



Borough of Tamworth

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**INFRASTRUCTURE, SAFETY AND GROWTH
SCRUTINY COMMITTEE**

29 June 2021

Dear Councillor

A Meeting of the Infrastructure, Safety and Growth Scrutiny Committee will be held in **Council Chamber, Marmion House, Lichfield Street, Tamworth, B79 7BZ on Wednesday, 7th July, 2021 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, appearing to be 'A. B.', followed by a long horizontal line extending to the right.

Chief Executive

A G E N D A

NON CONFIDENTIAL

- 1 Apologies for Absence**
- 2 Minutes of the Previous Meeting (Pages 5 - 10)**
- 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 Update from the Chair

To receive an update from the Chair

5 Responses to Reports of the Infrastructure Safety & Growth Committee

Update on responses received to Reports of the Infrastructure Safety & Growth Committee.

6 Consideration of Matters referred to the Infrastructure Safety & Growth Committee from Cabinet or Council

(Discussion item)

7 Fire safety / Inspection Update

(Update from the Assistant Director Assets)

8 Local Development Scheme and Local Plan Timetable (Pages 11 - 24)

(Report of the Portfolio Holder for Regulatory and Community Safety)

9 Forward Plan

(Discussion item – link to Forward Plan is attached)

<http://democracy.tamworth.gov.uk/mgListPlans.aspx?RPId=120&RD=0&bcr=1>

10 Working Group Updates

To receive updates from any Working Groups

11 Infrastructure Safety & Growth Scrutiny Committee Work Plan (Pages 25 - 26)

(Update and discussion on the Infrastructure Safety & Growth Scrutiny Work Plan)

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

If a member of the public is particularly concerned about accidental filming, please contact a member of Democratic Services before selecting a seat

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: S Goodall, T Clements, J Chesworth, R Claymore, A Cooper, D Maycock, Dr S People, B Price and M Summers

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**MINUTES OF A MEETING OF THE
INFRASTRUCTURE, SAFETY AND
GROWTH SCRUTINY COMMITTEE
HELD ON 15th JUNE 2021**

PRESENT: Councillor S Goodall (Chair), Councillors T Clements, J Chesworth, R Claymore, A Cooper, D Maycock, Dr S Peple, B Price and M Summers

CABINET: Councillor Jeremy Oates

The following officers were present: Anna Miller (Assistant Director – Growth & Regeneration), Thomas Hobbs (Regeneration Officer) and Jo Hutchison (Democratic Services, Scrutiny and Elections Officer)

56 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 25th March 2021 were approved as a correct record.

(Moved by Councillor S Goodall and seconded by Councillor Dr S Peple)

57 DECLARATIONS OF INTEREST

There were no declarations of interest.

58 UPDATE FROM THE CHAIR

The Chair welcomed the new members of the Committee to the meeting and thanked the retiring members, and additionally noted that Councillor Tina Clements had been appointed as Vice-Chair of the Committee at the full Council meeting on 20th May 2021.

59 RESPONSES TO REPORTS OF THE INFRASTRUCTURE SAFETY & GROWTH COMMITTEE

The Chair reported that he had attended Cabinet on 8 April to support the recommendations within the CIL Spending Report, which had been considered by this Committee at its previous meeting. The Chair reported that Cabinet had approved the Report's recommendations.

60 CONSIDERATION OF MATTERS REFERRED TO THE INFRASTRUCTURE SAFETY & GROWTH COMMITTEE FROM CABINET OR COUNCIL

The Chair reported that there had been no matters referred to this Committee by Cabinet or Council, other than the request for this Committee to consider the State of Tamworth Debate discussion as part of its work plans going forwards, which was considered later on the agenda.

