



# CABINET

22 May 2013

**A Meeting of the CABINET will be held on Thursday, 30th May, 2013, 6.00 pm in Committee Room 1 Marmion House, Lichfield Street, Tamworth**

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## A G E N D A

### NON CONFIDENTIAL

**1 Apologies for Absence**

**2 Corporate Update**

Title: Agile Working Update

Presenter: Director (Transformation & Corporate Performances)

**3 Minutes of the Previous Meeting (Pages 1 - 6)**

**4 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.*

**5 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules**

None

**6 Write Offs (Pages 7 - 16)**

(Report of the Portfolio Holder for Operations and Assets)

- 7 Welfare Benefit Reform Discretionary Payments** (Pages 17 - 36)  
(Report of the Portfolio Holder for Public Housing and Vulnerable People and Portfolio Holder for Operations and Assets)
- 8 2014 Arts and Events Programme** (Pages 37 - 58)  
(Report of the Portfolio Holder for Operations and Assets and Portfolio Holder for Economy and Education)
- 9 Tamworth Golf Course Future Options- Project Initiation** (Pages 59 - 96)  
(Report of the Portfolio Holder for Economy and Education)
- 10 Planning Applications - Streamlining Information Requirements and Validation** (Pages 97 - 116)  
(Report of the Portfolio Holder for Economy and Education)

Yours faithfully



**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](mailto: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, S Claymore, S Doyle, M Greatorex and J Oates



## **MINUTES OF A MEETING OF THE CABINET HELD ON 10th APRIL 2013**

**PRESENT:** Councillor D Cook (Chair), Councillors R Pritchard, S Claymore, S Doyle, M Greatorex and J Oates

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Jane Hackett (Solicitor to the Council and Monitoring Officer), Rob Barnes (Director - Housing and Health), Andrew Barratt (Director - Assets and Environment), Stefan Garner (Director of Finance), Anica Goodwin (Director - Transformation/Corporate Performance) and Robert Mitchell (Director - Communities, Planning and Partnerships)

### **140 APOLOGIES FOR ABSENCE**

None

### **141 CORPORATE UPDATE**

Cabinet agreed that the Director for Transformation and Corporate Performances' update on Agile Working be postponed to the next Cabinet meeting.

### **142 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 26 March 2013 were approved and signed as a correct record.

*(Moved by Councillor J Oates and seconded by Councillor S Doyle)*

### **143 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

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

None.

**145 ANNUAL REVIEW 2012/13 AND CORPORATE PLAN 2013/14**

The Report of the Leader of the Council informing Cabinet of the contents of the Annual Review and Corporate Plan was considered.

- RESOLVED:** That:
- 1 The Annual Review and Corporate Plan be approved, and;
  - 2 The Leader in conjunction with the Chief Executive sign off the final proof prior to printing.
- (Moved by Councillor D Cook and seconded by Councillor R Pritchard)*

**146 TEMPORARY RESERVES, RETAINED FUNDS AND PROVISIONS**

The Report of the Portfolio Holder for Corporate Services and Assets seeking Member approval for the establishment or retention of Temporary Reserves, Retained Funds and provisions, to write back to balances those reserves that have been identified as no longer being required was considered.

- RESOLVED:** That:
- 1 In principle the creation/retention of Temporary Reserves as detailed in the report be approved, and consideration given as to whether a spending plan against each of the individual reserves will be required, and;
  - 2 Should the actual outturn level adversely vary from the predicted outturn, adjustments will be made and Members may be asked to review the creation of these reserves, and;
  - 3 The write-back of reserves identified at Appendix D as no longer being required in the sum of £92,381 to General Fund Balances, to support the Medium –Term Financial strategy.
- (Moved by Councillor R Pritchard and seconded by Councillor S Claymore)*

**147 SCHEME OF DELEGATION DECISIONS**

The Report of the Portfolio Holder for Corporate Services and Assets seeking to comply with the Local Government Act 2000 and the Localism Act 2011 and any subordinate legislation which provide good governance for Local Authorities was considered.

- RESOLVED:** That the list of decisions taken in terms of the Scheme of Delegation for the period 13 June 2012 to 3 April 2013 be endorsed.
- (Moved by Councillor R Pritchard and seconded by Councillor D Cook)*

**148 NORTH WARWICKSHIRE BOROUGH COUNCIL SITE ALLOCATIONS CONSULTATION**

The Report of the Portfolio Holder for Economic Development and Enterprise seeking to inform Members on the Site Allocations Plan Preferred Options of the North Warwickshire Local Plan in accordance with Regulations 18, 19 and 20 of the Town and country Planning (Local Planning) Regulations 2012 and particular the Duty to Co-operate (Localism Act 2011), and seeking Cabinet approval of the comments to be made in response to the Site Allocations Plan Preferred Options of the North Warwickshire Local Plan was considered.

**RESOLVED:** That:

- 1 Comments to be made on the Site Allocations Plan Preferred Options (including Issues and Options) of the North Warwickshire Local Plan be approved, and;
- 2 North Warwickshire Borough Council be advised of Tamworth Borough Council's desire to work with them on the further development of their plan.

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

**149 HIGHER LEVEL STEWARDSHIP ACTION PLAN**

The Report of the Portfolio Holder for Environment and Waste Management informing Members of the successful application for Higher Level Stewardship and of the subsequent delivery action plan, and seeking to approve the receipt and expenditure of the grant over the 10 year grant period was considered.

**RESOLVED:** That the 10 year Higher Level Stewardship (HLS) action plan be endorsed, and the creation of necessary capital and revenue budgets applicable to this grant be approved.

*(Moved by Councillor S Doyle and seconded by Councillor S Claymore)*

**150 PROPOSED BROADMEADOW LOCAL NATURE RESERVE**

The Report of the Portfolio Holder for Environment and Waste Management informing members of the recent transfer of the Broadmeadow site into Council ownership and seeking to approve the attainment of Local Nature Reserve Status and future environmental improvements was considered.

**RESOLVED:** That the details of the report be noted, and;

- 1 The commencement of the tender process to create access to the land be approved and authority delegated to the Portfolio Holder for Economic Development and Enterprise and the Director of Assets and Environment to enter into contract with the most viable tender and to obtain all necessary statutory approvals to facilitate this,

- and;
- 2 The Portfolio Holder and the Director of Assets and Environment be authorised to make the necessary arrangements for the designation process for Broadmeadow to attain Local Nature Reserve status, and;
  - 3 The release of all of the Section 106 monies, currently £128,220 attributable to the site be authorised to enable the access works and environmental improvement to be undertaken.
- (Moved by Councillor S Doyle and seconded by Councillor R Pritchard)*

#### **151 PROPOSED RE-RELOCATION OF THE AMINGTON AND STONYDELPH LOCALITY WORKING COMMUNITY HUBS**

The Report of the Portfolio Holder for Community Development informing Cabinet of issues relating to Locality Working hub use to date and the business case supporting the need to move from the present hub locations and seeking approval to implement the proposed moves for the Amington and Stonydelph Locality Working hubs from their current locations and to reflect on and update the role of a community hub within the Locality Working (LW) model was considered.

**RESOLVED:**

That:

- 1 The Report and progress to date be endorsed, and;
  - 2 The proposed move of the Stonydelph hub from the Craven location to St. Martins Church (subject to final agreement from the Church) be approved, and;
  - 3 The proposed move of the Amington Hub from the Kerria shop unit to the Kerria Youth Centre building (subject to final agreement from partner agencies) be approved.
- (Moved by Councillor J Oates and seconded by Councillor D Cook)*

#### **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraph 1 and 3, Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

#### **152 MEARS PERFORMANCE 2012/13**

The Report of the Portfolio Holder for Housing was considered.

**RESOLVED:** That the recommendations as contained in the report be approved.

*(Moved by Councillor M Greateorex and seconded by Councillor R Pritchard)*

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Leader

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30 May 2013

**REPORT OF THE PORTFOLIO HOLDER FOR OPERATIONS AND ASSETS****WRITE OFFS****EXEMPT INFORMATION**

None

**PURPOSE**

To provide members with details of write offs from 01 April 2012 to 31 March 2013 and to seek approval to write off irrecoverable debt.

**RECOMMENDATIONS**

That members endorse the amount of debt written off for the previous financial year and approve the write off of irrecoverable debt for Business Rates of £159,395.00 and Sundry Income of £54,038.97 respectively.

**EXECUTIVE SUMMARY**

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

<b>Type</b>	<b>01/04/12-31/03/13</b>
Council Tax	£34,385.68
Business Rates	£538,110.39
Sundry Income	£26,045.94
Housing Benefit Overpayments	£82,887.14

The second part of the report is in respect of debts which are in excess of £10,000.

Under Financial Regulations, debts for write-off greater than £10k require Cabinet authorisation and this report details such accounts. The amounts for Business Rates are attached in Appendix E and Sundry Income Appendix F.

In light of the implementation of Business Rates Retention arrangements with effect from 01 April 2013 and that the pre-April 2013 debts are due and collectable under the agency arrangement with the Government, it would seem appropriate to carry out a robust review for 2012/13 (as part of any of those debts not collected in 2013/14 will fall on the Council). A revised approach to the calculation of Business Rates bad debt has been developed which involves a review of all of the outstanding debts to ascertain whether they are likely to be collectable. This has then been used to determine the balance to apply the usual aged debtor percentage.

With respect to the Sundry Income balance for write off of £54,038.97, provision has been made in full as part of the year end Bad Debt Provision calculation.

## Financial Implications

Business Rates	
Bad Debt provision	778,833.35
Less amount of write offs in this report	159,395.00
Less amount written off to date under delegated powers	0.00
Amount remaining	619,438.35

## RESOURCE IMPLICATIONS

The write offs detailed are subject to approval in line with the Corporate Credit Policy/Financial Regulations amended to reflect the revised calculation outlined above.

## LEGAL/RISK IMPLICATIONS BACKGROUND

Not applicable

## SUSTAINABILITY IMPLICATIONS

Not applicable

## BACKGROUND INFORMATION

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

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

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

### Debt Write Off

Authorisations are needed to write off debt:

<u>Authority</u>	<u>Account Value</u>
Chief Officer (or authorised delegated officer)	up to £5,000
Executive Director Corporate Services	£5,001 - £10,000
Cabinet	over £10,000

These limits apply to each transaction.

## Bad Debt Provision

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

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

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

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

### **REPORT AUTHOR**

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### **LIST OF BACKGROUND PAPERS**

Corporate Credit Policy - effective management of debt

### **APPENDICES**

**Appendices A to D** give details of write offs completed for Revenues and Benefits Services for 01 April 2012 to 31 March 2013

**Appendix E** gives details of national non domestic rate write offs

**Appendix F** gives details of sundry income write offs

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### Appendix A- Council Tax

Summary of Council Tax Write Offs 01/04/2012-31/03/2013												
Date of Write Off	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£5,000)	(£5,000.01-£10,000.00)	(£10,000.01 and Over)	Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)
01/02/2013									(£1.43)	(£1.43)		benefit adjustment
01/02/2013									(£1,173.66)	(£1,173.66)		forwarding address found
26/03/2013								(£91.00)		(£91.00)		suspense payments >2 yr old
<b>04 Totals</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£91.00)</b>	<b>(£1,175.11)</b>	<b>(£1,266.11)</b>	<b>0</b>	
<b>01 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£154.11)</b>	<b>(£155.88)</b>	<b>(£309.99)</b>	<b>0</b>	
<b>02 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£16.49)</b>	<b>(£16.49)</b>	<b>0</b>	
<b>03 Totals (B/F)</b>	<b>£0.00</b>	<b>£11,820.78</b>	<b>£9,284.22</b>	<b>£14,873.27</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£36,978.27</b>	<b>69</b>	
<b>Overall Total</b>	<b>£0.00</b>	<b>£11,820.78</b>	<b>£9,284.22</b>	<b>£14,873.27</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£245.11)</b>	<b>(£1,347.48)</b>	<b>£34,365.68</b>	<b>69</b>	

## Appendix B- Business Rates

Summary of NDR Write Offs 01/04/2012-31/03/2013												
Date of Write Off	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£5,000)	(£5,000.01-£10,000.00)	(£10,000.01 and Over)	Remitted	Credit Write Off	Reversed Write Off	Total	No. of Accounts (Write Off Only)	Reason(s)
04/01/2013									(£3.73)	(£3.73)		reversal- liability change
31/01/2013						£275,202.92				£275,202.92	11	insolvencies
12/03/2013	£38.28									£38.28	19	small balance write offs
15/03/2013									(£3.42)	(£3.42)		reversal- payment received
27/03/2013	£61.44	£1,389.64	£1,603.12	£9,864.66						£12,918.86	11	insolvencies
28/03/2013			£755.38	£23,866.91						£24,614.29	8	insolvencies
28/03/2013				£4,815.84						£4,815.84	1	emigrated, unable to pursue
28/03/2013					£95,240.07					£95,240.07	12	insolvencies
28/03/2013					£5,363.07					£5,363.07	1	statute barred
28/03/2013					£5,104.48					£5,104.48	1	unable to trace
28/03/2013		£98.63	£501.60	£5,714.91	£8,837.13					£8,837.13	1	insolvency
28/03/2013										£6,315.14	5	insolvencies
<b>Q4 Totals</b>	<b>£99.72</b>	<b>£1,488.27</b>	<b>£2,860.10</b>	<b>£44,254.32</b>	<b>£114,544.75</b>	<b>£275,202.92</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£7.15)</b>	<b>£438,442.93</b>	<b>70</b>	
<b>Q1 Totals (B/F)</b>	<b>£98.33</b>	<b>£3,259.63</b>	<b>£6,947.19</b>	<b>£60,729.96</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£71,036.11</b>	<b>44</b>	
<b>Q2 Totals (B/F)</b>	<b>£0.00</b>	<b>£513.10</b>	<b>£2,912.62</b>	<b>£25,337.39</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£63.44)</b>	<b>£28,699.67</b>	<b>16</b>	
<b>Q3 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£67.32)</b>	<b>(£67.32)</b>	<b>0</b>	
<b>Overall Total</b>	<b>£198.05</b>	<b>£5,261.00</b>	<b>£12,719.91</b>	<b>£130,321.67</b>	<b>£114,544.75</b>	<b>£275,202.92</b>	<b>£0.00</b>	<b>£0.00</b>	<b>(£137.91)</b>	<b>£538,110.39</b>	<b>130</b>	

## Appendix C- Miscellaneous Income

Summary of Sundry Income Write Offs 01/04/2012-31/03/2013										
Date of Write Off	Director of Assets & Environment (£0.00-£999.99) (£1,000.00-£5,000.00)	Director of Transformation & Corporate Finance (up to £5,000.00)	Director of Finance (up to £5,000.00)	Director Communities, Planning & Partnerships (up to £5,000.00)	Director Housing & Health (up to £5,000.00)	Executive Director Corporate Services (£5,000.01-£10,000.00)	Cabinet (£10,000.01 +)	Total	No. of Accounts	Reason(s)
29/01/2013					£504.97			£504.97	4	no trace/ uneconomic to collect
29/01/2013	£610.00							£610.00	2	leaves folded/ uneconomic to collect
12/02/2013				£128.40				£128.40	3	uneconomic to collect
06/03/2013					£5,215.96			£5,215.96	12	exitions/ uneconomic to collect/ no trace
06/03/2013		£80.00						£80.00	1	Uneconomic to collect
21/03/2013						£17,062.97		£17,062.97	2	Uncollectable
<b>Q4 Totals</b>	<b>£610.00</b>	<b>£80.00</b>	<b>£0.00</b>	<b>£128.40</b>	<b>£6,120.93</b>	<b>£17,062.97</b>	<b>£0.00</b>	<b>£24,002.30</b>	<b>24</b>	
<b>Q1 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0</b>	
<b>Q2 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,043.64</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2,043.64</b>	<b>7</b>	
<b>Q3 Totals (B/F)</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0</b>	
<b>Overall Total</b>	<b>£610.00</b>	<b>£80.00</b>	<b>£0.00</b>	<b>£128.40</b>	<b>£8,164.57</b>	<b>£17,062.97</b>	<b>£0.00</b>	<b>£26,045.94</b>	<b>31</b>	

## Appendix D- Housing Benefit Overpayments

Summary of Benefit Overpayment Write Offs 01/04/2012-31/03/2013									
Date of Write Off	(£0.00-£75.00)	(£75.01-£500.00)	(£500.01-£1,000.00)	(£1,000.01-£2,000.00)	(£2,000.01-£10,000.00)	(£10,000.01 and Over)	Total	No. of Accounts	Reason(s)
31.01.2013	£40.00						£40.00	1	court costs
"	£26.40	£75.22			£3,681.36		£3,782.97	4	bankrupt
"	£97.60						£97.60	4	debt < £35.00
"	£14.96						£14.96	12	uneconomical to pursue
"		£90.00					£90.00	1	not financially viable to pursue
"			£711.22				£711.22	1	absconded debtor
"			£567.42				£567.42	1	deceased
"	£323.95	£1,108.07					£2,608.50	12	departmental error (LA)
28.02.2013	£17.34		£1,176.48				£17.34	11	uneconomical to pursue
"	£137.75						£137.75	5	debt < £35.00
"		£108.57					£108.57	1	not financially viable to pursue
"		£136.00					£136.00	2	court costs
"		£230.82					£230.82	2	less than 2 wks o/s due to death
"		£276.32					£276.32	1	absconded debtor
"			£686.07				£686.07	1	bankrupt
"			£1,455.48	£2,000.00			£3,455.48	3	absconded debtor
"		£488.14					£488.14	1	departmental error (LA)
31.03.2013	£262.67	£200.00					£462.67	8	court costs
"	£14.67						£14.67	6	uneconomical to pursue
"	£290.63	£238.68	£519.76				£1,049.07	8	not financially viable to pursue
"	£90.25	£2,362.34			£4,621.22		£7,093.81	6	absconded debtor
"		£689.92					£1,357.84	4	bankrupt
"		£78.48					£78.48	1	less than 2 wks o/s due to death
"	£16.15	£173.60	£960.00				£1,149.75	3	departmental error (LA)
"			£610.90				£610.90	1	statute barred
<b>Q4 Totals</b>	<b>£1,332.37</b>	<b>£6,275.16</b>	<b>£7,355.25</b>	<b>£2,000.00</b>	<b>£8,302.57</b>	<b>£0.00</b>	<b>£25,265.35</b>	<b>100</b>	
<b>Q1 Totals (B/F)</b>	<b>£1,361.70</b>	<b>£6,347.40</b>	<b>£5,564.65</b>	<b>£2,256.61</b>	<b>£6,124.60</b>	<b>£0.00</b>	<b>£21,644.96</b>	<b>153</b>	
<b>Q2 Totals (B/F)</b>	<b>£1,241.78</b>	<b>£2,872.43</b>	<b>£2,300.66</b>	<b>£2,978.25</b>	<b>£11,065.11</b>	<b>£0.00</b>	<b>£20,458.23</b>	<b>120</b>	
<b>Q3 Totals (B/F)</b>	<b>£3,335.42</b>	<b>£3,484.52</b>	<b>£1,827.08</b>	<b>£4,014.73</b>	<b>£2,856.85</b>	<b>£0.00</b>	<b>£15,518.60</b>	<b>184</b>	
<b>Overall Total</b>	<b>£7,271.27</b>	<b>£18,979.51</b>	<b>£17,037.64</b>	<b>£11,249.59</b>	<b>£28,349.13</b>	<b>£0.00</b>	<b>£82,887.14</b>	<b>557</b>	



