI has been updated to reflect changes to legislation since the adoption of the previous version of the document as well as to update procedures where relevant to ensure that the processes are proportionate and provide appropriate value for money. The revised SCI has streamlined processes that will reduce expenditure and staff time going forward. The updated SCI text is included in appendix A. The final document will require the appropriate graphics and word processing to be added prior to publication and so approval is sought to allow officers to finalise the appearance of the document before it is published.

In a previous report to Cabinet (Tamworth Local Plan Review Update) on 05 July 2018, it was suggested that a period of consultation would be carried out before the final document was published. However, on further consideration, and having consulted the relevant legislation, it is considered that a period of consultation is not required. It is therefore recommended that Cabinet determine that the revised document takes effect from 01 November 2018.

Local Development Scheme (LDS)

Regulation 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires a local planning authority to prepare and maintain a scheme (the LDS) that sets out what local development documents are to be prepared, the subject matter and geographical area to which each relates, and a timetable for the preparation and revision of the documents.

The purpose of the LDS is to allow the local community and other interested parties to keep track of progress on development plan documents. It should be made available publicly and kept up-to-date. There is no specific timeframe for review of the LDS; the legislation states that local planning authorities should revise the LDS at such time as they consider appropriate. The current LDS was adopted in March 2017 and covers the period up to December 2019. Whilst we are still within this timeframe, it was considered appropriate to review the LDS at this stage as a result of the 05 July 2018 Cabinet decision to commence a full review and update of the Local Plan. The LDS has therefore been updated to reflect the work programme for the preparation, submission, examination and adoption of the new Local Plan along with revised timescales for a number of existing projects. The updated LDS is included in appendix B.

Housing and Employment Land Update

During the preparation of the Tamworth Local Plan, Lichfield District Council (LDC) and North Warwickshire Borough Council (NWBC) agreed to assist Tamworth in meeting its housing and employment needs where these could not be accommodated within the Borough. A Memorandum of Understanding was agreed in 2014 that followed through into commitments within the LDC Local Plan Strategy (2015) and NWBC Core Strategy (2014) to meet 500 units each of the 1,000 unit shortfall. A further agreement was reached to work together to meet any subsequent increase in Tamworth's unmet housing and employment need that had risen to 1,825 dwellings and 14 hectares employment land but no further agreements have been reached until recently.

A new Statement of Common Ground (SoCG) has been agreed with LDC and NWBC that resolves the Tamworth unmet housing and employment land needs arising from the adopted Local Plan 2006-2031. LDC and NWBC have agreed that the remaining balance of 825 units is split 413 and 412 units between NWBC and LDC respectively. In addition, employment land has been split 8.5 hectares and 6.5 hectares between NWBC and LDC respectively. It should be noted that Tamworth's unmet employment need of 14 hectares is a minimum and LDC and NWBC have continued to work to the earlier unmet need of 15 hectares. LDC and NWBC have agreed to plan for the delivery of Tamworth's unmet need by the end of the Tamworth plan period (2031).

The details of the arrangement will require further work that is included within the SoCG which will be reviewed annually and updated when necessary. The three Councils have also agreed to work together to jointly commission evidence that will assist current and future plan making activities. The SoCG was presented at NWBC Local Plan Examination as well as LDC Site Allocations Examination and officers will seek to ensure that local plan documents reflect the agreements within the SoCG. The Cabinet report of 5th July 2018 that set out the reasons for not requiring an early review of the Tamworth Local Plan as outlined in Policy SS1 referred to the positive ongoing discussions with both NWBC and LDC to agree a new SoCG. These discussions have resulted in a new SoCG that supports the decision of Cabinet.

OPTIONS CONSIDERED

The alternative option for both the SCI and the LDS is to not revise the existing documents and to continue to use them as they are. This option is not considered appropriate for the SCI as the recent changes to the legislation require that the document is updated every five years, and so to not do so by March 2019 would leave the Council not in compliance with the legislation. This could lead to difficulties in preparing Local Plan documents and making decisions on planning applications. In relation to the LDS, not updating the document is also not considered a viable option as the existing document is now out of date. Not updating the document would leave the Council not in compliance with the legislation and could lead to the Secretary of State directing the Council to 'make such amendments to the scheme as he thinks appropriate'. It is therefore considered that publishing both revised documents is the most appropriate option.

RESOURCE IMPLICATIONS

No additional resources are required for the publication of the revised Statement of Community Involvement. The previous LDS was based on the budgetary arrangements approved in 2016/17 and still hold good. The budget setting process for 2019-2021 will need to include appropriate consideration of resources to deliver this LDS programme including engaging consultants on specific projects where there is a requirement for specialist skills or if there is a lack of capacity in-house.

LEGAL/RISK IMPLICATIONS BACKGROUND

The requirements to have a Statement of Community Involvement and Local Development Scheme are set out in regulations 18 and 15 respectively of the Planning and Compulsory Purchase Act 2004 (as amended) and the requirement to update the SCI every five years is set out within the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Section 3A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) also makes provision for the Secretary of State to prepare a LDS on behalf of any local authority who does not have an up-to-date one, and to direct the authority to bring that LDS into effect. Therefore, the risk associated with not having an up-to-date LDS is the possibility of having one imposed on the Council by the Secretary of State.

SUSTAINABILITY IMPLICATIONS

Any sustainability implications are set out in other areas of the report.

BACKGROUND INFORMATION

Local Development Scheme

Regulation 15 of the Planning and Compulsory Purchase Act 2004 (as amended) sets out the requirements in relation to the LDS. These requirements are set out for information below.

The local development scheme must specify:

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

Regulation 15 also states that the local planning authority must revise their local development scheme at such time as they consider appropriate or when directed to do so by the Secretary of State. For the reasons set out in the executive summary, it is considered appropriate to review the LDS at this time.