61 FUTURE HIGH STREET FUND: TERMS OF REFERENCE

The Chair invited the Leader of the Council to introduce the Future High Street Fund: Terms of Reference Report to the Committee. The Leader of the Council provided an overview to the Committee on the extent to which the council could influence town centre activities and recent trends on high streets and how town centres were used. He further drew the attention of the Committee to the appointment of two external executives to the Programme Board; the Chief Executive of South Staffordshire College and the Chief Executive of the Stoke-On-Trent and Staffordshire Local Enterprise Partnership.

The Leader of the Council introduced the Assistant Director, Growth & Regeneration and the Project Officer to the meeting. The Assistant Director highlighted to the Committee that the aim of this report was to set out clear governance arrangements in terms of decision making and the application of financial guidance, which allowed decisions to be taken quickly and at the appropriate level of seniority within the authority. Following consideration by this Committee this report was due to be considered by Cabinet at its meeting on 17th June 2021 with recommendations to approve the report and to approve an indicative programme timeline in accordance with the terms of reference.

The Assistant Director provided an overview of progress to date on the project including commencement of enabling activity and the set up of the programme office as well an overview of the recruitment to posts and the arrangements put in place to continue with the current interim Programme Manager for a fixed three year period. The Assistant Director highlighted to the Committee the importance of moving the project forward consistently over the full period in order to deliver the requirements in accordance with the programme required and that the proposed governance structure aimed to deliver that, and the Programme Board had been meeting regularly since February 2021.

The Assistant Director reported that whilst the funding from the Future High Street Fund had to be spent by April 2024, work could continue beyond that date provided that the funding was from partner organisations.

In terms of reporting arrangements, both Cabinet and this Committee would be updated quarterly on progress against delivery of the programme.

The Committee sought and received clarification in the following areas:

- Programme – the extent to which the indicative programme included any contingencies where it was reported that the programme remained

indicative and a working document, and whilst it had been prepared on a fairly conservative basis, it was likely to change over time. Assurances were sought and received that once the programme was fixed, that progress would be reported to this Committee against that baselined plan.

- Status of College funding – clarification was sought on the status of the College funding application where it was reported that whilst a round 1 bid had been made, as yet the College had not heard back from the Department for Education, which had been expected by this date. Further clarification was requested on how far the council was prepared to progress without confirmation of this funding stream to the College being received and whether there was any plan B. It was reported that the council's programme to deliver the projects required activity to commence prior to September, which was when the College expected to receive a final decision from the Department for Education on its bid, and that accordingly the council was already working closely and collaboratively with the College to procure the multidisciplinary team to support the project.
- Reporting on progress – confirmation was provided that reporting to this Committee would be planned to come prior to reporting being made to Cabinet such that this Committee could review and feed its considerations into Cabinet. It was further confirmed that where possible the project would be flexible in providing the Committee with areas of information which this Committee specifically requested.
- Skills - clarification was sought on how the council could feed into ensuring that the wider skills agenda was supported by the project including through the delivery of appropriate courses and skills from the College. The Leader confirmed that the council had an interest in ensuring that the enterprise centre and the college were linked. It was considered that engagement with the principal of the College in this regard would be beneficial and that this could be though inviting the Principal to attend either this Committee or one of the other Scrutiny Committees.
- Archeology – it was reported that the county archaeologist would be involved as part of the planning process, and that accordingly this area was a risk recorded in the risk register for the project.

RESOLVED that:

- The Report be noted; and
- This Committee's comments be reported to Cabinet.

(Moved by Councillor S Goodall and seconded by Councillor Dr S Peaple)

62 CONSIDERATION OF STATE OF TAMWORTH DEBATE ITEMS

The Chair introduced this item and requested that members consider whether any of the discussion points at the State of Tamworth debate should be developed further into work plan items for this Committee.

From the discussion, the main areas for consideration by this Committee were:

- The importance of green and open spaces and access to those;
- The Green agenda, and in particular electric vehicle charging points. One area for further consideration could be how the Garage Sites project could support the delivery further charging points;
- Crime, including modern slavery and human trafficking.

It was agreed that these would continue to be considered through the municipal year as the work plan developed.