## NNDR Potential Write Offs Over £10,000

Name	Ref	Year of Liability	Liability From	Liability To	Balance (period)	Balance (overall)	Comments
Gulfcape Ltd	200121521	2011/12	19/01/12	01/04/12	£ 8,462.25		
		2012/13	01/04/12	29/09/12	£ 22,030.43		
						£ 30,492.68	Ceased trading, unable to trace
Heartlands Travel Ltd	200108365	2008/09	09/10/08	01/04/09	£ 4,034.34		
		2009/10	01/04/09	01/06/09	£ 1,528.99		
	200115651	2010/11	01/08/10	01/04/11	£ 15,392.69		
		2011/12	01/04/11	01/04/12	£ 23,417.75		
		2012/13	01/04/12	21/05/12	£ 3,231.70		
	200105592	2010/11	01/04/10	01/04/11	£ 746.99		
		2011/12	01/04/11	01/04/12	£ 1,212.40		
		2012/13	01/04/12	21/05/12	£ 172.60		
Kiss Cards Ltd	200119134	2012/13	01/04/12	06/08/12	£ 10,044.93	£ 49,737.46	Compulsory liquidation 21/05/2012
						£ 10,044.93	Voluntary creditors liquidation 21/01/2013
	200109647	2008/09	04/03/09	01/04/09	£ 1,948.38		
		2009/10	01/04/09	04/01/10	£ 19,578.05		
						£ 21,526.43	Ceased trading, unable to trace
	200123934	2010/11	01/11/10	01/04/11	£ 1,782.96		
		2011/12	01/04/11	01/04/12	£ 4,848.00		
		2012/13	01/04/12	04/03/13	£ 4,655.27		
	200100129	2011/12	26/08/11	24/11/11	£ 840.98		
		2011/12	24/11/11	19/01/12	£ 470.39		
						£ 12,597.60	Bankruptcy 04/03/2013
	200104158	2008/09	23/10/08	01/04/09	£ 1,255.90		
		2009/10	01/04/09	01/03/10	£ 8,169.50		
		2009/10	01/03/10	01/04/10	£ 751.75		
		2010/11	01/04/10	07/04/10	£ 115.57		
	20011934X	2010/11	07/04/10	08/04/10	£ 19.27		
						£ 10,311.99	Ceased trading, unable to trace
Tamworth Golf Centre Ltd	200099503	2011/12	01/04/11	01/04/12	£ 1,151.46		
		2011/12	01/04/11	01/04/12	£ 16,541.00		
		2012/13	01/04/12	06/02/13	£ 6,991.45		
						£ 24,683.91	Voluntary creditors liquidation 21/03/2013
<b>Total for write off:</b>						<b>£ 159,395.00</b>	

## Appendix F- Potential Write Off of Sundry Income Debt over £10,000

WRITE OFFS - CABINET (ASSETS & ENVIRONMENT)									
Name	Cust No	Reason for Charge	Financial Year	Invoice Date(s)	Balance	Reason for Write Off			
Tamworth Golf Centre	18192	Commercial Insurance (Golf Course)	2011/12	30/03/2012	£ 3,875.64				
Tamworth Golf Centre	18192	Monthly Lease Charges (Golf Course)	2011/12 2012/13	01/05/11-01/12/11 04/12/12-01/03/13	£ 37,839.27 £ 5,298.03				
Tamworth Golf Centre	13278	Commercial Insurance (154 Sandy Way)	2010/11 2012/13	30/03/2011 18/07/2012	£ 31.33 £ 32.36				
Tamworth Golf Centre	13278	Monthly Rent (154 Sandy Way)	2010/11 2011/12 2012/13	01/02/11-01/03/11 01/05/11-01/12/11 01/08/12-01/03/13	£ 840.00 £ 2,940.00 £ 3,182.34				
					£ 63.69				
					£ 43,137.30				
					£ 6,962.34				
					£ 54,038.97	Voluntary Creditors Liquidation 21/03/2013			

30<sup>TH</sup> May 2013**REPORT OF THE PORTFOLIO HOLDER FOR HOUSING & VULNERABLE PEOPLE AND  
PORTFOLIO FOR OPERATIONS AND ASSETS****Welfare Benefit Reform Discretionary Awards****EXEMPT INFORMATION****PURPOSE**

To update Cabinet on the discretionary schemes provided by the Council to temporarily mitigate the impact of and support the transition for some vulnerable residents in implementing changes required by the Government's Welfare Benefit Reform programme.

To seek approval for a proposed Discretionary Award for Council Tax scheme to be introduced.

**RECOMMENDATIONS**

**That Cabinet approve:**

- 1. the implementation of the Discretionary Award for Council Tax Scheme;**
- 2. the landlord hardship fund as a separate fund available to council tenants, for the commercial interests of the HRA; and**
- 3. a Direction be sought from the Department for Communities & Local Government (DCLG) on this basis.**

**EXECUTIVE SUMMARY**

On 25<sup>th</sup> July 2012 Cabinet received a report detailing the impact of Welfare Benefit Reform. Members have also had the opportunity to attend two seminars on this subject.

It has been recognised that the implementation of Welfare Benefit Reform will lead to a significant change in circumstances for many households. This may require a period of transition for some households during which time it is envisaged that additional support may be required from the Council and other agencies to mitigate negative social and economic impacts.

It is important to note that any additional support provided does not undermine the intentions of Government policy in implementing the reforms but are measures which support the transition, particularly for the most vulnerable households.

As part to the Council's approach to this it is intended that there will be three areas where financial support will be provided.

Firstly, a 'hardship fund' has been established specifically for Council tenants. This limited resource is intended to mitigate particular impacts to Council tenants arising from Welfare Benefit Reform. By providing temporary support to qualifying tenants the fund is intended to mitigate social consequences from debt and potential homelessness and reduce costs to the Local Authority arising from court action and void costs. Current resources allocated for this

purpose are £20k. This scheme has been subject to a Scheme of Delegation item for approval and details of the Landlord Services Hardship fund are set out at **Annex One**.

In addition, through a Government funded scheme, the Council has the ability to make Discretionary Housing Benefit Payments (DHP) in certain circumstances. This represents a temporary topping up of housing benefit to reduce the gap between rental costs and the level of benefit awarded. In considering applications the Council will consider the individual circumstances of the applicant including health and wellbeing issues and impact of making an award. The majority of awards are made to private sector tenants where the risks of eviction are considered greater. The total amount available for this is £111k. The Discretionary Housing Payment policy is attached at **Annex Two**.

Approval is also now sought for a scheme to provide discretionary awards in relation to Council Tax. As a result of the Welfare Reform Act in 2012 the Government announced it's proposal to reduce the amount it would spend on Council Tax Benefit. They requested that Councils run their own Local Council Tax Support Schemes.

The Local Council Tax Support Scheme for Tamworth was endorsed by the Council on 13 December 2012.

On 1st April 2013 the new Local Council Tax Support Scheme replaced the Council Tax Benefit scheme for **working age** claimants. Reductions to Local Government grants means that the new scheme for **working age** claimants is not as generous as the old rules. The Government has said that Councils must protect pensioners in the scheme. Those of State Pension Credit age and not in receipt of any working age benefits are protected from any reductions to entitlement.

Under Section 13A(1)(a) of the Local Government Finance Act 1992 (as inserted by Section 76 of the Local Government Act 2003), the Council has the power to reduce liability for Council Tax in relation to individual cases or class(es) of cases that it may determine and where national discounts and exemptions cannot be applied.

The scheme is unconnected to Universal Credit and the Council does not expect to use Discretionary Council Tax awards as a general supplement to the level of Universal Credit paid.

The Council will only consider using its powers to reduce Council Tax liability for any Council Tax payer in exceptional circumstances. The Council will treat all applications on their individual merits. However, there must be evidence of financial hardship or personal circumstances that justifies a reduction in the Council Tax liability.

Any award given will reduce income levels for the Council and its preceptors and will therefore be granted sparingly. The Local Council Tax Support Scheme for Tamworth policy is attached at **Annex Three**.

In administering the above schemes the teams will coordinate activity and exchange information to ensure the best use is made of these limited resources. Qualifying criteria for the schemes have been developed to be complementary. For example households who have already received an award of discretionary housing benefit will not qualify for assistance from the Tenants Hardship Fund.

The funds available are limited and awards will be dependent on the availability of budget. As a result these resources will be aimed to mitigate the impacts for the most vulnerable households.

These funds are not intended to diminish the outcomes of Government policy or to subsidise reductions in the overall cost of welfare benefits. As a result the intention is that any support will be time limited to support a transition for the affected household.

In addition to the above, households who are affected by homelessness will have access to support through the Council's homelessness prevention services.

## **RESOURCE IMPLICATIONS**

A budget of £20k has been provided to fund awards to Council Tenants under the Landlord Services Hardship fund.

The Government has indicated that it will provide grant funding up to a maximum of c. £111k to fund Discretionary Housing Payments in 2013/14 – and costs in addition to this will fall on the Council's budgets, up to an overall limit set by the Department for Work & Pensions (DWP) of c. £279k.

Any awards given to reduce Council Tax liabilities will reduce income levels for the Council and its preceptors (through the Collection Fund) and will therefore be granted sparingly. Overall collection fund income levels are monitored regularly and any significant variances will be reported by exception as part of the Quarterly Performance Healthcheck report.

By making available discretionary awards to support households in making the transition required by Welfare Benefit Reform the Council is able to reduce other potential costs for example Void Costs, legal costs etc. In addition the Council is able to maintain the ability for the resident to make further payments in the future.

Correspondence has recently been received from the DCLG regarding the situation where some local housing authorities may wish to make payments under the Discretionary Housing Payments scheme, in exceptional cases, to tenants living in the council's own housing stock.

The legislation underpinning the operation of the housing revenue account is not clear on the issue of making such payments to the council's own tenants from the housing revenue account, though payments may continue to be made from the council's general fund.

It goes on to say that where a local housing authority wishes to make DHP available to its own tenants through the housing revenue account, the Department is prepared, upon receipt of a written application, to issue a Direction (under Item 9 Credit and Item 10 Debit), putting the matter beyond doubt for individual authorities. The view of the DCLG is that many Council's DHP funds are being exhausted and this Direction would allow Council's to formulate local arrangements.

It is not recommended that a Direction be sought to extend the DHP scheme using HRA funds, however, the landlord hardship fund was established by relying on existing legislation and such a Direction whilst considered unnecessary, is now prudent to support the delivery of a separate hardship fund within the HRA.

The Council would need to address issues of equity if it includes HRA subsidy of the DHP within its hardship schemes. However the HRA landlord Fund and DHP are separate funds available for those experiencing economic hardship. An additional test for the HRA funded scheme will be the commercial impact on the HRA also.

## LEGAL/RISK IMPLICATIONS BACKGROUND

There are some key risks related to the implementation of these schemes. Although the detailed risks vary between the schemes there are some consistent issues:

<b>Risk</b>	<b>Mitigation</b>
There may be an expectation from customers that the Council will be able to entirely bridge any reduction in benefits.	The qualifying criteria are clearly set out for each scheme to ensure that customers are clear of the circumstances which would result in an award. It will be made clear to applicants at every stage that any award is for a limited period.
Some customers may receive two or more awards and keep coming back for more.	For each of the schemes there will be no repeat qualification for support in the year. In addition although it may be that a customer may receive both support with Council Tax and support with rental payments no customer will be supported through both the Discretionary Benefit Payment and Landlord Hardship fund.
Some households will miss out because the available resources are limited.	Unfortunately the Council has only limited resources available with which to seek to mitigate the impact of Welfare Benefit Reform. This will be communicated to customers and the Council will maintain discretion to target the resources to the most vulnerable.
Even with these schemes in place some households will be impacted by Welfare Benefit Reform including even losing their homes.	It should be noted that these schemes will have a limited impact in reducing the impact of Welfare Benefit Reform. However it is not possible or desirable for the Council to seek to undermine the intentions of Government policy.

## SUSTAINABILITY IMPLICATIONS

The impact of debt is well documented and the provision of these schemes is part of the Council's approach to mitigating some of these impacts. The risks to many households arising from the implementation of Welfare Benefit Reform includes homelessness which has a range of health and wellbeing impacts which undermine the Council's Corporate objectives. The provision of support to households will help to reduce these risks.

## BACKGROUND INFORMATION

### REPORT AUTHOR

Director Housing and Health, Director Finance

## LIST OF BACKGROUND PAPERS

### APPENDICES

Annex One: Landlord Hardship Fund Policy

Annex Two: Discretionary Housing Payments Policy



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## LANDLORD SERVICES HARDSHIP FUND

### Introduction

A hardship fund is available to alleviate some of the problems associated with extreme indebtedness and poverty. The fund is currently £20,000 per annum and will be awarded on a basis of need until such time that the fund is exhausted. This will be met from the Housing Revenue Account under such will be paid as a payment and not a loan.

Tamworth Borough Council recognises that some of its council tenants suffer severe hardship, putting their home and family at risk, without the means to help themselves especially with the changes in welfare benefits.

This scheme is open to all Tamworth Borough Council tenants and will be managed by the income team.

### Purpose of the scheme

- To assist council tenants who have severe debt issues affecting the payment of monies to Tamworth Borough Council.
- To assist council tenants in reducing debts by arranging to match customer payments.
- To assist council tenants on a one off basis.
- To encourage the ownership of financial matters for council tenants and develop financial capability in individuals (payments conditional on customers engaging in budgeting skills training).
- To assist council tenants with non dependants for a period of up to 3 months as long as they are working with the Tamworth Borough Council to engage the non dependant in making the required payments.
- To assist council tenants who are subject to a under occupancy charge and have a maximum of 3 months until their circumstance will meet the bedroom requirements and they have no means of paying the charge.
- To assist emerging Tamworth Borough Council households up to a maximum of 3 months until their circumstances will meet the appropriate bedroom need.
- To assist council tenants who have been affected by the welfare reforms particularly those who have had their benefit capped in seeking and preparing for work.

- To identify other hardship funds that may be beneficial to the council tenant.
- To assist council tenants to move to smaller accommodation.
- To alleviate poverty.

### **Who can apply?**

Tamworth Borough Council tenants

- Who owe Tamworth Borough Council more than £400
- Who have combined debts of amounts in excess of £3,000 (In addition to the debt owed to Tamworth Borough Council)
- Are excluded from applying if they are the subject of any investigation in relation to any breach of tenancy condition or the debt has arisen because of a deliberate act of the tenant (vandalism of the property, fraudulent activity)

Employees of Tamworth Borough Council are not eligible to apply to the Hardship Fund. Employees in hardship should contact their Human Resource Department.

### **Exceptions**

If an application does not meet the required criteria, but the Tamworth Borough Council tenant has suffered hardship due to illness, loss of partner, redundancy or any other life changing event and it is felt that a one off payment may help the tenant sustain their accommodation then an application should be submitted. These applications will be assessed on an individual basis.

### **Who can complete the application?**

- The Tamworth Borough Council tenant
- By a representative of the council tenant (including employees of Tamworth Borough Council) subject to signed consent being granted by the tenant.
- And any other Advocate or Money Mate

Representatives should advise the council tenant of other funds/charities that may be able to assist.

### **Outcome**

Successful applicants may receive assistance up to a maximum level of £250 either by:

- Matching payments off arrears for a period of 13 weeks up to a maximum of £250 in total (the assistance being payable at the end of the period if the council tenant

maintains agreed repayments arrangements). If the council tenant is on a limited income and can only pay minimal amounts, the full award will be given. The less well off in an arrears matching process would otherwise receive less help towards the debt. Failure to maintain the repayment agreement will render the agreement void.

- The arrangement will be subject to a 4 weekly review with the Income Maximisation Co ordinator through pre arranged appointments. Failure to participate in reviews will render the agreement void.
- A one off payment up to the value of £250 to the account in exceptional circumstances (exceptional circumstances may be any of the following debts: preventing access to housing; preventing homelessness; major trauma; no disposable income; high proportion of expenditure for essential items where this is an example of value for money i.e. cheaper funding than more expensive options).

## **Conditions**

Tamworth Council tenants must:

- Complete an income and expenditure form
- Consider Debt Counselling
- Participate in a Welfare Benefit assessment to identify unclaimed benefits
- Provide proof of 'other' debts
- Disclose if an application has been made to any other Hardship Fund
- Supply all information within 3 months of the date of the application otherwise application will be closed.
- Agree to undertake training for budgeting skills as determined by the panel assessing the application.
- Successful claims will require the council tenant to demonstrate that they will make every effort to maintain regular payments until such time as the debt(s) owed to Tamworth Borough Council are cleared in full. Evidence will be a commitment to the Income Maximisation Co ordinator, referral to Citizens Advice Bureau, or any other partner agency and proof of attendance at budgeting skills training session.
- Only one application per household can be made.

## **Assessing the Claim**

- The Income Maximisation Co ordinator will ensure that the qualifying criteria is met

- A letter will be sent to the council tenant acknowledging the application with a timescale of expected decision.
- The application is assessed for any income maximisation opportunities.
- A Panel consisting of 1 member from the Tenancy Sustainment Team and an officer at Housing Manager Level 7 will consider the application for council tenants. This **must** be officers who have had no dealings with account.
- The application needs to be considered as soon as possible after receipt and in any event within 10 working days of a completed application.
- Following the decision, the council tenant will be informed in writing within 5 days of the decision being made. The Income Maximisation Co ordinator will retain files and inform relevant staff of the outcome. The decision will include requirements of the applicant to undertake necessary debt advice and/or budget skill training.
- In the case of successful application from a tenant, the Housing Officer will monitor the account if an arrears repayment match is approved. Where payment is required to the account, the Tenancy Sustainment Team will process payment to the account

The panel will consider the application taking into account:

- The reason for the debt
- Attempts to reduce the debt
- Attempts to find smaller accommodation
- Attempts to find work or training
- Mitigating circumstances such as ill health or trauma
- Vulnerability
- A request for a Discretionary Housing Payment has been refused
- Determine the contract details for the applicant to meet, for example, debt advice, budget skill training

### **Authority**

- The Panel has the discretion to award any amount up to the maximum of £250 via 'match arrears repayments' or one off grant

- There will be no right of appeal as the fund is a voluntary arrangement offered by Tamworth Borough Council Housing and Health department to Tamworth Council Tenants.

Sue Philp  
Tenancy Sustainment Manager

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# **Tamworth Borough Council**

## **- POLICY -**

### **DISCRETIONARY HOUSING**

### **PAYMENTS**

#### **Table of Contents**

1. Background
2. Benefits Team Policy
3. Statement of objectives
4. Claiming a DHP
5. Period of award
6. Awarding a DHP
7. Changes of circumstances
8. Method of payment
9. Notification
10. The right to request reconsideration
11. Overpayments
12. Publicity
13. Fraud

#### **1. BACKGROUND**

1.1. Discretionary Housing Payments are not payments of benefit. They are separate to the Housing Benefit scheme, to be made at the discretion of the Local Authority and are subject to an annual cash limit. Every customer entitled to at least £0.50 Housing Benefit can make a claim for help to meet the shortfall in their liability.

1.2 The main features of the scheme are that

- ◆ it is discretionary; a customer does not have a statutory right to a payment
- ◆ the amount that can be paid out by an authority in any financial year is cash limited by the Secretary of State
- ◆ the administration of the scheme is for the Benefits Team to make decisions upon
- ◆ DHPs are not a payment of Housing Benefit. However the minimum amount of Housing Benefit (£0.50) must be in payment in the benefit week that a DHP is requested for

## **2. BENEFITS TEAM POLICY**

2.1 The purpose of the policy is to specify how Tamworth Borough Council's Benefits Team will operate the scheme and to indicate some of the factors that will be considered when deciding if a DHP can be made. Each case will be treated strictly on its merits and all customers will be treated equally and fairly when the scheme is administered.