Statement of Community Involvement

Regulation 18 of the Planning and Compulsory Purchase Act 2004 (as amended) sets out the requirements in relation to the SCI and states that the local planning authority must prepare a statement of community involvement that sets out the authority's policy as to the involvement in the preparation and revision of local development documents of any persons who appear to the authority to have an interest in matters relating to development in their area.

Duty to Co-operate

Policy SS1 of The Spatial Strategy for Tamworth within the adopted Local Plan 2006-2031 sets out Tamworth's employment and housing needs:

- 4,425 dwellings to be built in Tamworth at a rate of 177 dwellings per year
- 1,825 new homes to be delivered outside of the Borough within locations which assist the delivery of Tamworth's strategy and those of its neighbours
- Allocations within Tamworth to support at least 18 hectares of B1, B2 and B8 employment land to meet an overall minimum need of 32 hectares. A further minimum 14 hectares of employment land will be required outside of the Borough within locations which assist the delivery of Tamworth's strategy and those of its neighbours.

Policy SS1 also references ongoing work with Lichfield District Council and North Warwickshire Borough Council acknowledging commitments by both authorities to provide 500 units each towards Tamworth's unmet need:

- The three local authorities have committed to continue this co-operation on strategic planning issues to deliver the remaining unmet need of 825 units and a minimum 14 hectares of employment land. However if it has not been possible to propose sites for allocation through a statutory development plan for Lichfield District or North Warwickshire Borough or through the granting of planning permissions in either district by the end of the year 2017/18 an early review of the Tamworth Plan will seek to address any outstanding issues. This will ensure that the appropriate housing and employment land provision is allocated within the relevant Local Plans, in sustainable locations in relation to Tamworth's needs, and that the appropriate infrastructure is identified within agreed programmes.

Policy EN2 Green Belt provides further detail on the potential review of the plan:

- In the event that land has not been brought forward to meet the balance of Tamworth's housing and employment needs sustainably by the end of 2017/18 as set out in policy SS1, the Council will consider undertaking another review of its Green Belt boundaries to reassess whether there is potential land to meet these local needs in the second half of the plan period.

REPORT AUTHOR

Richard Powell, Planning Policy and Delivery Officer, x274

Sushil Birdi, Senior Planning Policy and Delivery Officer, x279

LIST OF BACKGROUND PAPERS

Report of the Portfolio Holder for Heritage and Growth – Tamworth Local Plan Review Update - 05 July 2018.

APPENDICES

Appendix A – Statement of Community Involvement 2018 (Draft)

Appendix B – Local Development Scheme 2018-2021 (Draft)

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Tamworth Borough Council Local Development Scheme 2018-2021

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1. Introduction

The Local Development Scheme (LDS) forms part of the Development Plan for Tamworth and sets out the Council's programme for the preparation of Local Development Documents (LDDs) over a three-year period. The three-year programme includes informing the public and other stakeholders about opportunities to get involved with the plan-making process and to let them know the likely dates for involvement. The LDS is also required to set out a longer-term programme for document preparation beyond three years.

The Council is committed to the programme set out in the LDS because of the benefits that an up to date and effective development plan and supplementary policies can have, including:

- Community commitment to the future of the area;
- Providing a means for co-ordinating the activities of different departments, agencies and organisations;
- The role of plans in promoting regeneration and investment; by creating certainty and commitment to change and improvement;
- The need for a clear audit trail to link bids for public funds to a coherent and soundly based strategy for the area; and
- Providing a strongly justified basis for successful negotiations over development proposals and for developer contributions.

Stakeholder and community engagement is a fundamental requirement of the planning system. However in view of the limited production of LDDs and timescales in this LDS it is not considered necessary to formally consult on the preparation of this LDS but appropriate stakeholders will be notified of its adoption.

2. Regulatory, strategic policy and regional context

National policy and guidance

Preparation of the LDS is currently a mandatory requirement under the Planning & Compulsory Purchase Act 2004 (as amended). Guidance on their preparation suggests that the LDS should have regard to:

- Whether the scheme adopts a robust approach to its preparation and is 'fit for purpose';
- whether it is deliverable within realistic time-scales supported by sufficient resources in terms of manpower and funding; and
- whether it indicates a comprehensive approach to LDD production based on sound programme management and provides an easy to understand guide as to what LDDs are to be prepared and when.

Regional context

Tamworth is part of a number of strategic areas and partnerships within the region including:

- Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP);
- Greater Birmingham Housing Market Area;
- Stoke on Trent & Staffordshire LEP; and
- Non-constituent member of the West Midlands Combined Authority (WMCA).

The spatial aspects of the GBSLEP's Economic Strategy, in particular its focus on job creation, have been taken forward through the Local Plan. The GBSLEP Strategic Economic Plan 2016 - 2030 (SEP) sets out a vision and strategy for delivering smarter, more sustainable and more inclusive growth in the area up to 2030 and as such future Development Plan Documents will be required to take account of the SEP.

Sustainable Community Strategy & Other External Strategies

The current adopted Sustainable Community Strategy covers the period 2008 - 2021 and has been written by local people and other organisations coming together through the Tamworth Strategic Partnership (TSP). The LDDs will have regard to the SCS and ensure that land-use requirements arising from that strategy are addressed. In turn, as it is updated, the SCS is expected to address issues that arise from those development requirements driven by the adopted Local Plan.

The Council has a number of strategies that have land-use implications and these will be taken into account in the preparation of LDDs insofar as the strategies accord with the Sustainable Community Strategy.

The Tamworth Local Transport Plan will have a key influence on future development patterns and the County Council will be a key consultee and advisor in the land use planning process. The Tamworth Place Strategy and Action Plan will play an important role in aligning objectives from the Local Plan, in particular focusing on regenerating the town centre.

Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)

The requirements of the Strategic Environmental Assessment (SEA) Directive have been linked with regulations covering Sustainability Appraisals which require authorities to take account of social, economic and environmental considerations. From this flows the need for the process of LDD preparation to:

- Identify strategic alternatives;
- Collect base-line monitoring information;
- Predict significant effects more thoroughly;
- Secure greater consultation with the public and stakeholders; and
- Address and monitor the significant effects of the plan;

As part of the development of the Local Plan, the Council:

- Prepared a report on the significant effects of issues and options;

- Carried out consultation on the issues and options and accompanying reports;
- Took into account those reports and the results of consultation in decision making;
- Provided information when the plan was adopted to show how the results of the SEA were taken into account.

In order to comply fully with relevant regulations, the principles of SEA and the SA will be embedded into production of new LDDs from the start of preparation.

3. Summary of current Local Development Documents

Development Plan Documents

The following documents are considered to be Development Plan Documents.

Tamworth Local Plan 2006-2031

The Tamworth Local Plan was adopted in February 2016 and, along with the proposals map, is the main document of Tamworth's development plan. It sets out the policies and guidance for new development in Tamworth. It sets out the vision and spatial planning strategy for Tamworth, it states the ambitions and principles to guide the future of the area up to 2031 and allocates parts of the town for new homes and employment land required to meet local needs. It also includes policies to ensure that appropriate supporting infrastructure is delivered and the area's built and natural environment is protected and enhanced. The Local Plan aims to be sufficiently flexible to adapt to the changing circumstances during its life.

The Local Plan applies to the whole of the borough.

A timetable for monitoring and review of the Local Plan is included in Appendix A.

Saved Policies of the Tamworth Local Plan 2001-2011

The majority of the policies contained within the Local Plan 2001-2011 have been superseded by the policies contained within the adopted Local Plan 2006-2031 with the exception of policy EMP7 Working from Home which remains in effect.

The saved policy applies to the whole of the borough.

Other Local Development Documents and Supplementary Planning Documents

The following documents are not considered to be Development Plan Documents but are nevertheless an important part of the development plan for Tamworth.

Statement of Community Involvement (SCI)

The SCI sets out standards and the approach to involving stakeholders and the community in the production of all Local Development Documents and the assessment of planning applications through the development management process. It is the Council's service level agreement with the community and stakeholders.

The SCI applies to the whole of the borough.

A timetable for the periodic review of the SCI is included in Appendix A.

Planning Obligations Supplementary Planning Document

A revision to the previous (2007) Planning Obligations Supplementary Planning Document (SPD) was included in the previous LDS. This work has been completed and the revised SPD was adopted on 01 August 2018.

The document is intended to provide greater clarity and certainty to developers, landowners, the community and the Council by setting out how the Council will seek to collect contributions from developers to support the funding of appropriate infrastructure in Tamworth.

However, the Government published the revised National Planning Policy Framework (NPPF) around the same time, and policies contained within that document affect the content of the SPD. Therefore, while the recently adopted SPD is a current Local Development Document, an update is included within the future work programme to ensure that it remains in compliance with national planning policy and guidance.

Community Infrastructure Levy (CIL)

The CIL Charging Schedule came into effect on 01 August 2018 and sets out the various chargeable rates for development on which the levy is collected. The monies collected via the levy will be put towards the provision of infrastructure projects identified on the Regulation 123 list which accompanies the charging schedule. The CIL is closely linked to the Planning Obligations SPD and the Infrastructure Delivery Plan and applies to the whole of the borough with geographical exceptions applying to certain forms of development.

The CIL Charging Schedule will be subject to periodic review to ensure it remains appropriate and up to date.

4. New Local Development Documents

Development Plan Documents

The following DPDs are to be prepared during the timeframe of the LDS.

Tamworth Borough Council Local Plan 2021-2036

On 06 April 2018, regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations took effect. Regulation 10A requires local planning authorities to complete a review of their local plan every five years starting from the date of adoption of the plan. The Tamworth Borough Council Local Plan 2006-2031 was adopted in February 2016, so in order to comply with regulation 10A, a review of the Local Plan is required by February 2021.

The current adopted Local Plan 2006-2031 contains a number of triggers for an early review of the Plan, however these were inserted before Regulation 10A came into force. The Council determined, by way of a Cabinet decision dated 05 July 2018, that a full review and update of the Plan would be undertaken with a view to adopting the new Plan in 2021.

The new Local Plan will apply to the whole of the borough.

A timetable for the preparation and adoption of the new Local Plan is included in Appendix A.

Other Local Development Documents and Supplementary Planning Documents

The following documents are not considered to be Development Plan Documents but are nevertheless an important part of the development plan for Tamworth and are/will be, where relevant, a material consideration in the determination of planning applications.

Design SPD

This will set out key guidelines to enhance the quality and distinctiveness of places when developing in Tamworth. The document will seek to raise the quality of the built environment, including the historic environment, and ensure that high standards of design are achieved throughout the borough. It will also provide guidance to assist applicants in complying with the requirements of historic environment policies set out in the Local Plan and to provide guidance on how the Council expects the historic environment to be taken into account in the development management process.

The document will apply to the whole of the borough.

A timetable for the production and adoption of the Design SPD is included in Appendix A.

Revised Planning Obligations SPD

As set out in section 3 above, the current Planning Obligations SPD has only recently been adopted; however, the publication of the revised NPPF means

that the document already requires a review, and the changes are such that a period of consultation would be required.

A timetable for the production and adoption of the updated document is included in Appendix A.

The document will apply to the whole of the borough.