63 FORWARD PLAN

The Committee considered the Forward Plan and agreed that there was nothing specific at this time to bring forward onto the work plan, although the committee noted that the work on the Dry Recycling Contract renewal may be revisited.

64 INFRASTRUCTURE SAFETY & GROWTH SCRUTINY COMMITTEE WORK PLAN

Following the consideration of the previous agenda items the Committee considered its work plan and agreed the following:

- The possibility of looking at a broader item on community safety earlier in this municipal year which could look to consider E-scouters and E-bikes, CCTV and modern slavery. Invitations for both the Tamworth Police Commander and the new Police, Crime and Fire Commissioner to attend the meeting.
- To consider and provide (in advance) to external attendees questions / areas of focus which the Committee would like addressed.
- Bring forward potentially to November 2021, the consideration of the Taxi Licensing Points System and invite the Chairman of the Taxi Drivers Association to attend that Committee meeting;
- to update its work plan for 2021/22 as follows:

Infrastructure, Safety and Growth Scrutiny Work Plan

Work Plan 2021 - 2022	
DATE	SUBJECT
Quarterly updates	Future High Street Fund (Growth) – Quarterly updates – starting March 2021
July 2021	Local Development Scheme and Local Plan Timetable
Sept / Oct 2021	Kettlebrook and Bolehall Public Space Protection Orders
Date to be confirmed – 2021 / 22	Community Safety overview to include: <ul style="list-style-type: none"> • Invitation to Tamworth Police Commander • Invitation to Police, Crime and Fire Commissioner • CCTV update • E-Scouters and E-Bikes • Modern Slavery update • Business Crime Reduction Partnership Update
Date to be confirmed - 2021 /22	Garage Sites & EV Charging update
November 2021	Review of Taxi Licensing Policy – Points System
When clarity on legislation	Fire Safety Update

Working Groups		
Topic	Possible WG Members	Target IS&G Com meeting date
Fireworks	Open to all	July 2021
Events	SP, RB, AF, PB, SG	

Upcoming Infrastructure, Safety and Growth Scrutiny Committee Meetings
7 th July 2021
15 th September 2021
12 th October 2021
23 rd November 2021
19 th January 2022
24 th March 2022

65 WORKING GROUP UPDATES

The Committee agreed that the ICT Working Group had completed its work following agreement by Cabinet of the ICT Strategy at its April meeting, which the working group had reviewed with the Head of Technology.

The Chair aimed to provide an update on Fireworks to the next meeting in July.

The Committee agreed to consider further the requirement or otherwise to continue with the Events Working Group.

Chair

Wednesday, 7 July 2021

Report of the Portfolio Holder for Regulatory & Community Safety

Local Development Scheme and Local Plan Timetable

Exempt Information

None.

Purpose

The purpose of this report is to inform the committee on the recommendations that will be put before Cabinet on 08 July 2021 for the publication of the Tamworth Borough Council Local Development Scheme 2021 – 2024. The report that follows is the same as will be presented to Cabinet at the 08 July meeting.

Recommendations

That Cabinet approve the publication of the Tamworth Borough Council Local Development Scheme 2021 – 2025.

Executive Summary

A Local Development Scheme (LDS) should set out the Council's programme for the preparation of Local Development Documents over a three-year period and should inform the public and other stakeholders about the likely dates for opportunities to get involved with the plan-making process.

The Planning and Compulsory Purchase Act 2004 (as amended) requires that the LDS be made available to the public and kept up-to-date. The current LDS was published in 2018 and set out a work programme up to the end of 2021. Whilst the timeline set out in LDS has not yet reached its conclusion, it does include for an annual review, and the timescales for individual projects have changed sufficiently that it is considered appropriate to publish an updated version.

Approval is therefore sought for the publication of the draft LDS in appendix A which sets out a timeframe for local plan development up to 2024.

Options Considered

The Council could decide not to publish an up to date LDS; however, for reasons set out under legal/risk implications below, that was not considered to be an appropriate option.