2.2 The Benefits Team is committed to working with the local voluntary sector and social landlords to maximise entitlement to all available state benefits and this will be reflected in the administration of the DHP schemes.

## **3. STATEMENT OF OBJECTIVES**

3.1 The Benefits Team Leaders will consider making a payment of DHP to all customers who meet the qualifying criteria as specified in this policy. They will treat all applications on their individual merits and will seek through the operation of this policy to:

- ◆ alleviate poverty
- ◆ support vulnerable young people in the transition to adult life
- ◆ encourage residents of the Council to obtain and sustain employment
- ◆ safeguard Council residents in their homes
- ◆ help those who are trying to help themselves
- ◆ keep families together
- ◆ support the vulnerable in the local community
- ◆ help claimants through personal crises and difficult events

3.2 The DHP scheme should be seen as a short-term emergency fund. It is not and should not be considered as a way round any current or future entitlement restrictions set out within the Housing Benefit legislation.

## **4. CLAIMING A DHP**

4.1 A claim for a DHP must be made in writing using one of Tamworth Borough Council's specially designed application forms, and signed by the customer. The form will be date stamped and will count as the date of claim. The customer will be required to submit the form to the Benefits Team without delay and will be encouraged to include any relevant supporting evidence.

- ◆ The Benefits Team Leaders may make written requests for any evidence in support of an application for DHP. The customer will be asked to provide the evidence within 14 days of such a request although this will be extended in appropriate circumstances.
- ◆ If the customer is unable to or does not provide the required evidence, the Benefits Team Leaders will still consider the application and will in any event take into account any other available evidence including that held on the benefit file.
- ◆ A one-off lump sum payment can be awarded – e.g for removal costs, rent deposits or rent in advance



- ◆ The Benefits Team reserves the right to verify any information or evidence provided by the customer in appropriate circumstances.

## **5. PERIOD OF AWARD**

5.1 In all cases the Benefits Team Leaders will decide the length of time for which a DHP will be awarded on the basis of the evidence supplied and the facts known.

5.2 The start date of an award will normally be the Monday after the claim for a DHP is received by the Benefits Team. The Team cannot award a DHP for any period outside an existing Housing Benefit period granted under the Housing Benefit scheme.

- ◆ The minimum period for which the Benefits Team will award a DHP is one week.
- ◆ The maximum period for which the Benefits Team will award a DHP is at the discretion of Benefits Team Leaders, depending on the circumstances of the applicant.
- ◆ The Benefits Team will consider any reasonable request for backdating an award of DHP but such consideration will be limited to the current financial year.

## **6. AWARDING A DHP**

6.1 In deciding whether to award a DHP the Benefits Team Leaders will take into account:

- ◆ the shortfall between Housing Benefit and rent liability;
- ◆ any steps taken by the customer to reduce the rental liability;
- ◆ the medical circumstances (ie. ill health and disabilities) of the claimant, their partner and any other occupants of the customer's home;
- ◆ the customer's income, including any benefits disregarded for Housing Benefit purposes, their partner's income and that of any other occupants of their home;
- ◆ the customer's outgoings where they are reasonable and necessary for day to day living (money spent on luxury items will not be allowable expenditure). Some elements of a customer's rent are ineligible for consideration, e.g charges for water, sewerage and environmental services, and any increase in rent due to outstanding rent arrears
- ◆ any savings or capital that might be held by the customer or their family;
- ◆ the level of indebtedness of the customer or their family
- ◆ the exceptional nature of the customer and their family's circumstances;

- ◆ the amount available in the DHP budget at the time of the application;
- ◆ the possible impact on the Council of not making such an award, eg. the pressure on priority homeless accommodation;
- ◆ whether or not a DHP has previously been paid.
- ◆ any other special circumstances brought to the attention of the Benefits Team.

6.2 The Benefits Team Leaders will decide how much to award based on all of the circumstances. This may be an amount below the difference between the rent liability and the payment of Housing Benefit. An award of a DHP does not guarantee that a further award will be made at a later date even if the customer's circumstances have not changed.

## **7. CHANGES OF CIRCUMSTANCES**

7.1 The Benefits Team Leaders will need to reconsider an award of a DHP where the customer's circumstances have materially changed.

## **8. METHOD OF PAYMENT**

8.1 The Benefits Team Leaders will decide the most appropriate person to pay based upon the circumstances of each case. This could include paying:

- ◆ the customer
- ◆ their partner
- ◆ an appointee
- ◆ their landlord (or an agent of the landlord), or any third party to whom it might be most appropriate to make payment

8.2 The Benefits Team will pay an award of DHP by the most appropriate means available in each case. This could include payment:

- ◆ by BACS (private tenants)
- ◆ by cheque (private tenants)

8.3 The payment frequency for Private tenants will be as per the payment cycle for Housing Benefit. The payment frequency for Council tenants will be weekly.

## **9. NOTIFICATION**

9.1 The Benefits Team Leaders will inform the customer in writing of the outcome of their application within 14 days of receipt of all relevant information, where requested. If the application is unsuccessful the Benefits Team leaders will set out the reasons why this decision was made and explain the process to request a review of the decision. Where the application is successful the Benefits team Leader will advise:

- ◆ the weekly amount of DHP awarded
- ◆ the period of the award
- ◆ how, when and to whom the award will be paid
- ◆ the requirement to report a change of circumstances

## **10. THE RIGHT TO REQUEST A RECONSIDERATION**

10.1 Discretionary Housing Payments are not payments of Housing Benefit and so are not subject to the statutory appeals mechanism.

10.2 The Benefits Team will adhere to the following policy for dealing with reconsiderations about unsuccessful requests for a DHP, a decision to award a reduced amount of DHP, a decision not to backdate a DHP or a decision that there has been an overpayment of a DHP.

10.3 A customer (or their appointee or agent) who disagrees with a DHP decision may dispute the decision. A request for reconsideration should be made in writing to the Benefits Team within a calendar month of the written notification of decision being issued to the customer. Where this has not already been done the Benefits Team will explain the DHP decision to the customer by telephone, at interview or in writing and will seek to resolve the matter.

10.4 Where agreement cannot be reached, the other Benefits Team Leader will consider the case. The second Benefits Team Leader will review all the evidence held and will make a decision within 14 days of the referral or as soon as practicable thereafter.

10.5 Where the second Benefits Team Leader upholds the original decision, he/she will notify the customer of their decision, in writing, setting out the reasons for their decision. This decision is final and binding and may only be challenged via the judicial process or by complaint to the Local Government Ombudsman.

10.6 In exceptional circumstances only, all of the above time periods for reconsideration may be extended.

10.7 Unless a change of circumstances has occurred, the Benefits Team Leader may not recommend a reduction in an award already notified.

## **11. OVERPAYMENTS**

11.1 The Benefits Team Leader will seek to recover any DHP found to be overpaid. Normally this will involve issuing an invoice to the customer or the person to whom the award was paid. Recovery of Official Error Local Authority overpayments will not be sought.

## **12. PUBLICITY**

12.1 The Benefits Team will publicise the scheme and will work with all interested parties to achieve this. A copy of this policy statement is available for inspection and is posted on Tamworth Borough Council's web site. Information about the amount spent will be publicised at the end of the financial year.

## **13. FRAUD**

13.1 The Benefits Team is committed to the fight against fraud in. A customer who tries to fraudulently claim a DHP by falsely declaring their circumstances or by providing a false statement or evidence in support of their application may have committed an offence under the Theft Act 1968. Where the Benefits Team suspects that such a fraud may have occurred, the matter will be investigated as appropriate and this may lead to criminal proceedings being instigated.

**Tamworth Borough Council**  
**-Policy-**  
**Council Tax Discretionary Awards**

**Background**

A Discretionary Award of Council Tax is made at the discretion of the Local Authority under Section 13A(1)(a) of Local Government Finance Act 1992.

It is a lowering of your Council Tax liability for a short period to help customers pay their Council Tax. Any award given will reduce income levels for the Council and its preceptors and will therefore be granted sparingly.

It is not a payment under the Local Council Tax Reduction scheme, which is claimed via the Benefits Team.

The Council will consider all claims for a Discretionary Award on their individual merits and all customers will be treated equally and fairly.

**How to claim a Discretionary Award**

A claim for a Discretionary Award must be made in writing using one of Tamworth Borough Council's specially designed application forms, and signed by the customer. The form will be date stamped and will count as the date of claim. The customer will be required to submit the form to the Benefits Team without delay and will be encouraged to include any relevant supporting evidence.

We may make written requests for any evidence in support of an application and reserve the right to verify any information or evidence provided by the customer in appropriate circumstances.

**How do we decide whether or not to award a Discretionary Award?**

. Some or all of the following criteria should be met:

- There must be evidence of financial hardship or personal circumstances that justifies a reduction in the Council Tax liability.
- The taxpayer must satisfy the Council that they have taken all reasonable steps to resolve their situation prior to the claim.
- The taxpayer must have claimed a Local Council Tax Reduction and supplied any information or evidence requested by the Benefit Section in respect of that claim.
- The taxpayer must have applied for any appropriate discount or exemption and supplied any information or evidence requested by the Council Tax section in respect of that application
- The taxpayer does not have access to other assets that could be used to pay Council Tax.
- The Council's finances allow for a reduction to be made.

The initial decision regarding whether a reduction is awarded, and the level of the reduction will be made by the Benefits Team and endorsed by the Revenues Team.

### **Period of Award**

It depends on the circumstances because the amount of money available is limited. Anyone who is awarded a Discretionary Award for Council Tax cannot be guaranteed to be reconsidered for any further payments when their Discretionary Award period ends. Repeat applications within twelve months will not be considered for an award.

### **Change of Circumstances**

We will need to reconsider an award where the customer's circumstances have materially changed.

### **Notification of decision**

We will write to the customer to give them a decision, normally within 14 days of receiving the application and full supporting information.

### **Appeals about discretionary awards**

There is no formal right of appeal against the Council's use of its discretionary powers in individual cases. However, we will accept a written request within one month of the decision if it is supported by further information or evidence. The review will be made by a different person to whoever considered the original application.

### **Fraud**

The Council is committed to the fight against fraud. A customer who tries to fraudulently claim a Discretionary Award by falsely declaring their circumstances or by providing a false statement or evidence in support of their application may have committed an offence under the Theft Act 1968. Where we suspect that such a fraud may have occurred, the matter will be investigated as appropriate and this may lead to criminal proceedings being instigated.

May 30<sup>th</sup> 2013**JOINT REPORT OF THE PORTFOLIO HOLDER FOR OPERATIONS AND ASSETS AND  
PORTFOLIO HOLDER FOR ECONOMY AND EDUCATION****2014 Arts and Events Programme Proposal****EXEMPT INFORMATION**

None

**PURPOSE**

To seek approval for the proposed Arts and Events programme in 2014 and seek approval to submit a bid to the Arts Council.

**RECOMMENDATIONS**

**That Members;**

- 1) Approve the 2014 Arts and Events programme.**
- 2) Authorise the Director Communities Planning and Partnerships in consultation with the Portfolio Holder Operations and Assets to submit a bid to the Arts Council England Grants for the Arts Scheme.**

**EXECUTIVE SUMMARY**

2014 marks the 125th Anniversary of Tamworth Assembly Rooms, the home of arts and events in Tamworth. To mark this occasion we are proposing a year long structured programme of activities and projects to delight and engage Tamworth audiences and visitors from across the Midlands region. A copy of the proposed programme is attached in the appendices. The project will be focused on the community of Tamworth. It will be about people. The re-development of Tamworth Assembly Rooms is just part of moving Tamworth Assembly Rooms and the Cultural quarter concept forward. We want to change the way the arts are viewed and accessed in Tamworth and the public are a vital element of that. By developing an interest and awareness of the arts in the area it will benefit the future use of the building and cultural quarter.

Figures provided by the Arts Council as part of the Active People and Places Survey show that Tamworth currently has one of the lowest arts engagement levels in the country. Through a targeted action research project the Arts and Events team have identified a range of barriers and misconceptions that are affecting people's attendance at arts activities. The proposal is to use the 125 year anniversary as a platform that will allow the Arts and Events team to tackle these issues on a larger scale, opening doors for the community to access a range of arts provision and re-igniting relationships with the arts in the area. However obviously whilst participation in the arts is a positive outcome in itself, it is important to note that studies have shown that regular access to quality arts provision has wide reaching benefits both of a social and economic nature. The arts and event activities in Tamworth currently contribute just under £1 million of secondary spend in the area. Recent studies (*Understanding the Impact of Engagement in Culture and Sport and Measuring National Wellbeing*) have detailed that the social benefits of arts activities include improvements to physical and mental health, improvements to community pride, awareness and social understanding. Arts engagement in young people significantly improves their social skills, academic attainment and behaviour.

Furthermore we want to showcase what is already happening in Tamworth. The aim is to show people what we have in Tamworth, what our community is about and what it is capable of. The project will attract a lot of public attention and help dispel misconceptions about the area and re-focus our sense of community and pride. This objective is shared with the Place Group and our Locality Working Agenda and we therefore propose to incorporate the T branding developed to promote local community pride and to promote Tamworth to visitors.

In addition we wish to provide our community and local artists with opportunities to work with a range of high quality arts organisations from across the region. To not only bring quality arts provision to Tamworth but also to bridge the gap between Tamworth and the region; forging lasting and long term relationships.

### **Objectives and Outcomes**

- To create a strong platform for the arts in Tamworth to grow and flourish from.
- To increase community pride and cohesion.
- To breakdown barriers and change perceptions of arts activities.
- To increase longer term participation levels in the arts.
- To act as a stimulus for local artists.
- To create stronger regional working partnerships.
- To showcase the current artistic talent in Tamworth Borough Council
- To expose Tamworth audiences to a diverse and wide ranging high quality arts programme.
- Every resident of Tamworth will have access to two free arts activities.
- Promoting greater collaboration between organisations to increase efficiency and innovation
- Strengthening business models in the arts, helping arts organisations to diversify their income streams including private giving.
- Attracting new audiences.
- Improving the delivery of arts opportunities for children and young people.

We will develop an evaluation system to monitor the above objectives around usage figures, new business development, and regular contact with participants over a continued period. We will also programme in a customer satisfaction after each individual project and an exit strategy for participants to enable them to continue their participation and strengthen other groups in the area.

### **RESOURCE IMPLICATIONS**

Total Project Costs (inc existing Outdoor Events budget) £187,228 Of this £79,500 will be met from the provisional budget for 2014/2015 identified in the medium term financial strategy. £35,728 will be obtained through income generation and In-Kind sources such as free use of business premises already committed by local organisations. Funding will be sort from the Arts council to secure the balance of £74k.

Should the bid be successful a further report will be presented to members to seek approval to spend the grant.

If the bid was to fail the project would need to be scaled down and contained within earmarked budget as no additional funding will be sort form TBC.

### **LEGAL/RISK IMPLICATIONS BACKGROUND**

Please see risk assessment



## **SUSTAINABILITY IMPLICATIONS**

All elements of the programme will include research of what our communities want from the authorities' arts provision. It will inform our future programme and work with developing audiences. We will aim to ensure exit strategies for all projects to ensure people can continue with arts activities. It will also impact on income generation due to an increased interest in arts and therefore an increase in ticket sales and venue usage.

## **BACKGROUND INFORMATION**

See appendices

## **REPORT AUTHOR**

Elanor Thompson Arts and Events Manager

## **LIST OF BACKGROUND PAPERS**

None

## **APPENDICES**

Programme Outline

Risk Assessment

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## Risk 1 Form

Assessment No:

### Task Risk Assessment Form

Location/Dept	CPP	Date Assessment Completed	30 <sup>th</sup> April 2013	Assessor	Elanor Thompson
---------------	-----	---------------------------	-----------------------------	----------	-----------------

Task or Activity Assessed	2014 Programme
---------------------------	----------------

Who Is At Risk (tick as appropriate)	Employee	Other (please specify)
Organisation	Y	
General Public	Y	
<b>Hazards Identified</b>		
Not Obtaining External Funding		Outcome & Injury The programme will continue but in a much reduced format.
Not Bringing in the Income to Support Programme		Will reduce elements of the programme but the reliance on income is low.
Lack of public engagement		Poor take up. Poor Reputation for organisation.
Poor Marketing		Not developing audience and profile strong enough to attract the level of anticipated attention. Poor Reputation for organisation.

Examine each of the risks with involved in the task and note down any preventative or safety measures you are going to put in place.

Control Measures In Place to Address Above Risks			Likelihood	Severity	Risk Rating
<b>Not Obtaining External Funding</b>			2	3	High
<ul style="list-style-type: none"> <li>Pre-Application support form Arts Council England</li> </ul>					

<ul style="list-style-type: none"> <li>• Application review by Staffordshire County Council</li> <li>• Application development support from additional sources</li> </ul>						
<p><b><u>Not Bringing in the Income to Support Programme</u></b></p> <ul style="list-style-type: none"> <li>• Early and strong ticket promotion.</li> <li>• Large involvement by community for performance.</li> <li>• Large press presence</li> </ul> <p><b><u>Lack of Public Engagement</u></b></p> <ul style="list-style-type: none"> <li>• Develop strong and clear marketing approach.</li> <li>• Ensure arts activities taking place in all ward locations to develop strong community profile.</li> <li>• Reduce barriers to attendance.</li> </ul> <p><b><u>Poor Marketing</u></b></p> <ul style="list-style-type: none"> <li>• Develop a strong and consistent branding and marketing plan.</li> <li>• Start promotion early.</li> <li>• Invest support in this area.</li> </ul>	2	1	2	1	Low	
	2	3			High	
	2	1			Low	

Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

<b>Date</b>	<b>Assessor Signature</b>
-------------	---------------------------

**Reviews**  
 (If there are no changes then the assessment should just be signed. However if anything changes a new assessment must be completed)

<b>1<sup>st</sup> Reassessment Date</b>	<b>Assessor Signature</b>
<b>2<sup>nd</sup> Reassessment Date</b>	<b>Assessor Signature</b>



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**I AM TAMWORTH**

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**125<sup>th</sup> Anniversary**

**tamworth  
assembly  
rooms**

# What and Why?

- 2014 marks the 125th Anniversary of Tamworth Assembly Rooms, the home of arts and events in Tamworth. To mark this occasion we are proposing a year long structured programme of activities and projects to delight and engage Tamworth audiences and visitors from across the Midlands region. The project will be focused on the community of Tamworth. It will be about people.
- Tamworth currently has one of the lowest arts engagement levels in the country. Through a target action research project the team have identified a range of barriers and misconceptions that are affecting people's attendance at arts activities. The aim is that the 125 year platform will allow the team to tackle these issues on a larger scale, opening doors for the community to access a range of arts provision and re-igniting relationships with the arts in the area.
- We want to show off! The aim is to show people what we have in Tamworth, what our community is about and what it is capable of. The project will attract a lot of public attention and help dispel misconceptions about the area and re-focus our sense of community and pride.
- In addition we wish to expose our community and local artists the opportunities to work with a range of high quality arts organisations from across the region. To not only bring quality arts provision but also bridge the gap between Tamworth and the region forging lasting and long term links.