5. Joint working/duty to cooperate

North Warwickshire Borough Council is currently in the process of adopting a new local plan and Lichfield District Council will shortly be commencing work on a new local plan. The opportunity therefore does not exist at present to produce joint Development Plan Documents with neighbouring authorities. However, it will be necessary for the Council to engage with adjoining authorities and Staffordshire County Council to ensure that the Development Plan provides a realistic and functional framework. This will include joint preparation of evidence where appropriate.

It is the Councils intention to continue to engage with both Lichfield and North Warwickshire to address any issues that cannot be dealt with within the borough. The three local authorities have committed to co-operate on strategic planning issues to deliver the remaining unmet need of 825 dwellings and a minimum of 14 hectares of employment land for Tamworth through a statement of common ground.

The Council is also a non-constituent member of the West Midlands Combined Authority and so will be required to collaborate with other members of the Combined Authority on issues which could affect the wider Combined Authority area, such as a strategic review of Green Belt land.

6. Annual Monitoring

The Council is currently required to monitor annually how effective its policies and proposals are in meeting the objectives of the Local Plan. The Localism Act removes the requirement to submit to the Secretary of State an Annual Monitoring Report, but the duty to monitor remains by requiring an Authority's Monitoring Report to be made available to the public on at least an annual basis. The Authority's Monitoring Report should contain information on the following:

- Progress towards the production and adoption of any documents outlined in the LDS and, if preparation is behind schedule, the reasons for this;
- Details of any DPDs or SPDs outlined in the LDS that have been adopted within the period covered by the report;

- Details of any Local Plan policies that the Council are not implementing including the reasons why and the steps to be taken to ensure implementation;
- Details of the progress towards delivery of the number of net additional dwellings and affordable dwellings as outlined in the Local Plan;
- Where there is an adopted CIL, a summary of the income and expenditure from CIL during the reported financial year;
- Headline data on the demand for self-build and custom housebuilding revealed by the self-build and custom housebuilding register.

As a result of monitoring the Council will consider what changes, if any, need to be made and will bring forward any such changes through a review of the LDS as appropriate.

7. Resources

The following in-house resources will be made available for preparing local development documents:

Assistant Director Growth and Regeneration	5%
Senior Planning Policy and Delivery Officer	90%
2 x Planning Policy and Delivery Officers	90%
Development management Service team	5%
Economic Development Service Team	<1%

The previous LDS was based on the budgetary arrangements approved in 2016/17 and still hold good. The budget setting process for 2019-2021 will need to include appropriate consideration of resources to deliver this LDS programme including engaging consultants on specific projects where there is a requirement for specialist skills or if there is a lack of capacity in-house.

8. Programme Management and Responsibilities

Management responsibilities for each area of work include:

Assistant Director Growth and Regeneration (programme overview)

Senior Planning Policy and Delivery Officer (day to day programme staff & resource management).

The LDS and preparation of LDDs is reported to the Corporate Management Team meetings as appropriate.

Monthly meetings are held between the Assistant Director Growth and Regeneration and the Senior Planning Policy and Delivery Officer to ensure lines of communication are working and to review progress. E-mail and shared work directories are used to facilitate joint working and link all officers engaged on the project and a Development Plan Team meeting is held on a regular basis.

9. Council Procedures and Reporting Protocols

The Council's procedures and reporting protocols are set out in the Tamworth Borough Council Constitution which is updated periodically and is available to view on the Council's website.

The role of the Corporate Management Team will be to ensure that the evidence base is robust and that real (and audited) community & stakeholder engagement takes place where appropriate.

10. Risk Assessment

In preparing the Local Development Scheme, it is considered that the main areas of risk relate to:

Staff resources

Having regard to the current staff levels there is a risk to the delivery of the LDDs as set out in the LDS should the Council be unable to recruit appropriately qualified/experienced staff or where existing staff leave or there is a prolonged absence. The Council has established good working relationships over the years with specialist consultants who have an understanding of the town but their support is subject to available budget allocations and procurement processes.

Political conflicts

This has been reduced by having a commitment by all parties to a process that will ensure that actions are taken through Cabinet and endorsed by Council to ensure the submission of DPDs to PINS for examination of "soundness" are to agreed time-scales. There is also a cross-party working group established to guide the development of Development Plan documents.

Capacity of PINS and other agencies to cope with demand nation-wide

This is not something which the Council can influence, however early warning will be given to PINS of any part of the work programme which is required to go through an examination.

Legal challenge

The risk of legal challenge will be minimised by ensuring that DPDs are "sound" and founded on a robust evidence base and well-audited stakeholder & community engagement systems.

Programme slippage

This will be affected if resources are not secured or they are reduced. Slippage of any planned part of the programme could have a knock-on effect on later parts of the programme. The programme attempts to ensure that the milestones are not affected should there be a need to put contingency arrangements in place.

11. Identified Priorities

Priorities flow from:

Policies and proposals set out in the Tamworth Local Plan 2006 - 2031;
The need for a review and update of the current Local Plan;
New legislation and regulations; and
Local Plan monitoring.

Priorities are:

- Production and adoption of a new Local Plan; and
- Production and adoption of a Design SPD.

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Appendix A

	2018												2019												2020												2021											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Local Development Scheme																																																
Review																																																
Statement of Community Involvement (SCI)																																																
Review																																																
Adoption																																																
Tamworth Borough Local Plan 2021-2036																																																
Evidence base refresh																																																
Issues and options consultation																																																
Pre-submission consultation																																																
Submission																																																
Examination																																																
Adoption																																																
Design SPD																																																
Production																																																
Draft SPD Consultation																																																
Adoption																																																
Planning Obligations SPD																																																
Production of revised document																																																
Draft SPD Consultation																																																
Adoption																																																
Community Infrastructure Levy																																																
Adoption																																																
Review																																																
Annual Monitoring																																																
Data collection																																																
Report production																																																
Publication																																																

Tamworth Borough Council

Statement of Community Involvement 2018

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PART A - INTRODUCTION

The Statement of Community Involvement sets out our vision and strategy for community involvement in planning. The aim is to explain when and how you can get involved in the planning process in Tamworth including in the development plan making process and the decision taking process on individual planning applications.