Resource Implications

The resource implications are outlined in the attached draft Tamworth Borough Council Local Development Scheme 2021 - 2024. In summary, the majority of the work programme will be delivered using existing resources within the service, however consultants will be required to be engaged on specific projects where there is a need for specialist skills or if there is a lack of capacity in-house.

There is a budget identified for the Local Development Framework of £50,000 for 2021/22 and £10,000 per year up to 2025/26. A policy change around the time of the publication of the previous LDS increased the Local Development Framework budget in anticipation of work starting on a new local plan. Due to that work being delayed, the majority of that budget remains unspent and there is currently £211,969 held in a retained fund that can be used to supplement the existing budget.

The budget setting process for 2024/25 and beyond will need to include appropriate consideration of resources to deliver the revised work programme beyond the end of 2024 (that set out in the draft LDS) and may result in the need for a policy change.

Legal/Risk Implications Background

Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) requires all local planning authorities to prepare and maintain a local development scheme and specifies what is to be included in it. Section 13(3A) states that if a local planning authority has not prepared a local development scheme, the Secretary of State may prepare one for the authority and direct the authority to bring that scheme into effect. Therefore, failure to maintain an up-to-date local development scheme could result in one being prepared by the Secretary of State on the Council's behalf.

Equalities Implications

There are no direct equalities implications resulting from the proposals set out in this report. Any new local plan would be accompanied by an equalities impact assessment at each relevant stage that would ensure compliance with the Equality Act 2010 and the Council's own policies on diversity and equality.

Sustainability Implications

The National Planning Policy Framework (NPPF) sets out the presumption in favour of sustainable development and the need for sustainable economic growth on which local plans are to be based and includes clear policies that guide how the presumption should be applied locally.

The LDS document itself will have limited sustainability implications, however it does provide the framework for the delivery of local plan documents, the policies and proposals contained within which will impact on the three facets of sustainable development: economic, social and environmental.

Consideration will be given to the sustainability implications of each document required to be produced under the LDS and measures will be taken to minimise any potential conflicts and adverse impacts in order to achieve the most sustainable outcome for Tamworth.

Background Information

A LDS is required under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) and the Act requires that the document be made available to the public and kept up-to-date.

The LDS forms part of the Development Plan for Tamworth and should set out the Council's programme for the preparation of Local Development Documents over a minimum three-year period. The three-year programme should inform 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 current LDS was published in 2018 and set out a work programme up to the end of 2021 that included the production of a new local plan for Tamworth. However a report was presented at the 19 March 2020 Cabinet meeting setting out the reasons why this ambitious

timetable was not appropriate and instead seeking Cabinet's endorsement of the conclusions of a review of the existing Local Plan.

This review found that the production of a new local plan would be appropriate and it was acknowledged that a later report would be brought to Cabinet setting out a revised timetable for the development of that new local plan. It was intended that this new timetable would be presented to Cabinet later in 2020, however this was delayed for a number of reasons including the publication in late 2020 by Government of proposals for reforms to the plan making process. The Council responded to these proposals through the public consultation process however Government has yet to respond in full to the feedback received through that process.

The adopted local plan was 5 years old in February 2021 and, although local plans do not automatically become out of date after 5 years, the chances of it being considered out of date by an inspector increase after 5 years. It is therefore considered appropriate to progress a new plan now rather than wait for the outcome of the proposed changes to the system. The timetable included in the draft LDS at appendix A therefore proposes to start on the production of a new plan straight away.

Cabinet approval is sought for the publication of the draft LDS including the local plan timetable up to 2024. A future update of the LDS will provide a timetable for work beyond 2024.

Report Author

Richard Powell – Planning Policy and Delivery Team Leader

List of Background Papers

19 March 2020 Cabinet report of the Portfolio Holder for Regulatory & Community Safety – Local Plan Review

Tamworth Borough Council Local Development Scheme 2018-2021

Appendices

Appendix A – Draft Tamworth Borough Local Development Scheme 2021 - 2024

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**Tamworth Borough Council
Local Development Scheme
2021-2024**

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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.