**tamworth  
assembly  
rooms**





# Outcomes and Objectives

- To create a strong platform for the arts in Tamworth to grow and flourish from.
- To increase community pride and cohesion.
- To breakdown barriers and change perceptions of arts activities.
- To increase longer term participation levels in the arts.
- To act as a stimulus for local artists.
- To create stronger regional working partnerships.
- To showcase the current artistic talent in Tamworth Borough Council
- To expose Tamworth audiences to a diverse and wide ranging high quality arts programme.
- Every resident of Tamworth will have access to two free arts activities.
- Promoting greater collaboration between organisations to increase efficiency and innovation
- Strengthening business models in the arts, helping arts organisations to diversify their income streams including private giving.
- Attracting new audiences.
- Improving the delivery of arts opportunities for children and young people.

# Have a go.....

## Taster Sessions

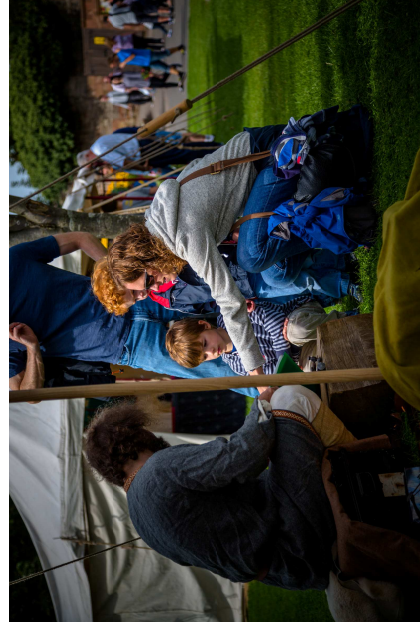
- Every resident in Tamworth will have access to a minimum of two free workshops taking place in their ward.
- Every month 14 free arts taster sessions will run across the borough promoting active lifestyle, socialising, learning and arts participation.
- After the sessions the aim is to introduce them to groups across the Borough or start up new groups in that area.

<b>Dance</b>	Ballroom Dancing Tasters
	Street Dance Taster
	Salsa Taster
	Contemporary Dance
	World Dance
<b>Drama</b>	Drama
	Singing Sessions
<b>Music</b>	Song Writing Session
	Instrument Sessions
	Poetry and Story Telling Sessions
<b>Writing</b>	Stay and Play Sessions
	Art Taster
<b>Arts and Crafts</b>	

**tamworth  
assembly  
rooms**

# Outdoor Events Programme

- The outdoor events programme will play centre stage. We aim to showcase the events to a wider audience.
- We will have our key events, community events and commercial events.



tamworth  
assembly  
rooms



# Key Events

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- **(April) St George's Day**
- Medieval re-enactment
- Partners: Tamworth Castle
  
- **(August) WW1 Centenary Event**
- To work with key partners to create a remembrance event throughout the town with displays, exhibitions and demonstrations.
- The pinnacle of the day is the Freedom of Flags presentation and parade in the grounds by all participants
- Partners: Regiment Museum/ Heritage Society/ Schools/Community Groups/ National Memorial Arboretum/ Community Groups /Schools
  
- **(September) We LOVE Tamworth Event**
- This event will celebrate Tamworth's Past, Present and Future.
- Past: Open up all heritage sites for free across the borough/Re-enactment
- Present: to showcase towns attributes. Arts Groups/Sports Groups/Community Groups
- Future: Exhibition of Art project to represent the community's vision of Tamworth's future.
- Partners: Community Groups/ Schools/ Peel Society
  
- **Fireworks Night**
- Free fireworks display
  
- **Christmas Lights**
- Partners: Christmas Lights Committee and Businesses



# Dance

- I am Dance

A site specific performance involving Motionhouse, Tamworth Contemporary Dance group and potentially schools too – animating a local space so that the community see it in a new way/pride and ownership; raising aspiration of the young dancers in your local group through workshops, creation of material then performing with professionals in a high quality and high profile performance.

- I am Ballet

Working with local Ballet Company Ballet UK. The project will engage local young people to experience ballet, in particular young men. Breaking down barriers and encouraging physical activity and personal development for local dancers.



# Music

- I am the Beat  
Drumming Events throughout the town.  
Creation of drumming groups and learning new skills. Focus on family learning and a family activity.
- I am Music  
Creating Tamworth Live Music Trail. Looking at the venues around the town centre that will highlight a wealth of musical genres.
- I am Opera  
Opening up opera to a range of audiences by working with a group to break down misconceptions of Opera and the barriers to attendance. To gain an understanding of what Opera is and how it relates to them.

# Drama

- I Am Drama

Sir Robert Peel- Stand and Deliver. Written, produced and performed by the multi-discipline group Tamworth Repertory Company.





# Art

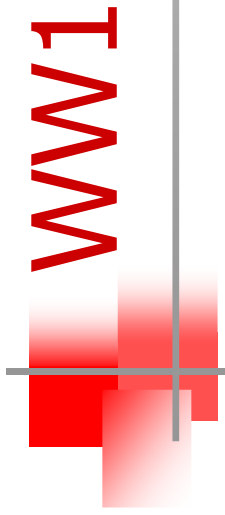
- I Am Visual Art

Turning empty shops and spaces across the town in to arts spaces. Using the I am Tamworth theme a portrait trail will be created. Turning sad disused spaces in to bright colourful canvases and lifting the town in the process.

- Trotters Trail

Pop Up PIGS! Using the Tamworth two as inspiration we aim to create a arts trail of pigs throughout the town. There will be pigs by local artists as well as community groups, schools and even local businesses.





■ Flags of Freedom

School/Community Project.  
To mark and give thanks to those who gave their life in WW1 and what we have now to thank them for their sacrifice.

■ I am Heroes

WW1 project looking at the stain glass windows located in St. Editha's. With local residents creating their own art work and learning new skills. To be displayed at the NMA.



# Showcase

- I Am Tamworth

This will be a showcase of Tamworth artists and groups at Symphony Hall Birmingham. It aims to create pride and a sense of occasion for the work they are creating.

- I Am Art

Large Closing event that will bring together and showcase all the work and events that happened over the year and highlight future opportunities.

tamworth  
assembly  
rooms



# Finance

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- Total Project Costs  
(inc Outdoor Events)  
£187,228
- No additional finance  
from TBC
- Financial Support and  
time from SCC
- Request to submit Arts  
Council Bid to Grants  
for the Arts for £74,000

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30<sup>th</sup> May 2013

## REPORT OF THE PORTFOLIO HOLDER FOR ECONOMY AND EDUCATION

## TAMWORTH GOLF COURSE FUTURE OPTIONS

## EXEMPT INFORMATION

N/A

## PURPOSE

To update Members on progress since the Cabinet meeting on the 26/03/13 which approved the interim management of the Golf Course by the Council and authorised the initiation of a project to review the future sustainability options.

## RECOMMENDATIONS

1. That Members approve the project outcomes and long list of options for appraisal in stage two of the project
2. That Members authorise the release of £50,000 from the general fund contingency budget to support the delivery of the project
3. That Members Authorise the Portfolio Holder Economy and Education in collaboration with the Portfolio Holder Community Development and Voluntary Sector to progress the project
4. That Members authorise the waiver of financial regulations in order to appoint FMG Consulting to support the second stage options appraisal process

## EXECUTIVE SUMMARY

The Council has taken on the operational management of the Golf Course for a period of two years while in parallel considering the future options for the golf course. The Council has funded the subsidy (budgeted at £80k pa) required to operate the golf course together with the lost rental income (budgeted at £36k pa) from contingency budgets which is unsustainable in the longer term. Given the financial position of the Council it is imperative that the Council progresses a project to review the future options.

Since taking on the operation of the Course the Council has through a competitive pricing policy coupled with excellent customer services achieved 211 annual green fee members and has a regular number of pay and play golfers. However it remains to be seen if the summer season will achieve the level of income needed to hit our budgeted targets. The Council has improved the course with regular mowing and additional sand for the bunkers. The Council has also set about the remedial course works which are of a good standard and being well received. Essential maintenance is being completed at the club house and the ground floor of the club house will be available for use by customers soon. Staff have been recruited to the new positions and this will allow the Sports Development team to refocus on their substantive roles. It should be noted that the Sports Development Team have been proactive and positive throughout the process and have provided excellent customer service in difficult circumstances.

Alongside the work to operate the course officers have in consultation with the Portfolio Holder initiated work streams to progress the Golf Course Future Options project. The purpose of the project is to review the Golf Course as a public asset and to determine what is the best option when considered against our strategic needs.

The project will be led by the Portfolio Holder for Economy and Education in collaboration with the Portfolio Holder for Community Development and Voluntary Sector. Officer support will be provided by the Director for Communities Planning and Partnerships and Director of Assets and Environment. The Portfolio Holder Economy and Education will have regular meetings with the Leader of the Opposition (or their nominated representative) to consult on the progress of the project. An officer working group will be established to undertake the project and this will be supported by external consultancy to provide additional capacity and specialist advice. The project will report to Cabinet on each stage seeking approval and endorsement.

The project has been divided into three stages;

- 1) Needs Assessment – April 13 to June 13
- 2) Options Appraisal – June 13 to January 14
- 3) Implementation – January 14 to March 15

**Community and user engagement**

The project will seek to include residents and customers in the review. This will be done through;

- Regular meetings with the Golf Club Committee
- Customer surveys and/or focus groups
- Non users surveys and/or focus groups
- Appropriate media and public communications

**Stage 1 Needs assessment**

The needs assessment stage is currently being completed and has reviewed the key strategic needs for the Council based on a high level review of existing strategic documents and assessments. Appendix A provides a report summarising the Needs Assessment.

The needs assessment stage has identified a number of key outcomes for the Golf Course Future Options Project to deliver on.

Priority	Project Outcome	Draft Weighting
1.	Potential for and likely level of contribution to the Council’s annual revenue deficit from 2016/17 onwards.	20%*
2.	Contribution to economic regeneration and growth in the Borough (including the provision of new housing development).	15%
3.	Potential for the option to generate a capital receipt for the Council and likely level of capital receipt.	15%
4.	Promotion of exercise and healthy lifestyles and contribution to increasing participation and reducing obesity.	15%
5.	Ability to meet the leisure needs of the Borough’s residents and the Council’s wider vision / strategy for sport and leisure provision.	15%
6.	Cost and timescales of implementation and level of risk involved / likelihood of delivery.	10%*
7.	Contribution to the delivery of the Council’s environmental and sustainability objectives including protecting green and blue spaces.	10%

More specific evaluation criteria under each heading will be required to help assess the options.

**\* Items 1 and 6 on the outcomes list have been highlighted as key criteria and options that score low in these elements may be unsuitable to implement given our key constraints – time and money.**

The following long list of options will be reviewed under stage two of the project.

### **Options appraisal – long list**

The options are split between physical development options and management options.

- **Physical development options:**

- Option A –retention of 18-hole golf course (status quo);
- Option B – retention of 18-hole golf course, plus development of ancillary provision (clubhouse / health & fitness gym / complimentary leisure facilities);
- Option C – disposal of front 9 holes for development, with retention of back 9 holes;
- Option D – disposal of front 9 holes for development, with retention of back 9 holes plus development of ancillary provision using part of any capital receipt (clubhouse / health & fitness gym / complimentary leisure facilities);
- Option E – disposal of back 9 holes for development, with retention of front 9 holes;
- Option F – disposal of back 9 holes for development, with retention of front 9 holes plus development of ancillary provision using part of any capital receipt (clubhouse / health & fitness gym / complimentary leisure facilities);
- Option G – part disposal of site, retention of 18-hole golf course through remodelling of holes to reduce land-take;
- Option H – part disposal of site for development, but retention of 18-hole golf course through purchase of additional land adjacent to eastern boundary of the course and re provision of lost holes;
- Option I – complete disposal of entire site to generate capital receipt to be utilised for wider strategic aims such as the development of a new leisure centre or other regeneration schemes in the town centre.

- **Management options:**

- Option 1 - Continued in-house management of the golf course;
- Option 2 - Outsourced management of the golf course via a lease / management contract;
- Option 3– set up of a local social enterprise management vehicle (Company Limited by Guarantee / Charitable Incorporated Organisation / Community Interest Company).

## RESOURCE IMPLICATIONS

There are significant resource implications associated with this project. As stated the Golf Course costs are unfunded from April 2015 and given the Councils funding constraints it is unlikely to be in a position to subsidise golf in the future. Therefore the future options project needs to identify a financially sustainable future option for the course.

The project will draw on existing officer time and also require a project budget to fund specific pieces of work. The project methodology has been established to balance the need for a robust project against the amount of available resource. The methodology outlined in this document is considered proportionate.

<b>Stage 1 Needs</b>	FMG - Needs assessment consultancy support	£2,000
	MyTime Golf -Spatial assessment	£2,000
<b>Stage 2 Options</b>	Options appraisal support (FMG)	£8,000
	Legal advice	£1,000
	Master planning and development options support	£15,000
	Public Consultation	£5,000
<b>Stage 3 Implementation</b>	<b>To be determined by option selected (estimated)</b>	
	Tender and procurement support	£15,000
	Legal advice	£2,000
<b>Total</b>		<b>£50,000</b>

This report seeks the release of £50k from the general fund revenue contingency (from the current balance of £150k) to support the delivery of the project. The budget is indicative and actual amounts are subject to change based on the requirements of the project.

The report also seeks the waiver of financial regulations to appoint FMG consulting to support the second stage options appraisal (£8k). The waiver can be justified because:

- FMG have previously worked with the Council and have a good track record in producing quality support;
- They are able to bring existing knowledge and insight;
- FMG have previously been awarded work following a competitive process; and
- A tender or quotation process would result in time delays and is unlikely to yield any significant saving.

## LEGAL/RISK IMPLICATIONS BACKGROUND

There will be significant legal risk involved in the process specifically at the implementation stage. These risks will be determined by the nature of the option selected but good project management and consideration of future implications can be used to help mitigate such risks. Specialist legal and procurement advice will be sought at the appropriate stages. There is also a significant risk to the Councils reputation and this will be managed by operating a transparent process with appropriate communication and consultation with stakeholders and the public.

## SUSTAINABILITY IMPLICATIONS

There are clearly sustainability issues arising from the options which are to be addressed and considered by the project and in the decision making process.



**REPORT AUTHOR**

Robert Mitchell – Director Communities Planning and Partnerships

**LIST OF BACKGROUND PAPERS**

Cabinet 26/3/13

**APPENDICES**

FMG – Needs Analysis

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**GOLF COURSE FUTURE OPTIONS APPRAISAL  
STAGE 1 NEEDS ASSESSMENT**

**TAMWORTH BOROUGH COUNCIL**



**A**

**DRAFT REPORT**

**BY**

**FMG CONSULTING**

**MAY 2013**

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Appendix A - Tamworth Market Segmentation Data

## 1. Introduction

### 01

- 1.1 FMG Consulting Ltd ('FMG') was commissioned by Tamworth Borough Council ('the Council') to carry out a needs assessment and initial options appraisal for the future management of Tamworth Golf Course ('the Golf Course').
- 1.2 The Golf Course is owned by the Council and was leased by the Council to Tamworth Golf Centre Ltd in 2006 but the course closed in February 2013 after the management company went into liquidation. The Council re-opened the course and is currently managing it on a short-term, in-house management basis.
- 1.3 FMG has been commissioned to help identify the most suitable option for the future long-term management of the golf course. This report provides the first stage in that process, namely a Needs Assessment (Stage 1). The needs assessment sets out a summary of the following:
  - National and local strategic context;
  - Current and future financial constraints and need; and
  - Local sport and leisure needs.
- 1.4 This information is then used to prioritise the needs, define the outcomes required from the project (which will form the project drivers against which options can be assessed in Stage 2) and determine a long-list of options for the future delivery of the golf course.
- 1.5 Following Officer and Member approval of this Stage 1 report, Stage 2 will provide an Options Appraisal containing a more specific analysis of the long-list options against the key project drivers, from which a shortlist can be identified and tested in more detail. The long list testing will comprise a weighted scoring of the options against the project drivers, whilst the short list testing will involve financial modelling of each shortlisted option to understand the capital and revenue costs / incomes and overall financial impact on the Council. A preferred option will then be recommended for approval and implementation.
- 1.6 This Stage 1 work has been carried out on the basis of a desktop review of available information and consultations with key Council Officers to ensure that the background and context to the project is fully understood.
- 1.7 The remainder of this report is structured as follows:
  - Section 2 - National and local strategic context;
  - Section 3 - Needs analysis; and
  - Section 4 - Project outcomes and options identification.

### ***Basis of information***

- 1.8 It is not possible to guarantee the fulfilment of any estimates or forecasts contained within this report, although they have been conscientiously prepared on the basis of our research and information made available to us at the time of the study. Neither FMG as a company nor the authors will be held liable to any party for any direct or indirect losses, financial or otherwise, associated with any contents of this report. We have relied in a number of areas on information provided by the client, and have not undertaken additional independent verification of this data.

## 2. National and Local Strategic Context

### Introduction

- 02** 2.1 This section sets out an overview of the national and local strategic context with the aim of identifying the strategic drivers that will inform the development of the long-list of potential management / delivery options for the golf course. Relevant documents / information are structured in the following strategic areas:
- Housing;
  - Health and wellbeing;
  - Community safety;
  - Economic development; and
  - Environmental sustainability.
- 2.2 Table 2.1 summarises the relevant national and local strategic priorities which will impact on the decision on the future management / delivery model for the golf course i.e. what strategic priorities will the options be required to deliver against and which options are best placed to operate successfully in this strategic environment.
- 2.3 The first part of table 2.1 covers a small number of overarching strategic documents, before focusing more specifically on the five areas noted in paragraph 2.1 above.