This document describes our approach to community engagement and involvement in the planning process and is broken down into two main sections: **Local Plans** and **Planning Applications**.

Our approach to engagement

When we engage with you in either the plan making or decision taking processes we will strive to:

- **Keep things simple**, by using plain English and explaining any planning terms that we need to use.
- **Communicate clearly**, by explaining why we want to involve you and receive your comments.
- **Make it easy for you to get involved**, by explaining when and where you can get involved. We will try to make public planning events as accessible as possible for all groups.
- **Make sure your involvement is effective**, by listening to your views throughout the planning process. We will explain what we can and can't take into account and make sure you have enough time and notice of opportunities to get involved.
- **Be inclusive**, wherever possible by providing information in an accessible format and giving clear advice on how the planning system works when requested. We will also encourage involvement from groups that have traditionally not been involved in the planning process.
- **Share information**, by making it available through the most appropriate channels including on our website and social media as well as at our offices and local libraries when appropriate to do so.
- **Strive to meet targets** wherever possible, whether they are our own targets or those set by Government.

Who will we look to engage with?

Government planning regulations require us to ensure that certain groups are consulted at key stages in preparing the Local Plan or determining planning applications. This includes, for example, the Environment Agency, Highways England, Historic England and Staffordshire County Council. The full list is updated periodically and is available online on the Government's planning system website.

As well as those groups we are required to consult with, we would like all interested parties to have the chance to be involved in the preparation of the Local Plan documents and the determination of planning applications. To help with this, we maintain a list of individuals, groups and stakeholders who have expressed an interest in staying informed about planning matters in Tamworth, and we use this list to help us engage with a wider audience where appropriate. If you would like to be added to the list, please contact the Planning Policy and Delivery team at developmentplan@tamworth.gov.uk

We are committed to doing everything reasonably possible to make our community involvement inclusive. This means that we aim to give everyone in Tamworth an opportunity to be involved in the decisions we take. Our Diversity and Equality Scheme (Making Equality Real in Tamworth) outlines how we will promote equality and diversity in the delivery of our services, and our Community Engagement Framework sets out ways we will engage with relevant groups.

In line with this, we can make documents available in alternative formats on request; this includes Braille, large print and alternative languages.

How you can get involved

We will keep you informed through various ways including by letter or e-mail, through our website (www.tamworth.gov.uk) and social media channels, and notices in the local newspaper where appropriate. The methods we use to engage with people will vary depending on the particular document being produced or decision being made and may also include public consultation events. However, when determining the best approach in any situation, we will always seek to ensure that the process is proportionate and cost-effective.

The Role of Planning Officers

The Council's Planning Officers work within the Planning and Regeneration service, which is based at Marmiom House:

- **The Planning Policy and Delivery Team** produces the Local Plan, Supplementary Planning Documents and site development briefs. They carry out the gathering of evidence to support planning policy, organise consultation and engagement events, produce draft planning documents and take planning documents through the statutory process of a Local Plan examination. Local Plan examinations are carried out by the Planning Inspectorate.
- **The Development Management Team** assesses planning applications against the policies of the adopted development plan, the National Planning Policy Framework and any other material considerations. The Development Management team also investigate alleged breaches of planning control..

The role of Councillors

Locally elected Councillors have a key role to play in the planning process:

- The Full Council are responsible for approving and adopting all development plan documents such as the Local Plan, whilst the Council's executive, the Cabinet is responsible for approving and adopting other local development documents such as supplementary planning documents. Our Planning Committee is made up of 13 Councillors who make decisions on major planning applications (as defined in the Council's scheme of delegation).
- There are ten wards in Tamworth and each ward is represented by 3 Councillors. You can be contact them to discuss applications in their wards and neighbouring wards where there may be an impact. Councillors can voice their support or objection to planning applications in writing and ward councillors can speak at Planning Committee on behalf of their constituents.

The role of locally elected Councillors in representing the views and concerns of residents in the planning process is very important. However, your views can only be formally taken into account when you make them in writing to Planning Officers within the specified time for a particular consultation.

PART B - LOCAL PLANS

The Local Plan sets out a vision and objectives for the future development of Tamworth, and we would like you to get involved in its preparation. During the development of the Local Plan and other related documents there will be opportunities for you to get involved and help shape the future of Tamworth. This section provides details of when and how you can get involved.

Tamworth Local Plan

The development plan for Tamworth is made up of:

The Local Plan (adopted 2016) - This is the key document of the development plan because it sets out the vision and objectives for the future development of Tamworth as well as allocating land within the borough for particular uses and setting out the policies against which planning applications are assessed.

Supplementary Planning Documents (SPDs) – These documents sit alongside the Local Plan and provide more detailed advice or guidance on the policies contained within it, such as in relation to design issues and planning obligations.

Community Infrastructure Levy (CIL) – CIL is a tool to help us to deliver infrastructure to support the development of Tamworth by charging a tariff on certain types of development to contribute towards the cost of infrastructure projects. Our current CIL Charging Schedule and the list of infrastructure projects we intend to help fund through CIL can be found on our website.

Other development plan related documents include:

Local Development Scheme (LDS) – The LDS sets out a programme for the preparation of the Local Plan and related documents over a three year period. The three year programme helps to keep you informed about upcoming opportunities to get involved in the plan making process..

Monitoring Report – These documents help keep you informed on the progress being made in preparing Local Plan and related documents as well as our performance in implementing the policies contained within the Local Plan.