Preparation of the LDS is currently a mandatory requirement under the Planning & Compulsory Purchase Act 2004 (as amended). Guidance on their preparation states that the LDS *"must specify (among other matters) the development plan documents (i.e. local plans) which, when prepared, will comprise part of the development plan for the area. Local planning authorities are encouraged to include details of other documents which form (or will form) part of the development plan for the area, such as Neighbourhood Plans. The Local Development Scheme must be made available publicly and kept up-to-date. It is important that local communities and interested parties can keep track of progress. Local planning authorities should publish their Local Development Scheme on their website."*

2. 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.

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 Local Plan and saved policy applies to the whole of the borough.

Legislation introduced in 2018 requires local development documents to be reviewed every five years starting from the date of adoption, meaning a review of the Local Plan would be required by February 2021 in order to comply with the legislation. This review of the Local Plan is not the delivery of a new Local Plan, rather an assessment of the existing plan to determine if it is still fit for purpose or if a new Local Plan is required. A review (assessment) was undertaken in 2020 and it was determined that since the adoption of the Plan however, updates to national planning policy, a change in priorities at a local level and general implementation of policies has meant that an early preparation of a new Local Plan was considered appropriate.

The review concluded that, although the Plan is generally still in accordance with national policy and is performing relatively well, a number of changes would be required to ensure continued compliance with national policy and to reflect changes in local priorities. It was therefore determined that the level of changes required are significant enough to warrant the production of a new plan rather than a partial update to the existing Plan.

Work will shortly begin on a new Local Plan. An indicative timetable for work on the production of a new plan up to 2024 is set out later in this document.

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 most recent SCI was adopted in November 2018 and a review of the document will be required by November 2023 at the latest.

The SCI applies to the whole of the borough.

The SCI will be kept under review to ensure it remains relevant and up to date and a full review of the SCI will take place by November 2023 at the latest.

In October 2020, as a result of the global COVID-19 pandemic, an addendum to the SCI was published setting out temporary changes to the way consultations are carried out as a result of social distancing measures. These temporary amendments will remain in place until such time as social distancing measures are lifted enough for them to be removed.

Planning Obligations Supplementary Planning Document

The latest Planning Obligations Supplementary Planning Document (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 delivery 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 a review of the SPD will be required within the timeframe of this LDS to ensure that it remains in compliance with national planning policy and guidance.

The document applies to the whole of the borough.

Design Supplementary Planning Document

The production of the Design SPD was included in the last LDS (2018 – 2021) and the document was adopted in July 2019.

The document sets out key guidelines to enhance the quality and distinctiveness of places when developing in Tamworth and seeks 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 also provides guidance to assist applicants in complying with the requirements of historic environment policies set out in the Local Plan and provides guidance on how the Council expects the historic environment to be taken into account in the development management process.

The document applies to the whole of the borough.

Periodic review of the document will be required to ensure it remains appropriate and up to date.

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 to support the delivery of Local Plan objectives. 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 should be subject to periodic review and this will take place as part of the wider process of delivering the new local plan. A period of consultation and an examination in public will be required before changes can be made the rates set out in the CIL Charging Schedule, however this is unlikely to be during the timeframe of this LDS.

3. New Local Development Documents

Development Plan Documents

During the timeframe covered by this LDS, it is not intended to produce any new DPDs, however work will commence on the production of a new Local Plan for Tamworth and this will include a number of stages of public consultation.

Setting out a future timetable is not straight forward as the time it takes to move from one stage to the next depends upon the amount and complexity of comments received during consultation and therefore the length of time it will take to process them. It is also possible that further evidence will need to be gathered which could cause later stages to be delayed.

The indicative timetable set out in Appendix A takes into account the best information available at this time and reflects lead in times to obtain consents and approvals to move between different stages of the local plan development process. Further changes may need to be made to the timetable once the first stage of consultation has been completed.