Table 2.1 - Summary of National and Local Strategic Context

Document	Detail	Implications for Study
<b>Overarching</b>		
<p><b>Sport England Strategy (2011 - 2015)</b></p>	<p>Its vision is for England to be a world leading sporting nation where many more people choose to play sport.</p> <p>The mission is to deliver a world leading community sport system. They will make participation in sport a regular habit for many more people, and ensure the delivery of sporting opportunities in the ways and places that people want. The strategy is to be delivered through the following 5 themes:</p> <ul style="list-style-type: none"> <li>• Maximising the value delivered from current investment in NGBs - to help them grow and achieve their potential</li> <li>• Delivering Places People Play - to deliver new facilities</li> <li>• Developing the right criteria and support system for the next round of NGB investment - to help increase participation</li> <li>• Creating an environment in which the key providers continue to invest in sport e.g. making sport a better investment opportunity for the private sector and helping local authorities make positive decisions about their sports provision</li> <li>• Providing strategic direction and market intelligence - collecting and sharing evidence and knowledge.</li> </ul> <p>Sport England’s overall ambition is to increase the number of people who play sports regularly and reduce the number of young people who stop playing when they finish school. Funding for governing bodies is tied into their own specific targets however is focussed (60%) on the 14-25 year old age group.</p>	<p>Potential for capital funding if the Council is looking to invest in a new leisure facility (see Section 3 - leisure needs), through the Places People Play funding stream. Places People Play is a £135m initiative that aims to bring the inspiration and magic of a home Olympic Games and Paralympic Games into the heart of local communities.</p> <p>NGBs are a key delivery vehicle for Sport England and therefore the ability to work with Golf England needs to be considered as part of any future strategy for service delivery at the golf course.</p> <p>Any potential plan to dispose of the site would be likely to attract opposition from Sport England and Golf England. Sport England would be a statutory consultee from a planning perspective due to the loss of playing space.</p>
<p><b>England Golf, Whole Sport Plan for Golf Development in England (2009 - 2013)</b></p>	<p>New plans were submitted to Sport England by Governing Bodies of Sport for 2013 - 2017 funding however the latest plan is not publically available so we have summarised the existing Whole Sport Plan, which includes the vision for English golf to 2020, which is ‘to allow England to become the leading golf nation in the world by providing more opportunities for participants to start, stay and succeed in the game’.</p> <p>The key outcomes and strategic policies that sit beneath the vision are set out below:</p> <ul style="list-style-type: none"> <li>• Grow - “Giving Golf A Go” - The opportunity for all to experience golf. <ul style="list-style-type: none"> <li>– Increase the number of people over 16 playing more golf.</li> </ul> </li> </ul>	<p>Any potential plan to dispose of the site would have a negative impact on golf participation and be likely to attract opposition from Sport England and Golf England (unless it can be proven that the course is surplus to requirements from a supply and demand perspective).</p>



Document	Detail	Implications for Study
	<ul style="list-style-type: none"> <li>- Increase the number of 5-16 year olds playing golf at accredited clubs.</li> <li>- Increase the number of 5-19 year olds involved in leadership and volunteering roles.</li> <li>- Grow golf in schools and local clubs.</li> <li>- Work with and encourage community based golf partnerships.</li> <li>- Increase golf participation regardless of age, gender or ethnic background.</li> <li>- Support education and training to develop people in key areas of relevance to the plan.</li> <li>• Sustain - “Once In A Game For Life” - Increasing the number of regular players and providing them with a quality experience of golf. <ul style="list-style-type: none"> <li>- Maintain the current high levels of satisfaction expressed by golf participants with the quality of their experience.</li> </ul> </li> <li>• Excel - “Being The Best” - Creating a system through which English players optimise their capabilities and perform to their potential. <ul style="list-style-type: none"> <li>- Improve the skills and performances of those in the talent pool.</li> <li>- Enable talented players to develop their potential.</li> </ul> </li> </ul>	
<b>Department of Culture, Media and Sport (DCMS) Business Plan (2011 - 2015)</b>	<p>The DCMS’ vision is to help create the conditions for growth in the creative, communications, cultural, tourism and leisure economies, removing barriers to innovation and levelling the playing field. It wants to encourage the Big Society and will no longer hold onto power at a national level, over-regulate and spend as much money on administration. The plan sets out six key reform priorities:</p> <ul style="list-style-type: none"> <li>• Delivering a successful Olympic and Paralympic Games</li> <li>• Creating the conditions for growth in the tourism, media, leisure, creative and cultural institutions, by stripping away red tape and stimulating private sector investment</li> <li>• Boosting the Big Society</li> <li>• Facilitating the delivery of universal broadband</li> <li>• Creating a sporting legacy from the Olympic and Paralympic Games</li> <li>• Strengthening cultural organisations.</li> </ul>	<p>A focus on Big Society highlights the potential for devolved local management, potentially by Trusts, CICs or other community-based vehicles. This may have an impact on the eventual management model for the golf course if the facility is retained.</p>
<b>Localism Act, Communities and Local Government (2011)</b>	<p>The Act devolves decision making to local councils and neighbourhood forums. This gives local councils the opportunity to form planning policy at a local level. It removes the regional tier of planning and replaces it with the statutory requirement of the Duty To Co-operate between local planning authorities and statutory bodies.</p>	<p>Changes to planning, Community Infrastructure Levy, Council tax and rate relief legislation all need to be considered in the context of the Council’s budget and potential future capital developments.</p>

Document	Detail	Implications for Study
	<p>The key provisions relating to councils that could impact on this study are:</p> <ul style="list-style-type: none"> <li>• Giving residents the power to instigate local referendums on any local issue and the power to veto excessive council tax increases</li> <li>• Allowing councils more discretion over business rate relief</li> <li>• Giving community groups the right to bid for assets of community value, which may include leisure facilities</li> <li>• Providing new powers to help save local facilities and services threatened with closure, and giving voluntary and community groups the right to challenge local authorities over their services</li> <li>• Requires Local Authorities to work together to address strategic issues such as housing and employment.</li> </ul>	<p>Potential for local challenges in relation to the provision and management of community facilities, such as leisure and cultural facilities and including the golf course.</p>
<p><b>Tamworth Borough Council Corporate Plan (2013/14)</b></p>	<p>The vision for Tamworth is <b>‘One Tamworth, perfectly Placed’</b>. The corporate priorities of this vision for Tamworth are <b>‘to Aspire and Prosper in Tamworth’</b> and <b>‘to be Healthier and Safer in Tamworth’</b>.</p> <p>The Council’s plans focus on <b>‘people’</b>, <b>‘place’</b> and <b>‘organisation’</b>. The headline issues relating to all three have been captured within a series of ‘Statements of Intent’ set out below.</p> <p><b>Place</b> - the Council will:</p> <ul style="list-style-type: none"> <li>• Recognise that Tamworth the Place is a valuable and attractive asset that will provide a desirable residential and cultural option within the region;</li> <li>• Aspire to be a place of choice for individuals and families to live or to visit because of its vibrant nature, historic pride and a leisure and retail offer second only to the city.</li> </ul> <p><b>People</b> - the Council will:</p> <ul style="list-style-type: none"> <li>• Recognise that raised aspirations and improved educational attainment will result in ultimately, the greatest legacy of all;</li> <li>• In achieving the vision that every child in Tamworth can read and write by age 11, it will impact upon most, if not all other People related priorities e.g.; skills/employability; health/well-being; confident, more rounded citizen</li> <li>• Support individuals and communities to be healthier, safer, more confident and independent whilst, at the same time, recognise the need to support the most vulnerable in our communities;</li> <li>• Acknowledge the changing needs of our citizens; their expectations and indeed,</li> </ul>	<p>Any potential delivery model / management vehicle for the golf course needs to be evaluated against its contribution to the Council’s corporate priorities. In particular the golf course can impact on the health and wellbeing of local people.</p> <p>The key question to address will be whether the eventual use for the golf course meets the needs of local residents’ best i.e. is there demand for the continued provision of golf at the site or is there a better use for the site or associated monies that will make Tamworth a better place to live.</p>

Document	Detail	Implications for Study
	<p>their rights under legislation.</p> <p><b>Organisation</b> - the Council will:</p> <ul style="list-style-type: none"> <li>• Seek to ensure that the organisation is connected by performance and reputation; to Government, to Business, to those able to influence policy &amp; resource and most of all, to our customers;</li> <li>• Ensure that services are demand led, accessible, integrated, seamless and supported by technology;</li> <li>• Recognise that an ‘agile’, highly skilled and motivated workforce will be key to the legacy;</li> <li>• Acknowledge that the achievements of the above will influence future resource requires, investment needs and use of assets.</li> </ul> <p>A number of strategic outcomes are identified for the Council in 2013/14.</p> <p><b><i>‘To Aspire and Prosper in Tamworth’</i></b></p> <ul style="list-style-type: none"> <li>• Raise the aspiration and attainment levels of young people;</li> <li>• Create opportunities for business growth through developing and using skills and talent;</li> <li>• Promote private sector growth and create quality employment locally;</li> <li>• Brand and market “Tamworth” as a great place to “live life to the full”</li> <li>• Create the physical and technological infrastructure necessary to support the achievement of this primary outcome.</li> </ul> <p><b><i>“To be Healthier and Safer in Tamworth”</i></b></p> <ul style="list-style-type: none"> <li>• Address the causes of poor health in children and young people;</li> <li>• Improve the health and well-being of older people by supporting them to live active, independent lives;</li> <li>• Reduce the harm and wider consequences of alcohol abuse on individuals, families and society;</li> <li>• Implement ‘Total Place’ solutions to tackling crime and ASB in designated localities;</li> <li>• Develop innovative early interventions to tackle youth crime and ASB;</li> <li>• Create an integrated approach to protecting those most vulnerable in our local communities.</li> </ul> <p>These priorities are mirrored in the Tamworth Sustainable Community Strategy.</p>	

Document	Detail	Implications for Study
<b>Housing</b>		
<p><b>National Planning Policy Framework (2012)</b></p>	<p>The National Planning Policy Framework sets out the Government’s planning policies for England and how these are expected to be applied. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.</p> <p>At the heart of the National Planning Policy Framework is a presumption in favour of sustainable development, which should be seen as a golden thread running through both plan-making and decision-taking.</p> <p>For plan-making this means that:</p> <ul style="list-style-type: none"> <li>• local planning authorities should positively seek opportunities to meet the development needs of their area;</li> <li>• Local Plans should meet objectively assessed needs, with sufficient flexibility to adapt to rapid change, unless: <ul style="list-style-type: none"> <li>– any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or</li> <li>– specific policies in this Framework indicate development should be restricted.</li> </ul> </li> </ul> <p>For decision-taking this means:</p> <ul style="list-style-type: none"> <li>• approving development proposals that accord with the development plan without delay; and</li> <li>• where the development plan is absent, silent or relevant policies are out of date, granting permission unless: <ul style="list-style-type: none"> <li>– any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole; or</li> <li>– specific policies in this Framework indicate development should be restricted.</li> </ul> </li> </ul> <p>There are three dimensions to sustainable development: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:</p> <ul style="list-style-type: none"> <li>• an economic role - contributing to building a strong, responsive and competitive</li> </ul>	<p>Providing high quality, affordable homes is a key requirement throughout the country. The Council must ensure that its Local Plan meets the full need for affordable housing in the area and must identify specific, deliverable sites for development.</p> <p>Ensuring the vitality of town centres through sequential testing is a key aim but in a small, largely urban area such as Tamworth it may be that the golf course might have to contribute to meeting the demand for new housing due to a lack of available alternative sites.</p> <p>The Plan states that existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:</p> <ul style="list-style-type: none"> <li>• an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or</li> <li>• the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or</li> <li>• the development is for alternative sports and recreational provision, the needs for which clearly outweigh the loss.</li> </ul> <p>If the golf course is to be considered for housing development one of these key requirements must be fulfilled.</p>

Document	Detail	Implications for Study
	<p>economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation; and by identifying and coordinating development requirements, including the provision of infrastructure;</p> <ul style="list-style-type: none"> <li>• a social role - supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being; and</li> <li>• an environmental role - contributing to protecting and enhancing our natural, built and historic environment; and, as part of this, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution, and mitigate and adapt to climate change including moving to a low carbon economy.</li> </ul>	
<p><b>Tamworth Local Plan (Currently being revised 2012)</b></p>	<p>The Tamworth Local Plan was submitted to the Secretary of State in November 2012. Following two sets of questions and an Exploratory Meeting in February the appointed planning Inspector recommended the Council to withdraw the Local Plan from examination. The Inspector had concerns over the delivery of the Anker Valley allocation and the delivery of housing in the Borough. The proposed changes put forward by the Council could have resulted in legal challenges arising from the Sustainability Appraisal and consultation process. Tamworth Borough Council withdrew the Local Plan in March 2013 and we have begun the process of revising the Local Plan and working towards a draft consultation later this year.</p> <p>One of the more significant changes to the Local Plan will be the inclusion of land use allocations. The Council will be undertaking work over the next few months to ensure that the Council chooses the most appropriate, sustainable and viable allocations. We will be asking statutory bodies and other organisations to provide us with comments on these potential land use allocations. The Council will take these comments into consideration when choosing which sites to allocate. In addition to this, the Council is working with Lichfield Council, Staffordshire County Council and the ATLAS team of Homes and Communities Agency on a spatial framework and master plan for the Anker Valley Sustainable Urban Extension. This work will examine infrastructure requirements and the viability of the site.</p> <p>Tamworth Local Plan will set out the spatial planning strategy for the borough over at least the next 15 years from 2015. It will set out the spatial planning strategy for the</p>	<p>Within the Borough of Tamworth there will be a net increase of up to 4,500 dwellings. At least 1,150 dwellings will be provided for at a sustainable centre in the Anker urban neighbourhood to the north east of the town Valley. The remaining will be provided within the existing urban area taking the opportunity to maximise the effective use of land in sustainable locations. Through working with adjoining authorities, a minimum of 1,000 dwellings will be provided to meet Tamworth's needs. There is a clear priority within the Local Plan to focus on developing in urban areas and the town centre first. Whilst it is acknowledged that the Borough is predominantly 'urban', this policy would suggest that there are other areas to be prioritised for development (if available) prior to considering development on the golf course.</p> <p>If the Anker Valley spatial framework and master planning work shows the site to be unviable, or cannot deliver all of the 1,150 homes and 1,000 in Lichfield (total of 1,650 to meet Tamworth's</p>

Document	Detail	Implications for Study
	<p>area, in terms of what type of development is required to meet local community and business needs, its scale and locations well as the policies that will apply to ensure that development is sustainable. It also includes the policies to ensure that appropriate supporting infrastructure is delivered and the area's built and natural environment is protected and enhanced.</p> <p>The Local Plan's spatial vision is closely aligned to Tamworth's Sustainable Community Strategy's vision/priorities.</p> <p>Tamworth is expected to experience a high level of housing and economic growth in order to meet its needs and aspirations of the town and create sustainable communities. However, opportunities for expansion of the town are constrained by a tight administrative boundary and environmental constraints (i.e. the flood plain, the Greenbelt).</p> <p>The Local Plan will set out an overall housing need for a minimum of 5,500 homes. Through work carried out between Tamworth, Lichfield and North Warwickshire the need to provide 1,000 homes outside of Tamworth has been established, 500 in Lichfield, 500 in North Warwickshire. The 500 in Lichfield will be delivered to the North of the Anker Valley SUE in Tamworth.</p> <p>Regarding the environment, the key challenge will be the need to balance growth with the protection of natural and built assets to ensure it will not have detrimental impact on the quality of life for Tamworth's communities.</p> <p>Regarding infrastructure, the key challenge for the Local Plan is to ensure that the existing infrastructure is utilised efficiently and it is delivered in locations where there is demand, in order to support the creation of sustainable communities and the growth of the town.</p> <p>With regards to sport and leisure facilities, the vision states that '<i>investment in health and education facilities and improvements to open spaces and leisure/sports facilities, combined with greater outdoor opportunities and ensuring development is located in sustainable locations, will have helped make the town healthier and safer whilst improving qualification and aspiration levels</i>'. One of the strategic spatial priorities is '<i>to encourage active and healthier lifestyles by providing a network of high quality, accessible green and blue linkages and open spaces and formal indoor</i></p>	<p>needs), then additional work will need to be carried out to look at alternative options. The land at the Golf Course could be considered a suitable alternative.</p> <p>Tamworth's network of green and blue infrastructure, including the green linkages which contribute to Tamworth's character as 'Urban Green' along with countryside and green belt, will be protected, managed and enhanced. The emphasis will be on making the best use of existing open space through enhancement and appropriate management. The golf course is characterised as 'urban green' within the Local Plan.</p> <p>The Spatial Policy in relation to Sport and Leisure identifies the need for a new community leisure centre (as evidenced in the Joint Indoor and Outdoor Sports Strategy - see Section 3 of this report) and highlights the need to protect the existing network of sport and recreation facilities (including playing pitches) alongside improving their quality. It therefore recommends that any additional development which results in loss or displacement to other uses provides adequate compensatory provision, of equal accessibility and available prior to the loss of existing facilities.</p> <p>Amington Employment Area which borders the golf courses identified as a potential location for Office use that cannot be accommodated in the town centre however its proximity to the golf course is identified as an attraction to potential company head offices. In addition, the allocations map indicates that the golf course is</p>

Document	Detail	Implications for Study
	<p><i>and outdoor recreation facilities that meet identified need and link neighbourhoods to each other and the wider countryside’.</i></p> <p>The Council’s spatial strategy (Spatial Policy 1) is to provide development in the most accessible and sustainable locations, including within and around the town centre, within the network of local and neighbourhood centres, regeneration priority areas and employment areas. This will meet most of the borough’s housing and employment needs whilst safeguarding natural and built assets and addressing social and economic deprivation and exclusion.</p> <p>Existing green belt, countryside, high quality open spaces, sport and leisure facilities will be retained, and wherever possible, enhanced. This will help to project a positive image of the borough as being ‘urban green’ and to provide opportunities for improving biodiversity and recreation thus improving health and wellbeing.</p> <p>Many of the other Spatial Policies listed reflect the town-centre first approach to planning incorporated throughout the Local Plan.</p>	<p>bordered by sites of local nature conservation importance and specific scientific interest. Both of these factors would suggest that development of the golf course would not be straightforward within the context of the Local Plan for the Borough, although potentially it may be acceptable for a proportion of the golf course to be developed so providing additional housing / employment, whilst retaining golf course provision and the important ‘urban green’ aspects.</p>
<p><b>National Census Data, Office for National Statistics (2011)</b></p>	<p>Data from the 2011 national census from the Office for National Statistics revealed that Tamworth is one of the most densely populated local authority areas in the country. Tamworth currently has 24.9 people per hectare. This compares to an average in Staffordshire of 3.2 people per hectare, 4.3 people per hectare in the West Midlands and 4.1 people per hectare in England.</p>	<p>This data evidences the existing pressure on land in the Borough and the difficulty of identifying development sites for new housing.</p>
<p><b>Health and Wellbeing</b></p>		
<p><b>Public Health England - Priorities for 2013/14</b></p>	<p>Public Health England (PHE) is the expert national public health agency which fulfils the Secretary of State for Health’s statutory duty to protect health and address inequalities, and executes his power to promote the health and wellbeing of the nation.</p> <p>It has identified 5 high-level priorities:</p> <ol style="list-style-type: none"> <li>1. Helping people to live longer and more healthy lives by reducing preventable deaths and the burden of ill health associated with smoking, high blood pressure, obesity, poor diet, poor mental health, insufficient exercise, and alcohol</li> <li>2. Reducing the burden of disease and disability in life by focusing on preventing and recovering from the conditions with the greatest impact, including dementia, anxiety, depression and drug dependency</li> </ol>	<p>Encouraging people to exercise and take part in physical activity is key to meeting these priorities and improving the health of the population. Retaining the golf course could contribute to this aim.</p>



Document	Detail	Implications for Study
	<ol style="list-style-type: none"> <li>3. Protecting the country from infectious diseases and environmental hazards, including the growing problem of infections that resist treatment with antibiotics</li> <li>4. Supporting families to give children and young people the best start in life, through working with health visiting and school nursing, family nurse partnerships and the Troubled Families programme</li> <li>5. Improving health in the workplace by encouraging employers to support their staff, and those moving into and out of the workforce, to lead healthier lives.</li> </ol>	
<p><b>Tamworth Health and wellbeing profile (2012)</b></p>	<p>There are lower proportions of adults aged 20-24 and 30-34 years in Tamworth but larger proportion of adults aged 55-64 years. Population projections for Tamworth from 2010 to 2035 suggest there will be an overall growth in population (14%). There will be an increase in the number of children under 16 (7%) and no change in people aged 16-64. The population is however projected to see significant growth in people aged 65 and over (91%) and in particular those aged 75 and over (145%).</p> <p>Overall life expectancy at birth has increased both nationally and locally. Men and women in Tamworth have similar life expectancy to the national average. However inequalities in the Borough exist. For both men and women, the gap between the ward with the lowest life expectancy and the ward with the highest life expectancy is six years. Men and women in Belgrave ward have shorter life expectancy than the England average. Women in Spital ward also have shorter life expectancy.</p> <p>Healthy life expectancy is estimated to be 68 years for men and 71 years for women in Tamworth. Both men and women live significantly more time in ill or poor health compared to the national average of 69 and 72 years respectively.</p> <p>Trends for Tamworth show that overall mortality is reducing for both men and women. All-age all-cause mortality (AAACM) rates in Tamworth are similar to the England average. AAACM rates are high in Belgrave ward.</p> <p>The rates of people dying before the age of 75 (which are considered to be preventable) continue to decline in Tamworth. Rates have reduced by 34% between 1995-1997 and 2008-2010, compared with 30% for Staffordshire and 29% for England. Also over this time period premature mortality rates from cardiovascular disease have been halved (54%) whilst cancer rates have reduced by almost a third (31%). This compares with 52% and 22% respectively for England. However there are</p>	<p>Tamworth has a large elderly population which is projected to increase further still by 2035. Helping elderly people to stay active is extremely important from a health perspective. As a game often popular with retired people, golf has an important part to play in ensuring that they stay active.</p> <p>Tamworth has a major issue with adult obesity and, whilst many of the overall health statistics for the Borough are in line with national averages, there are major discrepancies across different wards. Ensuring people remain active should therefore be a major focus for the Council and the provision of the golf course could play a role in this, particularly encouraging adults to become active as it is a form of physical activity that is less intensive than many other sports.</p>