Neighbourhood Plans

Neighbourhood Plans are a relatively new way for the community to influence planning in their area. Once a Neighbourhood Plan has gone through the whole process and has been 'made' (adopted) they have the same weight in planning decision making as the Local Plan.

In Tamworth, as there are no Parish Councils, Neighbourhood Plans are written by groups of people or businesses that come together in a particular area to make a Neighbourhood Forum. A Neighbourhood Forum should consist of at least 21 people living and/or working in the area and must have the express purpose of promoting its social, economic and environmental wellbeing.

Once a Forum has been set up and an agreed Neighbourhood Area in which it will be working has been established then a Neighbourhood Plan can be prepared. Although we do not prepare Neighbourhood Plans, we do have a duty to provide advice and assistance to forums wishing to produce one. The type and amount of support will vary from case to case but could include:

- Access to the existing evidence base we already hold and advice on what existing policies in the Local Plan are considered strategic and must be adhered to
- Help with mapping and technical advice
- Arranging meetings and help with consultation where appropriate
- Providing advice on legal requirements for Neighbourhood Planning
- Screening emerging plans for environmental and habitats impacts

We also have a duty to take plans through the legal publication, examination, referendum and adoption processes as set out in the Neighbourhood Planning Regulations (2012) (as amended). Please contact the Tamworth Borough Council Planning Policy Team for more information on 01827 709709.

More information on Neighbourhood Planning can be found in the Neighbourhood Planning Road Map Guide produced by Locality: https://neighbourhoodplanning.org/wp-content/uploads/NP_Roadmap_online_full.pdf

Preparing new planning documents

When you can get involved

There are a number of key stages involved in the preparation of a Local Plan. These stages are required by Government planning legislation and regulation and are designed to ensure that the process is as open and transparent as possible.

Figures 1, 2 and 3 show the key stages in producing a Local Plan, a SPD and the CIL. Stages marked with an asterisk show where we will actively seek to involve you in the plan making process. Certain planning documents, including any new or revised Local Plan, will be subject to an independent examination by the Planning Inspectorate. As part of any examination the appointed Planning Inspector will hold hearing sessions and, if you have made a formal representation at the publication consultation stage, you may have the opportunity to speak at the sessions.

Figure 1 – Stages in preparing a LOCAL PLAN

- **Publication of draft Local Plan documents for public consultation***
- **Publication of a Local Plan for a pre-submission public consultation***
- **Submission of a Local Plan to the Secretary of State and Planning Inspectorate**
- **Independent public Examination of a Local Plan***
- **Adoption of a Local Plan by Full Council**

Figure 2 – Stages in preparing a SUPPLEMENTARY PLANNING DOCUMENT

- **Publication of draft SPD for public consultation***
- **Cabinet approves adoption of SPD**

Figure 3 – Stages in revising a Community Infrastructure Levy

- **Publication of preliminary draft Charging Schedule for public consultation***
- **Publication of a draft Charging Schedule for public consultation***
- **Submission of draft Charging Schedule to Secretary of State**
- **Independent public Examination of Charging Schedule***
- **Adoption of revised Charging Schedule by Full Council**

Sustainability Appraisal

When preparing the Local Plan we will assess the social, environmental and economic impacts that it may have. The Sustainability Appraisal (SA) is there to identify and enhance positive effects of policy and to identify and minimise and potential adverse impacts of policy.

We will consult you on the Sustainability Appraisal at the same time that we consult on the Local Plan.

Publications

At the consultation stages of preparing the Local Plan or related documents we will make copies of the consultation documents and other relevant documents available for reference at Marmion House. These documents will also be available for download from our website. Charges will apply for black and white copies of all our planning documents. Please see <http://www.tamworth.gov.uk/planning.aspx> for further information on fees and charges.

Ways you can get involved

- **Letters and emails** – where appropriate, we may write out directly to interested parties to seek their views. This will usually involve

contacting individuals whose details are included on the list of interested parties referred to in Part A above;

- **Press and social media** – we may use press releases and/or our social media channels to put out information about progress on preparing planning documents and to notify you of opportunities to get involved;
- **Statutory notices** – where required to do so by relevant legislation, we will publish notices in a local newspaper to notify you of certain key events and milestones;
- **Website** – our website is the main point of access for all planning information. We will use it to keep you informed about the plan making process and to provide opportunities for you to review information and provide comments;
- **Public exhibitions and workshops** – where appropriate, we will put on public exhibitions and workshops to give you the chance to look at plans and proposals and to speak to planning officers and other members of the community in an informal setting. Workshops can be helpful in getting communities to agree on issues and in engaging with people who find it difficult to get involved in the planning process.

PART C - Planning Applications

The Development Management team is responsible for assessing all applications for planning permission and related consents including for such things as works to listed buildings and display of advertisements. They are responsible for determining certain types of applications in line with the Council's Constitution as well as providing advice where applications are determined by the Planning Committee. Applications will be considered in accordance with the delegation agreement which requires only a number of applications to be reported to Planning Committee mainly Major applications, applications raising issues of considerable public interest or when any Ward members has requested planning issues and concerns in respect of the application.

The Development Management team is also responsible for providing pre-application advice on development proposals as well as monitoring compliance with conditions attached to planning permissions and dealing with unauthorised developments and other enforcement issues.

All decisions taken on planning applications will be made in accordance with the adopted development plan unless material considerations, including national planning policies and guidance or site specific matters, indicate otherwise.

Getting involved in Planning Applications

You can view the details of planning applications, including supporting documents and corresponding plans and drawings, on our website at <http://www.tamworth.gov.uk/planning.aspx> or at the Council offices in Marmion House during normal opening hours (Monday to Friday 9am – 5pm). Planning Officers are available by prior appointment at Marmion House to give advice on current or proposed applications.