Other Local Development Documents and Supplementary Planning Documents

It is not currently proposed to produce any new LDDs or SPDs during the period covered by the LDS, however the existing Design SPD and Planning Obligations SPD will be kept under periodic review and may require amendments that necessitate a period of public consultation.

4. Joint working/duty to cooperate

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 already committed to co-operate on strategic planning issues to deliver the unmet housing and employment needs identified in the adopted Tamworth Local Plan through a statement of common ground. Where it is expedient and cost effective to do so, the Council will work with the neighbouring councils and relevant bodies within the region, to collect evidence to support the development of a new local plan.

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.

5. Resources

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

Assistant Director Growth and Regeneration	5%
Planning Policy and Delivery Team Leader	80%
Planning Policy and Delivery Officer	90%
Monitoring and Information Officer	70%
Development management Service team	Input at key consultation stages

Due to the small size of the existing Planning Policy and Delivery team, there is currently limited capacity within the team to carry out the local plan development work alongside other commitments and there is no capacity to deal with any unexpected absences. There will therefore be a need to explore options for temporarily increasing the size of the team to meet demand and be more resilient.

Consultants will also need to be engaged on specific projects where there is a requirement for specialist skills or knowledge.

There is a budget identified for the development of a new local plan of £50,000 for 2021/22 and £10,000 per year up to 2025/26. Due to the work commencing later than expected, there remains approximately £211,969 held in a retained fund from previous years that can be used to supplement the existing budget.

The budget setting process for 2024/25 and beyond will need to include appropriate consideration of resources to deliver the revised work programme beyond the end of 2024 (that set out in the draft LDS) and may result in the need for a policy change.

8. Programme Management and Responsibilities

Management responsibilities for each area of work include:

Assistant Director Growth and Regeneration (programme overview)

Planning Policy and Delivery Team Leader (day to day programme staff & resource management).

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

Regular meetings are held between the Assistant Director Growth and Regeneration and the Planning Policy and Delivery Team Leader 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.

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 work programme 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. As set out in the resources section above, consideration will need to be given to temporarily expanding the team to increase both capacity and resilience.

Political conflicts

In an effort to reduce any potential conflict a cross-party working group has been established to seek early input from members and to guide the development of Development Plan documents including the new Local Plan.

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

Lack of availability of the Planning Inspectorate (PINS) or any other outside agency required to have input into the delivery of any aspects of the work

programme has the potential to cause delays. 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 key milestones are not affected should there be a need to put contingency arrangements in place.

Changes to relevant legislation and guidance

Between August and October 2020 the Government consulted on proposals for reforms to the planning system that would see a number of significant changes made to the way local plans are prepared. Responses to the consultation exercise are currently being reviewed by the Government and an announcement on which, if any, of the proposals will be taken forward is expected later in 2021.

Provided that any announcement comes before the end of 2021, and subject to any transitional arrangements, the impact on the work programme may not be significant owing to the fact that the new local plan development is still at an early stage. There is however potential for delay and/or changes to the work programme. The programme will therefore be reviewed and updated if necessary following any announcement.

Appendix A – Indicative Timetable

Document	Preparation Stage	LDS Target Date
New Local Plan	Issues & Options consultation	Spring 2022
	Preferred Option Consultation (non-statutory stage)	Early 2023
	Pre-Submission (Regulation 19) consultation	Late 2023/Early 2024
	Submission	Late 2024
Obligations Supplementary Planning Document	Update	Subject to the outcome of a review
Design Supplementary Planning Document	Update	Subject to the outcome of a review
Statement of Community Involvement	Review	By November 2023

Infrastructure, Safety and Growth Scrutiny Work Plan

Work Plan 2021 - 2022	
DATE	SUBJECT
Quarterly updates	Future High Street Fund (Growth) – Quarterly updates – starting March 2021
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12 th October 2021
23 rd November 2021
19 th January 2022
24 th March 2022

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