Document	Detail	Implications for Study
	<p>inequalities within Tamworth with Belgrave and Bolehall wards having particularly high levels of premature mortality from cardiovascular disease.</p> <p>The health deprivation and disability domain from the Indices of Deprivation 2010 identifies areas where there are higher rates of people dying prematurely or where their quality of life has been impaired by poor health or disability. Only 4% (2,800 people) of Tamworth's population live in the 20% most deprived areas in England for health deprivation and disability. However a further 20,600 people (27%) live in the second most deprived quintile.</p> <p>The 2001 Census found that the proportion of people with a limiting long-term illness in Tamworth was lower than the England average. However Spital, Castle and Bolehall wards have levels higher than England. With an ageing population, Tamworth is also predicted to see an increase in numbers of long-term conditions. This will place an increased burden on future health and social care resources.</p> <p>The latest data from the Integrated Household Survey suggest that the smoking prevalence in Tamworth was 27% - meaning 16,000 people aged 18 and over smoke. Estimates suggest that this percentage varies across areas of Tamworth from 17% to 40% and that the percentage of the routine and manual groups that smoke is about 34%, thus contributing to increases in health inequalities.</p> <p>Estimates suggest approximately 12,100 (20%) adults in Tamworth consume alcohol at 'increasing risk' and a further 4,700 (8%) at 'higher risk'. Estimates also suggest that 10,300 (17%) adults are binge drinkers. Across different areas of Tamworth the proportion of binge drinkers ranges from 20% to 24%. Although alcohol related mortality rates and crimes are similar to England averages.</p> <p>Using figures from the National Child Measurement Programme (NCMP), the proportion of obese children in Tamworth in Reception year remained at 10% in 2010/11. Levels of obesity are much higher (20%) for children in Year 6 and although the rise is not statistically significant, the rate has increased from the previous year. The percentage of obese children in Reception and Year 6 is similar to the England average.</p>	

Document	Detail	Implications for Study
	<p>Estimates suggest that 31% of Tamworth adults are obese, which is significantly higher than the England average of 24%. The prevalence of obesity across Tamworth varies with the percentage estimated to range between 28% and 34%.</p> <p>Data from the Active People Survey (2009/10) shows that only 9% of men and women in Tamworth achieved the recommended levels of physical activity, which although similar to the national average is still too low and is the lowest in Staffordshire. In addition, over half (57%) of men and women were inactive, which is significantly higher than the national average.</p>	
<b>Staffordshire Joint Strategic Needs Assessment (2012)</b>	<p>The Joint Strategic Needs Assessment (JSNA) has been a statutory responsibility jointly held by the NHS and upper-tier local authorities since 2007. The aim of a JSNA is to identify the “big picture” in relation to health and wellbeing needs and inequalities of the local population. The key findings in relation to Tamworth are as follows:</p> <ul style="list-style-type: none"> <li>• Both men and women in Tamworth spend more time in poor health compared to the national average.</li> <li>• Around 25% of adults aged 18 and over are smokers in Tamworth. Significantly more smokers are from routine and manual groups contributing to increases in health inequalities.</li> <li>• Whilst alcohol-related admissions are lower than the national average, the rate of increase between 2002/03 and 2010/11 in Tamworth is 120%, lower than Staffordshire (164%) but higher than England (104%)</li> <li>• Levels of alcohol-related crime and alcohol-related violent crimes are higher than the national average in Tamworth</li> <li>• Estimates for obesity show Tamworth to be higher than the England average.</li> <li>• Tamworth has a higher teenage pregnancy rate than both Staffordshire and England.</li> </ul>	<p>Tamworth has a problem with obesity, poor health and alcohol related issues. Ensuring people remain active should therefore be a major focus for the Council and the provision of the golf course could play a role in this in terms of increasing participation and positively impacting on obesity and other health issues.</p>
<b>Sport England Local Sport Profiles</b>	<p>Sport England has commissioned data from the British Heart Foundation to estimate the health costs of physical inactivity. It estimated that the health costs of physical inactivity in Tamworth were £2.014m per 100,000 population. This compared unfavourably with a West Midlands average of £1.923m and a national average for England of £1.817m.</p>	<p>This data highlights the issues faced by Tamworth and the importance of physical activity to improving health. The provision of the golf course can contribute towards this, particularly in the adult population.</p>

Document	Detail	Implications for Study
<b>Community Safety</b>		
<b>Strategic Assessment (2012)</b>	<p>The aim of the Strategic Assessment is to provide the Community Safety Partnership with a review of their current safety priorities. Following the previous Strategic Assessment, Tamworth CSP has adopted the following high level priorities for 2011-14:</p> <ol style="list-style-type: none"> <li><b>1. Tackling priorities pertinent to each of the following 5 locality areas:</b> <ul style="list-style-type: none"> <li>• Tamworth Town Centre, Amington, Glascote, Stonydelph and Belgrave, with emphasis on reducing alcohol related crime, violent crime, antisocial behaviour, criminal damage, deliberate fires, serious acquisitive crime and environmental issues.</li> </ul> </li> <li><b>2. Young people as offenders/perpetrators and victims of crime and anti-social behaviour:</b> <ul style="list-style-type: none"> <li>• With emphasis on tackling violent crime, teen abuse, criminal damage, shoplifting and substance misuse, in particular alcohol.</li> </ul> </li> <li><b>3. To reduce re-offending of adults and young people:</b> <ul style="list-style-type: none"> <li>• With emphasis on reducing acquisitive crime and related substance misuse issues.</li> </ul> </li> <li><b>4. Protecting vulnerable people:</b> <ul style="list-style-type: none"> <li>• With emphasis on protecting those who are most vulnerable, including victims of antisocial behaviour, domestic abuse and sexual offences, and other violent crimes.</li> </ul> </li> </ol> <p>The key findings indicate that crime and anti-social behaviour are improving but that violent crime is an important issue and alcohol is a major risk factor relating to this. Re-offending trends are down but serious acquisitive crime has started to increase.</p> <p>As a result of a resident survey of opinions on their local area, the following recommendations were made:</p> <ul style="list-style-type: none"> <li>• Relevant information about crime, safety and partnership activities is published in a manner that meets the needs of local communities, in order to reassure that action is being taken.</li> <li>• The previously identified priority locations remain, as they are still the hotspot locations for crime and disorder. There are no other areas of Tamworth that currently require a strategic focus.</li> </ul>	<p>The golf course is located on the border of the Amington and Stonydelph wards so could play an important role in tackling priorities in at least two of the five named priority locality wards through giving people an opportunity to take part in a positive activity rather than anti-social behaviour. However, it could also be seen as a key strategic location for development in order to help regenerate these areas.</p>

Document	Detail	Implications for Study
	<ul style="list-style-type: none"> <li>• Problems with ASB and the associated environmental consequences continue to be prioritised, with particular emphasis on protecting vulnerable communities and repeat locations.</li> <li>• Violent crime continues to be prioritised in Tamworth and the misuse of alcohol in young people and adults targeted to address levels of violent crime, anti-social behaviour and the associated environmental consequences.</li> <li>• Tamworth Borough continues to work to increase domestic violence reporting through raising awareness of services available to victims and their families.</li> <li>• Reducing crime, particularly serious acquisitive crime, continue to be prioritised and tackled through a partnership approach to Integrated Offender Management at a county level.</li> </ul>	
<b>Economic Development</b>		
<p><b>Economic data from the Staffordshire Observatory</b></p>	<p>The Index of Multiple Deprivation 2010 (IMD 2010) is a way of identifying deprived areas. There are seven Local Super Output Areas in Tamworth that fall within the most deprived fifth of areas in England making up 13% of its population. These areas fall within Glascote, Belgrave, Amington, Castle and Stonydelph.</p> <p>The child wellbeing index (CWI) 2009 provides useful information at a small area level for the wellbeing of children. In Tamworth, seven of the 50 LSOAs fall within the fifth most deprived areas in England making up 17% (about 2,600 children) of the child population (aged under 16). These areas fall within Amington, Belgrave, Glascote and Stonydelph.</p> <p>Areas of low educational attainment and skills are often associated with high levels of worklessness, deprivation and poor health. In 2011, 49% of Tamworth pupils achieved five or more A*-C grades at GCSE level including English and Maths. This is ten percentage points lower than the England average and seven percentage points lower than the Staffordshire average. In addition there are inequalities within the district with achievement ranging from 34% in Glascote ward to 57% in Amington ward.</p> <p>Young people not in education, employment or training (NEET) between the ages of 16-18 is seen as a major predictor of later unemployment, low income, depression, involvement in crime and poor physical and mental health. The proportion of young people who were NEET during the winter of 2010/11 for Tamworth was 5%. This is below the England average.</p>	<p>The golf course is located on the border of the Amington and Stonydelph wards so could play an important role in tackling priorities in two of the most deprived areas through giving people an opportunity to take part in a positive activity rather than anti-social behaviour. However, it could also be seen as a key strategic location for development in order to help regenerate these areas.</p>

Document	Detail	Implications for Study
	<p>The unemployment rate in Tamworth in 2011 was 13.2% compared to a national average of 8.1% and a Staffordshire average of 8.2%.</p> <p>69.8% of the working age (16-64) population were economically active compared to a national average of 76.2% and a Staffordshire average of 77.3%.</p> <p>Child poverty is defined as the proportion of children under 16 living in families in receipt of out of work benefits or tax credits where their reported income is less than 60% median income. In 2009, one in five children in Tamworth were defined as living in poverty. This is lower than the national average although it varies significantly across the district from 7% in Trinity to 36% in Glascote.</p> <p>The Indices of Deprivation 2010 found that 10,200 people (14%) were deemed to be living in income deprived households.</p> <p>The average household income for Tamworth was £36,800. However there are inequalities with average income ranging from £27,000 in Glascote to £43,700 in Trinity ward.</p> <p>Around 3,400 (21%) people aged 60 and over in Tamworth are deemed to be living in income deprived households. This is higher than the Staffordshire (15%) and England averages (18%).</p> <p>Around 4,200 people (9%) in Tamworth live in employment deprivation as measured by the numbers of people who would like to work but are unable to do so because of unemployment, sickness or disability. This is slightly lower than the England average of 10%.</p> <p>The number of Jobseeker's Allowance claimants in Tamworth has doubled between 2008 (1,000 claimants) and 2012 (1,900 claimants). In addition there are inequalities across the district with high proportions of claimants in Glascote ward.</p>	

Document	Detail	Implications for Study
<b>Environmental Sustainability</b>		
<p><b>Tamworth Sustainable Community Strategy (2008 - 2021)</b></p>	<p>The vision is that by 2021 Tamworth will be regarded regionally for:</p> <ul style="list-style-type: none"> <li>• Being an attractive place for businesses to locate and invest</li> <li>• Provision of educational and skills development opportunities, meeting the needs of local people and employers</li> <li>• Exceptional historic and natural environments that are well protected</li> <li>• Quality leisure and entertainment facilities</li> </ul> <p>And known locally for:</p> <ul style="list-style-type: none"> <li>• Provision of affordable housing options in the Borough, which meets the needs of a changing population</li> <li>• Good access to community facilities and shops</li> <li>• Strong, healthy, vibrant and more sustainable communities, with opportunities for all to engage in community life</li> <li>• Provision of responsive services which meet local need, supporting both individuals and families.</li> </ul> <p>In relation to environmental sustainability, the Borough will be cleaner with continued opportunities to recycle and with more people encouraged to reduce and reuse unwanted waste and household products.</p> <p>Local people and businesses will be made aware of the importance of their actions and the impact of these on the environment, and supported to improve their quality of life by taking measures to reduce their carbon footprint and become more energy efficient.</p> <p>Good quality open space is an important resource for local people and improving access to it can have a positive impact on people’s mental and physical health and well-being. The focus on providing well maintained, clean and safe open spaces will continue to ensure increased recreational use of these areas which offer opportunities for play, exercise and social interaction. Opportunities to embrace new recreational open spaces will also be welcomed.</p> <p>One of the key priorities is to enhance provision and access to priority habitats and local nature reserves.</p>	<p>The future use of the site should help to meet these environmental objectives wherever possible and its ability to do this should be incorporated within the evaluation matrix for the short-listed options.</p>

Document	Detail	Implications for Study
<p><b>Tamworth Sustainability Appraisal incorporating Strategic Environmental Assessment, (2012 - Currently being updated)</b></p>	<p>The sustainability objectives utilised within the production of the Local Plan were as follows:</p> <ul style="list-style-type: none"> <li>• To meet national policy in the most appropriate and sustainable way for Tamworth</li> <li>• To meet the housing needs of the whole community</li> <li>• To encourage the efficient use of land</li> <li>• To reduce deprivation</li> <li>• To ensure equal access to community services and facilities</li> <li>• To encourage equal access to education, jobs and training</li> <li>• To encourage active and healthier lifestyles by providing accessible networks of paths, open spaces and formal recreation facilities</li> <li>• To make communities safer by reducing crime, fear of crime and anti-social behaviour</li> <li>• To encourage a diverse and competitive economy that will provide sustainable economic growth</li> <li>• To protect and enhance historic assets</li> <li>• To encourage high quality and locally distinct places, spaces and buildings</li> <li>• To protect and enhance biodiversity and sites of nature conservation value</li> <li>• To minimise flood risk</li> <li>• To reduce energy consumption by encouraging energy efficiency and use of renewable energy sources</li> <li>• To encourage the reduction, re-use and recycling of waste and water</li> <li>• To minimise pollution including air, water, land contamination and noise</li> <li>• To make Tamworth town centre the heart of the borough by creating a vibrant and attractive environment</li> <li>• To reduce the need to travel and encourage sustainable modes of transport</li> <li>• To make best use of the existing transport infrastructure and seek improvements.</li> </ul>	<p>Any potential future use for the site should be considered against the sustainability objectives to ensure that it performs as strongly against these objectives as possible.</p>

### Implications for this study

- 2.4 The strategic review has identified a number of key issues and priorities that must be taken account of in the evaluation of the management / delivery options in Stage 2 of this study. These key issues and priorities are summarised below:
- The ability of the management / delivery model to contribute towards the Council's corporate priorities within the Corporate Plan must be a key part of the evaluation process. This includes issues such as promoting health and well-being, tackling crime and anti-social behaviour, promoting growth, employment and business, and improving physical infrastructure;
  - There are an additional 4,500 houses required to be delivered within the Borough. The site could potentially contribute to this provision but whether the site is appropriate for development needs to be considered in light of the Council's planning policy and priority for town-centre development and protecting open spaces. Nevertheless, the overall limited land availability in the borough means that the site (or part of it) may need to be considered as a contribution towards this housing target;
  - There are major issues with health and obesity in Tamworth. Increasing participation and physical activity is a major part of addressing these issues and the importance of this needs to be factored into the final decision;
  - The golf course is located bordering two of the five most deprived wards in the Borough and could be a key site for redevelopment (or partial redevelopment if there is proven to be a wider need for the golf course);
  - There are a number of sustainability objectives that need to be considered when evaluating the options including provision of housing, community services, leisure facilities, protecting and enhancing biodiversity and open spaces etc.



## 3. Needs Analysis

### 03

#### Introduction

- 3.1 This section identifies the financial and leisure needs of the Borough which must be factored into the assessment of available options alongside the strategic priorities identified in Section 2.

#### Financial Needs

##### *Summary of Medium Term Financial Strategy*

- 3.2 The Council operates its services on an annual budget of £74m gross revenue expenditure (£54m General Fund, £20m Housing Revenue Account). The Council has recently approved its Three Year Medium Term Financial Strategy (MTFS) for the General Fund (2013/15) and its Five Year Medium Term Financial Strategy (MTFS) for the Housing Revenue Account (2013/18).
- 3.3 The Council's base budget (net expenditure) for 2013/14 is projected to be £8.961m. The General Fund settlement from business rates and grant support is £5.1m in 2013/14 (but is estimated to reduce to £4m in 2015/16). Council tax income is estimated at a further £3m for 2013/14. This results in a deficit of £757k for 2013/14 which rises to a deficit of £1.347m and £1.618m over the following two years. These deficits are being met by existing balances.
- 3.4 However, there remains a degree of uncertainty in a number of areas including the impact of the changes to council tax support and other welfare reforms on council tax and rent income, future local authority pay settlements, the potential for interest rate changes, the future local government finance settlements and the level of future business rates income.
- 3.5 The Capital programme for 2013/14 totals £7.5m (£7.0m Housing, £0.5m General fund). Over 3 years, the General Fund Capital Programme totals £3.7m and the Housing Capital Programme totals £55.2m (including c.£21m relating to Regeneration Projects) over 5 years.
- 3.6 It is clear that there are not significant capital funds available from the General Fund Capital Programme. If capital funds are to be made available to support some of the Council's wider strategic needs (such as to develop a new leisure centre) it will be crucial to release capital from other sites in the Borough through development. The golf course may be an example of such a site depending on the general availability of land for development in the Borough (which may be limited considering the relatively small geographical area of the Borough and associated high population density).

##### *Implications for this study*

- 3.7 The Council has faced funding cuts of circa 40% in recent years although has produced a balanced General Fund MTFS for the next 3 years by utilising £5m it holds in balances to meet the funding deficit. However, amid increasing financial pressures there is likely to be a deficit in the region of c.£2m per annum from 2016/17 onwards. It is envisaged that this will be addressed through a number of key pieces of work commissioned by the Executive Management Team (Cabinet/CMT) under the umbrella of the Sustainability Strategy.

3.8 The strategy incorporates a range of outcome based work streams designed to provide tangible contributions towards tackling the deficit over the five year period “sooner rather than later”. The work streams will focus upon generating “sustainable” outcomes and not simply ‘one off’ efficiencies. The Council’s intention is to use innovation, managed risks and long term efficiencies to help to achieve a balanced budget by working with officers, across boundaries and involving all tiers of the organisation.

3.9 These work streams include:

- Income Generation;
- Growing the Business; and
- Strategic Policy Reviews.

3.10 This will be achieved through a combination of:

- Housing - new housing developments which will produce capital receipts, Council tax income and central government grant funding (under the New Homes Bonus scheme the Council will receive c.£1.1k per new house per year for 6 years);
- Business rates - new businesses will produce increased business rates (of which the Council will benefit from approximately 20% after taking account of the levy, central government share and tariff levels); and
- Service reviews and central savings - lower level savings in Council budgets from property cost reductions and individual service reviews. There are no specific target reductions allocated to each service at this stage.

3.11 Within this context, the Council has allocated a budget from contingency funds for the management of the golf course of £80k per annum for 2013/14 and 2014/15. There is then a funding gap for the golf course from 2015/16 onwards that will need to be addressed through the final solution for the site. In addition to this, the council has lost the £36k per annum that it was budgeting to receive from Tamworth Golf Centre Ltd. Any remaining cost for the golf course from 2015/16 onwards would be added to the c.£2m corporate deficit.