We will publicise new applications in accordance with the requirements set out in Government legislation and guidance for the different types of application. For ease of reference, those requirements are set out in the table below.

Consultation method	Type of application			
	EIA	Major	Minor	Other
Neighbour notification	×	(✓) ¹	✓	✓
Website	✓	✓	✓	✓
Weekly list of planning applications	✓	✓	✓	✓

¹ For major applications the legislation requires that either neighbour notifications or site notices are used. For most major applications, neighbour notifications will be used; however in some circumstances this may not be appropriate and a site notice will be used instead.

Site notice	✓	(✓) ²	(✓)*	(✓)*
Press notice	✓	✓	(✓)*	(✓)*
Planning applications available for inspection at the Council offices	✓	✓	✓	✓

Comments on planning applications must be made in writing within 23 days from the date of our notification letter or within 23 days from the date of a press notice or site notice being posted, whichever is the later. The 23 day period is longer than the minimum required by Government legislation in order to ensure that any public holidays that may fall within the publicity period are taken into account. Please note that if you submit comments after the 23 day publicity period has expired, we may not be able to take them into consideration.

Where significant additional or amended information is received in respect of an application, we may carry out a further period of publicity to ensure that the full extent of the proposal is known. The extent of the re-consultation is dependent upon the scale of any amendments and their significance. It is at the discretion of the Local Planning Authority as to the need and length of the re-consultation. Any additional or amended information will be made available on our website and any interested parties are advised to check the website periodically in case any new information has been added.

All planning application documents are available online and only information exempt under the Freedom of Information Act 200 and the Data Protection Act 1998 is withheld from public view. Comments received on planning applications will be summarised in the officer's report and will be published in their entirety on our website with the exception of telephone numbers, email addresses and signatures, which will be redacted.

Any comments which are received on an application are considered by a planning officer, who will weigh these with other related issues (such as the planning policies of the Borough Council and national planning guidance) in the assessment of the development before reaching a recommendation. This delegated report will be published following the determination of the application.

You can make comments:

- **Online** – <http://www.tamworth.gov.uk/planning.aspx>
- **E-mail** – planningadmin@tamworth.gov.uk
- **Post** – Tamworth Borough Council
Marmion House
Lichfield Street

² See footnote 1 above.

* The legislation requires that site and press notices are used for for listed buildings, conservation areas, departures from the development plan and applications affecting a public right of way.

Tamworth
B79 7BZ

Public meetings and exhibitions

Applicants are encouraged to engage with neighbouring land owners and the community in advance of submitting any application for planning permission or other forms of consent. This engagement should be proportionate to the scale of the proposed development and for larger scale developments, these consultations should be carried out at an early stage in the design process, to enable community views to be incorporated into the submitted proposal. Our local list of validation requirements sets out the types of application which should be accompanied by a statement of community involvement.

The form of consultation will need to be tailored to suit the particular circumstances of the site, proposal and locality and could include, for example, a public meeting, exhibition, or other forms of community involvement. For probity reasons (ensuring that decisions are taken in a fair and open manner), the council's Planning Officers would not normally participate in these public meetings or exhibitions other than to provide background information.

Where an applicant submits a statement of community involvement as part of a planning application, as a minimum it should include:

- the houses, businesses and local community groups consulted;
- methods and timing of consultation; and
- feedback and information on how this was addressed in the development proposal.

Decision Making and Planning Committee

Most planning applications are determined under delegated powers as set out in the Council's Constitution and Scheme of Delegation. The Planning Committee makes decisions on major applications, and in certain other circumstances as detailed in the Council's Constitution. In some circumstances, where the applicant agrees, Major pre-applications can be reported to Planning Committee allowing the opportunity for members to consider the implications of a development in the area. These are beneficial and allow for early consideration prior to a formal application being submitted.

For those applications considered for determination by the Planning Committee, the council allows public speaking at the Committee meeting to give those people who have made comments on a planning application the opportunity to reinforce the points made in their written submissions. Guidance on how members of the public can speak at Planning Committee is provided on our website. If you have submitted comments on a planning application and indicated that you would like to speak at the Committee meeting, we will notify you of the date of the meeting if you have provided us with an email address.

As a public meeting, anyone can attend Committee, however a member of the public, or their representative, will be allowed to address the Planning Committee only if he/she has made a written representation setting out substantive planning reasons and indicated in advance that they wish to speak at Committee. The Assistant Director Growth and Regeneration has the discretion to refuse a request to address the Planning Committee but in doing so would set out, in writing, the reason for taking this course of action.

A maximum of two objectors to a planning application are allowed to speak and are allowed a maximum of 3 minutes each.

A maximum of two supporters (one slot reserved for the agent / applicant) of a proposal, will also be allowed to speak for a maximum of 3 minutes each.

Ward Councillors in the wards principally affected by the proposal will, subject to giving prior notification to the Assistant Director Growth and Regeneration, be allowed to speak either in favour or against planning applications for a total of 3 minutes each.

There may be cases where there are more people who wish to speak than slots available. In such circumstances we will encourage you to liaise with each other and nominate a spokesperson. There may be exceptional cases, for example where there is an exceptional degree of public interest in a particular application, the time allocated for public speaking may be extended at the discretion of the Committee Chair. In such circumstances all three slots will be extended by the same amount of time so that objectors, supporters and the Local Councillor will be given equal periods of time to address the Committee.

If an application is deferred and substantial changes are made to the planning application then a further opportunity may be given to those who have previously spoken. If there are any free slots then new speakers will be allowed. If no changes to the application have been made then no further public speaking will be allowed.

Planning Committee Agendas are published on our website, prior to Committee Meetings (usually five days before), followed by the publication of the minutes of the meeting – see <http://www.tamworth.gov.uk/planning.aspx>

As part of the council's commitment to an open and transparent planning process, there is a protocol contained within the Council's constitution.

Notification after Planning Committee

We will not write out to those people who have submitted representations to inform them of a decision; however, decisions on all planning applications, including those made by the Planning Committee, are published on our website as soon as possible following the decision.

Planning Appeals

If a planning application is refused or conditions are imposed on a permission that an applicant is unhappy with, the applicant has the right of appeal against the Council's decision to the independent Planning Inspectorate. Letters are sent direct to those people who were notified on the original application (as well as any other people who submitted comments on the application) giving notice of an appeal being lodged against the council's decision, and providing them with the opportunity to make representations to the Planning Inspectorate (with the exception of appeals submitted under the householder appeal service). Under the householder appeal service there is no opportunity to make representations to the Planning Inspectorate, however representations submitted in relation to the planning application are forwarded to the Planning Inspectorate by the Council. A site notice will only be posted in the case of a public inquiry.

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THURSDAY, 18 OCTOBER 2018

**REPORT OF THE PORTFOLIO HOLDER FOR HOUSING SERVICES AND
NEIGHBOURHOODS**

HOMES ENGLAND COMPLIANCE AUDIT REPORT

EXEMPT INFORMATION

N/A

PURPOSE

To note the outcome of the Home England compliance audit report in completion of the Affordable Homes grant process.

RECOMMENDATIONS

That Cabinet note the outcome of the Homes England Compliance Audit Report regarding redevelopment of garage sites.

EXECUTIVE SUMMARY

In support of the Council's redevelopment of 9 HRA garage sites for Council housing a grant of £497k was provided to the Council through the Homes England affordable housing grants programme. Waterloo Housing acted on the Council's behalf in the administration of the grants process including the completion of monitoring requirements.

As part of its due diligence, Homes England has undertaken a routine audit of the delivery of the programme. It is a part of the grant conditions that the outcome of the Audits are reported to the governing body of the recipient organisation. This would usually be the Management Board of a Registered Provider however in the case of the Council, Cabinet are the relevant body.

The scope of the audit includes matters such as compliance with grant conditions, compliance in rent setting, contractor appointment and management and compliance in obtaining relevant planning and other approvals.

The notification of the outcome of the audit report is shown at Appendix A. The Audit identified full compliance with all requirements.

OPTIONS CONSIDERED

Option	Benefits	Risks
Note the outcome of the Audit	Ensures compliance with the Grant requirements	None

RESOURCE IMPLICATIONS

There are no resource implications associated with the recommendation.

LEGAL/RISK IMPLICATIONS BACKGROUND

There are no risks associated with the recommendation.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with the recommendation.

REPORT AUTHOR

Robert Barnes- Executive Director Communities

LIST OF BACKGROUND PAPERS

APPENDICES

Appendix One- Homes England Audit Compliance Audit Report



Compliance Audit Report – 2017/18

41UK – Tamworth Borough Council

Provider Code	41UK
Provider Name	Tamworth Borough Council
Final Grade	Green - Meets requirements
Independent Auditor	RSM Risk Assurance Services LLP
Homes England Lead Auditor	Sarah Streater
Homes England Head of Home Ownership and Supply	Caroline Cormack

Report Objectives and Purpose

Compliance Audits check Provider compliance with Homes England's policies, procedures and funding conditions. Standardised checks are made by Independent Auditors on an agreed sample of Homes England schemes funded under affordable housing programmes. Any findings, which may be a result of checks not being applicable to the scheme or an indication of procedural deficiency, are reported by the Independent Auditor to both the Provider and Homes England concurrently. The Homes England Lead Auditor reviews the findings and records those determined to be 'breaches' in this report. Breaches are used as the basis for recommendations and final grades for Providers. Grades of green, amber or red are awarded; definitions are provided at the end of this document.

Further information is available at: <https://www.gov.uk/guidance/compliance-audit>.

Confidentiality

The information contained within this report has been compiled purely to assist Homes England in its statutory duty relating to the payment of grant to the Provider. Homes England accepts no liability for the accuracy or completeness of any information contained within this report. This report is confidential between Homes England and the Provider and no third party can place any reliance upon it.



Compliance Audit Grade and Judgement

Final Grade	Green - Meets requirements
Judgement Summary	Further to review, the scheme audited has complied with the requirements of the Capital Funding Guide and no breaches were recorded. Therefore, a Green Grade is assigned to this Provider.

Audit Results

Number of Schemes Audited	1
Number of Breaches Assigned	0
Number of High Severity Breaches	0
Number of Medium Severity Breaches	0
Number of Low Severity Breaches	0



Provider's Acknowledgement of Report

The contents of this report should be acknowledged by your Board's Chair or equivalent. Confirmation of this acknowledgement should be record in the IMS Compliance Audit Module by your CA Provider Lead on behalf of your Board's Chair. Online acknowledgement should be completed within one calendar month of the report email notification being sent.

Report acknowledged by:

Date:

Compliance Grade Definitions

Green Grade	The Provider meets requirements: Through identifying no high or medium breaches, the Compliance Audit Report will show that the Provider has a satisfactory overall performance, but may identify areas where minor improvements are required.
Grade Amber	There is some failure of the Provider to meet requirements: Through identifying one or more high or medium breaches, the Compliance Audit Report will show that the Provider fails to meet some requirements, but has not misapplied public money. The Provider will be expected to correct identified problem(s) in future schemes and current developments.
Grade Red	There is serious failure of the Provider to meet requirements: Through identifying one or more high level breaches, the Compliance Audit Report will show that the Provider fails to meet some requirements and there is a risk of misuse of public funds. The Provider will be expected to correct identified problem(s) in future schemes and current developments.

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