3.12 With regards to capital, a £250k contingency fund is in place and £100k of this has previously been provisionally allocated to spend on the provision of a driving range and subsequently £100k has been allocated for remedial works to the course and clubhouse. This leaves £50k for any other works required.

3.13 The key aim for this study in relation to the Council’s finances is therefore to identify the delivery / management solution that can best reduce / remove the on-going revenue and capital contribution required from the Council towards the operation and maintenance of the facility from 2015/16 onwards and to establish whether the solution can also contribute towards the funding of the Council’s £2m deficit from 2016/17 onwards.

#### **Leisure Needs**

3.14 A key question to be addressed is whether there is an actual demand for the golf course as a leisure amenity within the Borough. The starting point for answering this question is the Council’s Sport Facility Strategy which assessed the level of golf provision within the Borough.

### ***Joint Indoor and Outdoor Sports Strategy, 2009***

- 3.15 The sport and leisure consultancy PMP was appointed by Tamworth Borough Council in November 2008 to assist in the development of a Joint Indoor and Outdoor Sports Strategy for the borough. The strategy incorporated an assessment of the provision of golf courses and was developed in accordance with Planning Policy Guidance note 17, Planning for Open Space, Sport and Recreation (PPG17).
- 3.16 The purpose of this study was to produce a strategic framework, audit, assessment and needs analysis of indoor and outdoor sport and recreation facilities for Tamworth Borough to:
- Inform the Community Leisure Strategy;
  - Guide investment decisions;
  - Provide an evidence base for the Local Development Framework (LDF), including recommendations on the development of local planning standards and policy; and
  - Inform the Building Schools for the Future programme in Tamworth Borough.
- 3.17 In addition to Tamworth Golf Course, there were also a number of additional golf courses in close proximity to Tamworth borough, including:
- Drayton Park Golf Club - 4.9 miles away;
  - Whittington Heath Golf Club - 7.6 miles away;
  - Atherstone Golf Course - 7.9 miles away;
  - Darnford Moors Golf Club - 9.1 miles away;
  - Moor Hall Golf Course - 9.1 miles away; and
  - Marston Lakes Golf Course - 9.9 miles away.
- 3.18 The study identified that the provision of golf courses per 1,000 population in Tamworth was significantly below both the national and regional averages and also below its ONS neighbours.
- 3.19 A household survey was carried out which revealed that:
- 14% of respondents used golf courses at least once a month;
  - 46% of respondents considered the amount of golf provision in Tamworth to be adequate, whilst 18% considered there to be 'not enough' golf courses and 11% considered there to be 'nearly enough' golf courses; and
  - 36% of respondents considered the quality of golf courses to be good, 27% considered the quality to be average whilst just 6% considered provision to be poor.
- 3.20 Although Tamworth Golf Club was the only golf course located in the borough, residents did have good access to a number of other golf courses located just outside the borough boundary. The majority of respondents considered the level of provision to be adequate at the time of the study in 2009.

- 3.21 It should be noted that the new rail line ‘High Speed 2’ (HS2) route is planned to run through the middle of the Whittington Heath Golf Course. The latest update on the golf club’s website states that the club is working with HS2 to ensure that the 18 hole golf course is retained through the provision of additional land and that there will be no disruption until late 2018 at the earliest.
- 3.22 The Sports Facility Strategy stated that due to the importance of Tamworth Golf Club as the only golf club within Tamworth, the future development of the club should be supported and the Council should work with the club to increase participation within the community.
- 3.23 In consideration of the lack of golf courses in the borough the report recommended that the Council should protect existing provision from development. The specific recommendations contained within the report in relation to golf are set out in table 3.1.

**Table 3.1 - Sports Facility Strategy Golf Course Recommendations**

Summary of Key Issues	Recommendations	Implications for Planning Policy
<ul style="list-style-type: none"> <li>Tamworth Golf Club is the only golf course located within Tamworth. This facility is an 18 hole golf course that allows access for registered club members</li> <li>there is a good distribution of additional golf courses located just outside the borough boundary</li> <li>there is general satisfaction with the current provision of golf courses</li> <li>it is not considered appropriate to set local standards for golf courses within the draft strategy for Tamworth.</li> </ul>	<ul style="list-style-type: none"> <li>protect existing provision from development and work with providers to facilitate access to existing provision in the area</li> <li>support the development of Tamworth Golf Club and work with providers to increase participation in the borough.</li> </ul>	<ul style="list-style-type: none"> <li>golf courses should be included within an overall policy relating to sport and recreation facilities set out in the Core Strategy (and future Development Plan Documents) supporting the protection, enhancement and maintenance of sport and recreation facilities in the borough</li> <li>no local standards to be set for golf facilities.</li> </ul>

- 3.24 In terms of wider provision of sport and leisure facilities, the strategy noted that ‘*there is a diverse range of sports facilities within Tamworth that provide opportunities for residents to use more ‘traditional’ facilities for sports such as swimming, football, badminton, tennis, hockey and rugby and also opportunities to use sports specific/less traditional facilities, such the SnowDome for indoor skiing and ice skating and the athletics stadium and indoor bowling club*’.

- 3.25 And that *‘despite this diverse provision, community access to some core facilities (notably sports halls and swimming pools) is limited due to the fact that facilities are either based on school sites with associated limitations in use outside school hours or because provision is at a private facility where membership fees are set at a level that precludes use by some key target groups’*.
- 3.26 There was a need identified to increase both the total amount and community access to a range of ‘core’ facilities, including swimming pools, sports halls, health and fitness facilities, multi-use play areas/tennis courts, bowling greens and skateboarding facilities.
- 3.27 In particular, the strategy made recommendations that there was a need to increase the amount of accessible waterspace and the quality of provision in the Borough through the provision of a new community 25m swimming pool and teaching pool. This would be provided in a new community leisure centre incorporating a 75 station health and fitness suite, a 4 court sports hall and an exercise studio. Additionally, it was recommended that the Council improve the quality, increase capacity and increase the hours of community access to sports halls on school sites.
- 3.28 Since the completion of the strategy, changes to the provision on school sites have resulted in increased need for ‘core’ leisure provision, particularly swimming pool space, which remains a priority for leisure development in the Borough.
- 3.29 Additional key findings relating to sport and leisure facility provision in the Borough were as follows:
- explore opportunities to increase tennis court provision, particularly in the south of the Borough;
  - explore opportunities for providing new bowling green provision within areas of highest deficiency (i.e. within the south of the borough); and
  - provision of synthetic turf pitches and natural turf pitches was mostly sufficient with some issues to be addressed regarding securing access and improving quality.
- 3.30 This information from the facility strategy should also be supplemented with the current priorities for the Community Leisure Service (as reflected in the service business plan) and up to date data which can inform the potential current level of demand for the golf course, including the financial performance and level of usage of the golf course and the propensity of the local residents to take part in golf (as identified by available market segmentation data).

***Community Leisure Service Business Plan 2013/14***

- 3.31 The Community Leisure section of Communities, Planning & Partnerships exists to encompass the vision of ‘One Tamworth, Perfectly Placed’ through partnership working enabling direct delivery and to impact on the Borough’s strategic priorities.
- 3.32 The service takes the lead in the Borough on the delivery and development of leisure, culture and sporting activities. It is increasingly supporting partnership working (such as with schools) so that other organisations can contribute to the infrastructure necessary to achieve growth in physical and cultural activity and the rest of the service aims.

3.33 The key objectives for the business plan are driven by the following Vision Priorities for the service:

Priority 1

- Raise the aspirations and attainment of young people; and
- Assist in creating employment locally.

Priority 2

- Address the causes of poor health in children and young people linking with the Healthy Tamworth Agenda;
- Improve the health and well-being of older people by supporting them to live active, independent lives;
- Implement “Total Place” solutions to tackling crime and anti-social behaviour in designated localities; and
- Create an integrated approach to protecting those most vulnerable in our communities.

***Tamworth Golf Course Business Plan 2013 - 15***

3.34 The Council’s business plan for the course projects total income of £226,470 and expenditure of £306,470 per annum. These figures are based on a membership target of 150 members and total annual usage projection of 19,264 visits (the course is open to pay and play users as well as members).

3.35 However, an English Golf Union survey from December 2011 of every golf club in England (53% response rate of which 7% / 73 were from municipal courses) found that membership numbers were falling. 60% of clubs that responded had seen membership numbers decrease since 2008 with the average English Golf Club having 514 members (out of a stated optimum total membership of 645). This statistic would indicate that Tamworth Golf Course is under-utilised in comparison to other clubs and that local demand is not particularly strong. By comparison, a local newspaper reported that Whittington Heath Golf Club had circa 500 full paying members in 2012.

***Sport England Market Segmentation***

3.36 Sport England market segmentation data models particular groups and provides information on sporting behaviours and attitudes as well as motivations for and barriers to taking part in sport. This research builds upon the Active People Survey, the Department for Culture Media and Sport’s Taking Part Survey and the Mosaic tool from Experian.

3.37 19 market segments have been created from an analysis of the English population (18+ years). Each segment exhibits distinct characteristics, with information covering specific sports that people take part in and reasons why people do sport, together with the level of interest in and barriers to doing more sport. The detailed breakdown of market segmentation results for Tamworth, including descriptions of each market segment, is set out in Appendix A.

- 3.38 The segments that are most likely to play golf are 'Philip', 'Tim', 'Roger and 'Joy' and 'Frank'. In terms of Tamworth, 11.1% of the Borough are Philips, compared to a national average of 8.6%. The Borough also has above average levels of Frank's (4.8%) compared to the national average (4%). Roger and Joy are represented at levels just below the national average (6.7% compared to 6.8%) but Tim is significantly underrepresented compared to the national average (7.5% compared to 8.8%).
- 3.39 According to the market segmentation data, there are 2,009 people within Tamworth currently participating in golf (which is calculated from Sport England's Active People survey). A large proportion of these people must be exported to the other courses referenced within this section. There are also another 901 people who would like to play more sport and identified golf as the number one sport that they would like to play although the data does not identify what is stopping these people from playing golf i.e. a lack of time, a lack of available courses or a lack of money etc.

### **Implications for this study**

- 3.40 It is clear from the Council's Medium Term Financial Strategy that there is no budget available to subsidise the facility in the long-term beyond the next two years. In fact, it is likely that the Council will require the golf course to make a financial contribution to filling the Council's long-term funding gap, be it through an on-going revenue contribution or a capital receipt from the disposal of a section or the entirety of the site.
- 3.41 Nevertheless, the financial need must be balanced against the leisure need for the site. The conclusion from the Joint Indoor and Outdoor Sports Strategy was that the golf course should continue to be provided and public access protected (although this aim could be achieved through a variety of different management models). The current threat to one of the competing golf courses in the area from the new HS2 rail link is also a factor to consider, albeit there are clearly plans for relocation / reprovision as part of land deals associated with this development.
- 3.42 However, there is importantly a wider need across the Borough for other new leisure facilities, particularly a new community leisure centre that could incorporate a new swimming pool, sports hall and health and fitness facilities - all of which have significantly higher participation levels than golf. The Council's priorities in terms of the leisure facilities that it wants to provide in the future must be factored into the overall decision on the future of the site, as the golf course could provide a site for a new leisure centre or some land for development that could cross-fund the capital cost of a new leisure centre.
- 3.43 The existing demand for the golf course is uncertain when the business plan is analysed as the number of members it currently has is significantly down on the national average, however market segmentation data from Sport England did identify another circa 900 potential players in the Borough. A key part of the consideration in Stage 2 of this study will be whether a change in the management model will be likely to facilitate an increase in members (and therefore income) and a sustainable long-term solution.
- 3.44 In the context of this information and that presented in Section 2, the final part of Stage 1 is to summarise the Council's required outcomes from the future delivery / management of the golf course as a result of the work we have carried out to date and identify the headline delivery / management options that will be evaluated against the required outcomes.

## 4. Project Outcomes and Options Identification

### Introduction

- 4.1 Utilising the findings from Stage 1 of this project, we have identified the draft key project outcomes. These reflect our understanding of the Council's key priorities from a strategic, financial and leisure needs perspective. We have also suggested a ranking and corresponding weighting for these project outcomes.
- 4.2 The delivery / management options set out later in this section will then be short-listed and evaluated against their ability to deliver the project outcomes in Stage 2 of this work. The results of this will be used to recommend the preferred option for the future of the golf course.
- 4.3 The key tasks for Council Officers and Members following consideration of this Stage 1 report are to:
  - Confirm the desired project outcomes; and
  - Confirm the priority of these project outcomes as reflected in the weightings attributed to them.

### Draft Project Outcomes

- 4.4 From the strategic needs analysis we have identified the following draft project outcomes that the future delivery / management option for the golf course should be evaluated against:
  - Contribution to the Council's annual revenue deficit from 2016/17 onwards;
  - Potential for generation of a capital receipt for the Council;
  - Contribution to economic regeneration and growth in the Borough (including the provision of new housing development);
  - Promotion of exercise and healthy lifestyles and contribution to increasing participation and reducing obesity;
  - Ability to meet the leisure needs of the Borough's residents and the Council's wider vision / strategy for sport and leisure provision;
  - Delivery of the Council's environmental and sustainability objectives, including protecting green and blue spaces.
- 4.5 We have also identified an additional criteria that should be considered based on our experience of carrying out options appraisals:
  - Cost and timescales of implementation and level of risk involved / likelihood of delivery.



- 4.6 In table 4.1 we have suggested the priority of these project outcomes and some draft weightings however this should be considered and confirmed / adjusted as appropriate by Council Officers and Members.

**Table 4.1 - Draft Priority and Weightings of Project Outcomes for Evaluation**

Priority	Project Outcome	Draft Weighting
1.	Potential for and likely level of contribution to the Council's annual revenue deficit from 2016/17 onwards.	20%
2.	Contribution to economic regeneration and growth in the Borough (including the provision of new housing development).	15%
3.	Potential for the option to generate a capital receipt for the Council and likely level of capital receipt.	15%
4.	Promotion of exercise and healthy lifestyles and contribution to increasing participation and reducing obesity.	15%
5.	Ability to meet the leisure needs of the Borough's residents and the Council's wider vision / strategy for sport and leisure provision.	15%
6.	Cost and timescales of implementation and level of risk involved / likelihood of delivery.	10%
7.	Contribution to the delivery of the Council's environmental and sustainability objectives including protecting green and blue spaces.	10%

### Options for Evaluation

- 4.7 In light of the project outcomes identified above and our experience of the delivery / management models available in the market for such a facility, we have identified the following long-list options for evaluation in Stage 2 of this project. The options are split between physical development options and management options.

- Physical development options:
  - Option A - retention of 18-hole golf course (status quo);
  - Option B - retention of 18-hole golf course, plus development of ancillary provision (clubhouse / health & fitness gym / complimentary leisure facilities);
  - Option C - disposal of front 9 holes for development, with retention of back 9 holes;
  - Option D - disposal of front 9 holes for development, with retention of back 9 holes plus development of ancillary provision using part of any capital receipt (clubhouse / health & fitness gym / complimentary leisure facilities);
  - Option E - disposal of back 9 holes for development, with retention of front 9 holes;

- Option F - disposal of back 9 holes for development, with retention of front 9 holes plus development of ancillary provision using part of any capital receipt (clubhouse / health & fitness gym / complimentary leisure facilities);
  - Option G - part disposal of site, retention of 18-hole golf course through remodelling of holes to reduce land-take;
  - Option H - part disposal of site for development, but retention of 18-hole golf course through purchase of additional land adjacent to eastern boundary of the course and reprovision of lost holes;
  - Option I - complete disposal of entire site to generate capital receipt to be utilised for wider strategic aims such as the development of a new leisure centre in the town centre.
- Management options:
    - Option 1 - Continued in-house management of the golf course;
    - Option 2 - Outsourced management of the golf course via a lease / management contract;
    - Option 3 - set up of a local social enterprise management vehicle (Company Limited by Guarantee / Charitable Incorporated Organisation / Community Interest Company).
- 4.8 In relation to partial / complete disposal options, the most appropriate future alternative use for the land will need to be considered as part of the appraisal. For instance, part of the site may be more suited to residential development, whilst other parts may be more suitable for employment land or delivery of alternative leisure facilities.
- 4.9 The next step is for the Council to sign-off the project outcomes and weightings and agree the options for evaluation. These options will then be the subject of Stage 2 which will provide a detailed options appraisal consisting of:
- An appraisal of the long list options, to inform a short list for further testing;
  - User and non-user surveys;
  - Detailed options appraisal of short listed options; and
  - Finalisation of recommendations and the options appraisal report.
- 4.10 The short list testing will involve financial modelling of each shortlisted option to understand the capital and revenue costs / incomes and overall financial impact on the Council.
- 4.11 Any queries on the contents of this Stage 1 report should be directed to Damien Adams at [damienadams@fmgconsulting.co.uk](mailto:damienadams@fmgconsulting.co.uk) or Andy Farr at [andyfarr@fmgconsulting.co.uk](mailto:andyfarr@fmgconsulting.co.uk).

30<sup>th</sup> May 2013**REPORT OF PORTFOLIO HOLDER FOR ECONOMIC AND EDUCATION****PLANNING APPLICATIONS - STREAMLINING INFORMATION REQUIREMENTS AND VALIDATION****EXEMPT INFORMATION**

None

**PURPOSE**

To seek member approval to the revised information requirements for planning applications

**RECOMMENDATIONS**

- 1. Approve the revised information requirements (Local Validation Criteria) for planning applications as set out in the appendix to this report for consultation**
- 2. Authorise consultation on the revised information requirements set out in the appendix to this report for a period of 6 weeks in accordance with statutory requirements**
- 3. Authorise the Portfolio Holder for Economic Development and Enterprise in consultation with the Director of Communities, Planning and Partnerships and solicitor to the Council and Monitoring Officer to adopt the revised information requirements, subject to any amendments arising from the consultation exercise**

**EXECUTIVE SUMMARY**

To enable the Borough Council to consider and formally determine a planning application, it is important that sufficient information is provided by the applicant about the expected impact of the proposed development.

The validation stage for planning applications is the point from when the Borough Council receives an application to confirming that all necessary information is present and other pre validation requirements have been met. Getting the validation stage right is essential to an efficient planning system.

Concern has been expressed that some local authorities require information that is not necessarily relevant to the planning application in question and without giving full consideration to the costs that such information requests can impose on applicants.

Information requirements for planning applications fall into 2 categories. The first relates to national requirements which include a need to make the application on an appropriate applications form (with ownership certificates), plans of the development and a nationally set fee. The second relates to local requirements (the local list) such as the need for ecological surveys or information relating to ground contamination.

In January 2013 the Government introduced a requirement that all local authorities should revisit their local list at least every two years. The legislation provides that as from 31<sup>st</sup> July 2013 only requirements set out in a 'local list' published in the previous 2 years will apply. If the Borough Council does not have an up to date 'local list' in place by that date they would

not be in a position to insist on submission of important information and could as a consequence be in a difficult position when it comes to determining planning applications.

The Borough Council's 'local list' was adopted in March 2008 and therefore would not comply with the requirements of current legislation.

In reviewing the 'local list' officers have worked closely with the Greater Birmingham and Solihull LEP with a desire to make progress towards a common validation process across the LEP in accordance with their Planning Charter. Unfortunately due to differences that exist between unitary authorities and shire districts it was not considered practicable to achieve a LEP wide document within the time available. Consequently those authorities within the LEP who are still to review their 'local list' have decided to use the format adopted by Birmingham City and tailor it to local requirements. This will assist applicants in putting together their applications as it will use a common language and style.

In reviewing the 'local list' officers have also considered matters included in the 'local list' produced by Lichfield District Council which was produced in January 2013, and has similar issues to the Borough.

The resultant draft 'local list' being presented for consideration by Cabinet is attached as an appendix to this report.

If members agree to the draft 'local list' there is a requirement for consultation with the community for a period of 6 weeks and consideration given to any amendments that might be necessary. In this instance the community includes agents, applicants, statutory and non statutory consultees and any other interested parties.

The consultation process will include writing to parties with a known interest in planning matters which are kept on an existing database, by placing a public notice in the Tamworth Herald, by meeting with the Agents forum and by including details of the revised local validation criteria on the Borough Council website.

All responses received will be fully analysed and if necessary amendments will be made to the criteria. If no substantive objections are received then it is intended that the Portfolio Holder for Economic Development and Enterprise and the Director of Communities, Planning and Partnerships should be given the authority to adopt the revised criteria on behalf of the Borough Council. In the event that substantive objections are received, which have not been resolved by discussion by your officers, a further report will be presented to the cabinet for consideration.

## **RESOURCE IMPLICATIONS**

The cost of carrying out the consultation exercise including press adverts and letters will be met from within the development control budget

## **LEGAL/RISK IMPLICATIONS BACKGROUND**

If a local list is not adopted by 31<sup>st</sup> July 2013 there would be no mechanism for ensuring that all information required to make an objective decision is available. This in turn could affect the quality of the decision which, if challenged at appeal, could result in cost awards against the Council

## **SUSTAINABILITY IMPLICATIONS**

All planning decisions should have sustainability at their heart. In the absence of good information to support planning decisions sustainable development may not result

**BACKGROUND INFORMATION**

The Town and Country (Development Management Procedure)(England)(Amendment No.3)  
Order 2012

**REPORT AUTHOR**

John Gunn – Development Control Manager

**LIST OF BACKGROUND PAPERS**

None

**APPENDICES**

Local Validation Criteria

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# Local Validation Criteria

	Validation Item and Location Requirement	National Policy Driver	Types of application that require this information	What information is required and Links to Further Advice
1	<p><b>Affordable Housing Statement</b></p> <p>Borough wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 6</p>	<p>When 15 or more dwellings are proposed.</p>	<p>New residential development involving 15 or more dwellings (gross) to provide a target of 30% affordable dwellings on site. The on site provision should include 50% social rented, 25% affordable rented and 25% intermediate tenure.</p> <p>If on site provision of affordable housing is not possible then the payment of a commuted sum in lieu of on site provision will be considered</p> <p><b>Further Advice</b></p> <p>Adopted Tamworth Local Plan 2001-2011 - Policy HSG11: Planning Obligations</p> <p>Planning Obligations SPD</p>
2	<p><b>Viability Assessment</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 6</p>	<p>Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues</p>	<p>The assessment should be based on an 'open book' approach and include the following;</p> <ul style="list-style-type: none"> <li>• Purchase cost of the application site and when it was purchased</li> <li>• Detailed cost of construction including any abnormals and off site infrastructure</li> <li>• Predicted sale value/income from the finished site</li> <li>• Cost of Section 106 including affordable housing costs</li> <li>• % profit on cost both with and without the full Section 106 obligations</li> </ul> <p>A template is attached for your convenience (see attached document)</p> <p>In cases of dispute the Borough Council will request a check of the Viability Assessment by the District Valuer and will expect the applicant to fund their check.</p>

3	<p><b>Archaeological Assessment</b></p> <p>Borough Wide (on or adjacent to a heritage asset of archaeological interest)</p>	<p><a href="#">National Planning Policy Framework</a>, particularly paragraph 128</p> <p>DCLG Historic Environment Planning Practice Guide,</p>	<p>When any proposed development includes new building or ground disturbance on or adjoining a heritage asset of archaeological interest (regardless of the need for a Design and Access Statement).</p>	<p>If a Design and Access Statement is also required, the Archaeological Assessment must be included within it. Applicants are advised to discuss what is required with the Conservation Officer before any application is made.</p> <p><b>Further Advice</b></p> <p>See the <a href="#">Institute for Archaeologists</a> for standards and guidance about archaeological assessments and evaluation</p> <p>Sites and Monuments Record</p>
4	<p><b>Coal Mining Risk Assessment</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>,</p>	<p>All applications which involve foundation construction (excluding householder) which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority and held by the Local Planning Authority.</p>	<p>A Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see PPG14 for definition). It should contain:</p> <ol style="list-style-type: none"> <li>1. Site specific coal mining information (including past/present/future underground mining, shallow coal workings, mine entries (shafts or adits), mine gas, within an area which has a current licence to extract coal, geological features, any recorded surface hazards, or within a former or present surface mining [old opencast] area).</li> <li>2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development.</li> <li>3. Identify how coal mining issues have influenced the proposed development and whether any other mitigation measures are required to manage those issues and/or whether any changes have been incorporated into the development.</li> <li>4. Any development that involves intrusive activities which intersect, disturb or enter any coal seams, coal mine workings or mine entries will require the prior written permission of The Coal Authority.</li> </ol> <p>Note - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 as amended, it is suggested that the CMRA is included within the ES.</p>



<p><b>5</b></p> <p><b>Design and Access Statement (DAS)</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>,</p> <p>Section 42 of the 2004 Town and Country Planning Act.</p> <p>Development Management Procedure Order 2010 (or as amended)</p>	<p>Required for all applications except for those listed below.</p> <ul style="list-style-type: none"> <li>• engineering or mining operations.</li> <li>• development of an existing dwellinghouse or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse, where no part of that dwellinghouse or curtilage is within a conservation area, SSSI, or is a listed building.</li> <li>• a material change in the use of land or buildings, unless it also involves operational (built) development</li> <li>• extensions to the time limits for implementing existing planning permissions.</li> <li>• development of an existing flat for any purpose incidental to the enjoyment of the flat as such, where no part of that flat is within a conservation area, SSSI, or is a listed building.</li> <li>• the extension of an existing building used for non-domestic purposes where the floorspace created by the development does not exceed 100 square metres and where no part of the building or the development is within a conservation area, SSSI, or is a listed building.</li> <li>• the erection, construction, improvement or alteration of a gate, fence, wall or other means of enclosure, up to 2m high or the height of the existing means of enclosure, whichever is the higher, where no part of the building or the development is within a conservation area, SSSI, or is a listed building.</li> <li>• development on operational land (land used to carry out statutory undertakings or land in which an interest is held for that purpose (As defined in Section 263 (1) (a) (b) of the Town and Country Planning Act 1990)) consisting of the erection of a</li> </ul>	<p>The CABE publication "Design and Access Statements: how to write, read and use them" gives advice on how best to use and prepare a DAS, and can be downloaded at;</p> <p><a href="http://www.cabe.org.uk/AssetLibrary/8073.pdf">www.cabe.org.uk/AssetLibrary/8073.pdf</a></p> <p>A DAS should explain the design principles and concepts that have been applied to the development and how issues relating to access to the development have been dealt with. The DAS must include information on the amount of development, layout, scale, landscaping and appearance, prevention of crime and a detailed explanation of how climate change mitigation and adaptation measures have been considered in the design of the proposal. The context of the development needs to be appraised and an assessment made of how the design takes account of that context.</p> <p>For outline applications the statement should justify the principles of design and access and detail the use, the amount of development, scale parameters, indicative layout and access points.</p> <p>For reserved matters proposals a DAS is required, demonstrating how the principles of the outline stage statement have been applied and adhered to.</p>
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			<p>building or structure up to 100 cubic metres in volume and 15m in height and where no part of the development is within a conservation area, SSSI, or is a listed building.</p> <ul style="list-style-type: none"> <li>• the alteration of an existing building where the alteration does not increase the size of the building and where no part of the building or the development is within a conservation area, SSSI, or is a listed building.</li> <li>• the erection, alteration or replacement of plant or machinery where, as a result of the development, the height of the plant or machinery would not exceed the greater of 15 metres above ground level, or the height of the original plant or machinery, and where no part of the development is within a conservation area, SSSI, or is a listed building; or</li> <li>• Section 73 (applications (to develop land without conditions previously attached).</li> </ul> <p>N.B. Even where not required, applicants may consider submitting a DAS in order to fully demonstrate the appropriateness of the design of the proposal.</p>	
<p><b>6</b></p>	<p><b>Ecological/ Geological Assessment</b></p> <p>Nature conservation sites (NNR, SSSIs, SINC, LNRs or SLINCs), important wildlife habitats, key wildlife corridors and wildlife corridors, semi-natural open space.</p>	<p><a href="#">National Planning Policy Framework</a></p> <p>Circular 06/2005: Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System.</p>	<p>Developments which have the potential to affect protected species and other important species will require an ecological survey and impact assessment.</p>	<p>Ecological (and geological) survey reports should include a description of the proposal; desk study and field survey (extended Phase 1 habitat survey and detailed (species) surveys as necessary) of the development site and any other areas likely to be affected by the proposals; evaluation of features and assessment of the likely impacts of the proposal; discussion of mitigation, compensation and enhancement measures – the mitigation strategy should be proportionate to the perceived impacts and should include clear, site-specific prescriptions rather than vague, general or indicative possibilities and should be feasible and deliverable. Surveys should be completed at an appropriate time of the year by suitably qualified and experienced ecological consultants and should comply with published guidance and best practice.</p> <p>A protected species is one which received legal protection through UK or European legislation, including:</p>

<p style="text-align: center;">Page 105</p>			<ul style="list-style-type: none"> <li>• <a href="#">The Conservation of Habitats and Species (Amendment) Regulations 2012</a></li> <li>• <a href="#">Wildlife and Countryside Act 1981 (as amended)</a>,</li> <li>• The Protection of Badgers Act 1992 (link)</li> </ul> <p>Important habitats and species are defined as:</p> <ul style="list-style-type: none"> <li>• Habitats or species which are the subject of national or local Biodiversity Action Plans (link: <a href="http://www.bbcwildlife.org.uk/what-we-do/biodiversity/bap-update">http://www.bbcwildlife.org.uk/what-we-do/biodiversity/bap-update</a>)</li> </ul> <p>Habitats or species listed by the Government as habitats or species of principal importance for the conservation of biodiversity in England (section 41, Natural Environment and Rural Communities Act 2006) (link: <a href="http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx">http://www.naturalengland.org.uk/ourwork/conservation/biodiversity/protectandmanage/habsandspeciesimportance.aspx</a>)</p> <p><b>Further Advice</b></p> <p>Information on designated nature conservation sites can be found in the adopted Tamworth Local Plan 2001-2011, or can be obtained by contacting Staffordshire Wildlife Trust.</p> <p>If a development is likely to impact on an internationally or nationally designated site, applicants are also advised to seek advice from Natural England about the scope of the assessment.</p> <p>Further guidance on survey standards, evaluation and impact assessment, and mitigation standards can be obtained from:</p> <p><a href="#">Institute of Ecology and Environmental Management</a></p> <p><a href="#">Bat Mitigation Guidelines (Natural England, 2004)</a></p> <p><a href="#">Great Crested Newt Mitigation Guidelines (Natural England, 2001)</a></p> <p><a href="#">Bat Surveys Good Practice Guidelines (Bat Conservation Trust, 2012)</a></p> <p>Guidance on deciding when a bat survey is required. (see attached document)</p>
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7	<p><b>Economic Statement</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Sections 1, 2 &amp; 6</p>	<p>All Major applications, which include some commercial elements.</p>	<p>A supporting statement of any regeneration and economic benefits and costs from the proposed development, including: details of any new jobs that might be created or supported; the relative floor space totals for each proposed use (where known); any community benefits; and reference to any regeneration strategies that might lie behind or be supported by the proposal should be included.</p> <p><b>Further Advice</b></p> <p>Adopted Tamworth Local Plan 2001-2011.</p> <p>The Economic Development Manager can provide information and guidance which may assist in the preparation of the Economic Statement.</p>
8	<p><b>Environmental Impact Assessment (EIA)</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Sections 8 &amp; 11</p> <p>Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 (SI 2011 No. 1824)</p>	<p>Developments that are likely to have a significant effect on the environment by virtue of their nature, size and location and are listed under Schedule 1 of the EIA Regulations.</p> <p>Developments included in Schedule 2 of the EIA Regulations may also require an EIA.</p>	<p>Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided. Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided.</p> <p>You should request a screening opinion prior to the submission of a planning application if the development area is over 0.5ha to determine if an EIA is required. A screening opinion can be obtained by writing to the Borough Council</p>
9	<p><b>Flood Risk Assessment</b></p> <p>Development within Flood Zone 2 or 3</p>	<p><a href="#">National Planning Policy Framework</a> and <a href="#">Technical Guidance</a>, particularly Section 10</p>	<p>A site specific flood risk assessment will be required for proposals of 1 hectare or greater in Flood Zone 1.</p> <p>All proposals for new development (including minor development and change of use) in Flood Zones 2 and 3, or in an area within Flood Zone 1 that has critical drainage problems (as defined by the LPA or Environment Agency), unless otherwise agreed in writing by the Environment</p>	<p>A flood risk assessments and the responsibilities for controlling development where it may be directly affected by flooding or affect flooding elsewhere. This should include sustainable drainage systems.</p> <p><b>Further Advice</b></p> <p>Flood Zone maps are available from the <a href="#">Environment Agency</a>.</p> <p>The National Planning Policy Framework and accompanying Technical Guidance provides comprehensive guidance for applicants in relation to the</p>

			Agency' Critical areas are defined as: <ul style="list-style-type: none"> <li>any development proposals at risk of surface water flooding</li> <li>any development proposals within 250m of an historic flooding location</li> <li>any development proposals within a 'local flood risk area' defined by the Surface Water Management Plan when published</li> </ul>	undertaking of flood risk assessments and the responsibilities for controlling development.
10	<b>Flues &amp; Ventilation extraction details</b> Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 1	All applications including the cooking of food (on more than a domestic scale) and all applications for commercial and industrial activities that produce fumes, vapours, gases, odours, particulate matter or use volatile chemicals.	Information should include: <ul style="list-style-type: none"> <li>Elevations to show position, location and height (where external).</li> <li>Proposed external finishes and fixings.</li> <li>Manufacturer's specifications including maintenance requirements.</li> <li>Exhaust velocity at terminus.</li> <li>Silencing arrangements.</li> <li>Means of vibration isolation.</li> <li>Extraction fan acoustic performance (including noise</li> <li>Emission in terms of sound power and sound pressure levels, and narrow-band and/or one-third octave band frequency spectra).</li> <li>Predicted odour and/or particulate concentrations.</li> </ul>
11	<b>Heritage Statement</b> Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Section 12	Any application that affects a heritage asset and / or its setting.  Hedgerow removal may also require a Heritage Statement where it forms part of a significant historic landscape or area of archaeological potential.  A heritage statement will also be required in respect of proposals involving the disturbance of ground within a known area of archaeological significance, or in other areas the subject of major development proposals or significant infrastructure works, where archaeological remains may survive, as may be specified in pre-application advice.  Heritage Assets include Listed Buildings.	A Heritage Statement for a listed building/ Archaeology application should include: <ul style="list-style-type: none"> <li>A statement of the archaeological, architectural, historical or other significance of the building, its site and its setting, including any pre-application research and evaluation.</li> <li>A schedule of works affecting the building, its site and setting.</li> <li>An assessment of the impact of the proposals on the special interest and character of the building, its site and setting and that of any adjacent heritage assets.</li> <li>A justification for the proposals, in terms of the principles applied, together with any mitigations measures proposed.</li> <li>Archaeological Assessments should refer to paragraphs 99-109 of</li> </ul>



		<p>Conservation Areas Scheduled Monuments, Archaeological Sites, and registered parks and gardens; and any non designated assets which have a local architectural, historic, archaeological or artistic interest.</p>	<p>the PPS5 Practice Guide, and include a Written Scheme of Investigation (Paragraphs 130-138 of the PPS5 Practice Guide).</p> <ul style="list-style-type: none"> <li>Should a Heritage Asset be proposed for demolition on economic grounds, a marketing report will be required.</li> </ul> <p>A Heritage Statement for development in or adjacent to a conservation area should include:</p> <ul style="list-style-type: none"> <li>An assessment of the impact of the development on the character and appearance of the area may be required.</li> </ul> <p>A Heritage Statement for an undesignated Heritage Asset should include:</p> <ul style="list-style-type: none"> <li>An assessment of the impact of the development on the character and appearance of the area may be required.</li> </ul> <p>Applicants are advised to <a href="#">discuss proposals</a> with either a planning officer or a conservation officer before any application is made.</p>
<p><b>12</b> <b>Land Contamination Desk Study</b> Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a></p>	<p>Where the development site is known or suspected to be affected by land contamination (e.g. has previously been used for industrial purposes or is a landfill site).</p> <p>All developments vulnerable to the effects of contamination (residential housing, schools and pre school nurseries).</p>	<p>The assessment should examine the likelihood of the presence of land contamination, its nature and potential risk to the proposed development, and what further measures are required to ensure the site is suitable for use. The minimum required is a report of a desk top study and site walk-over. Prior to the submission of a planning application for a Brownfield redevelopment, applicants are advised to contact the Environmental Protection Service to discuss what may be required to accompany the application.</p>
<p><b>13</b> <b>Landscaping Scheme</b> Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 11</p>	<p>All applications (excluding Householder, Listed Building Consent, Conservation Area Consent, Advertisements and change of use) plus where a development affects the setting of a designated heritage asset, should be accompanied by hard and soft landscaping details.</p>	<p>A landscaping scheme should be drawn to an appropriate scale (usually 1:100 or 1:200) and show full details of proposed landscaping. This should include details of proposed species, height at planting, spacing, densities, along with measures for the ongoing protection and maintenance of the landscaping.</p>

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14	<p><b>Lighting assessment</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 8</p>	<p>Schemes involving the provision of floodlighting on either recreational or commercial developments</p>	<p>Need to provide details of the scheme involving floodlighting and provide an assessment that will cover such matters as, light spillage, hours of illumination, light levels, column heights, specification and colour, treatment for lamps and luminaries, the need for full horizontal cut-off; no distraction to the highway; levels of impact on nearby dwellings; use of demountable columns; retention of screening vegetation; use of planting and bunding to contain lighting effects.</p>
15	<p><b>Noise impact assessment and sound insulation details</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>,</p>	<p>Planning applications that raise issues of disturbance to new or existing residents, or are considered to be noise sensitive developments.</p> <p>Sound insulation details will be required for the following types of application:</p> <ul style="list-style-type: none"> <li>• change of use to A3, A4, A5 (also see Criterion 8)</li> <li>• conversion of buildings to residential use</li> <li>• new residential development adjacent classified roads</li> <li>• new residential development adjacent railway lines</li> <li>• new residential development adjacent existing industrial areas which contain B2 and/or B8 uses</li> <li>• new residential development near to existing A3, A4 or A5 uses</li> <li>• new B2 and/or B8 uses adjacent to existing residential development</li> <li>• any application for a nightclub or equivalent use</li> </ul> <p>Certain other developments such as day nurseries, play areas, smoking shelters, and educational / places of worship can generate noise and may warrant noise assessments and the introduction of noise mitigation measures but this will be determined more on a site by site basis</p>	<p>The Noise Impact Assessment should outline the potential sources of noise, and how these may have a negative effect on local amenity for either existing or proposed occupiers. The assessment should outline how the developer intends to overcome these negative effects.</p> <p><b>Further Advice</b></p> <p>Where noise is likely to be an issue, applicants are advised to contact the <a href="#">Environmental Protection Service</a> prior to the submission of a planning application.</p> <p>Further information on Use Classes guide can be found on the <a href="#">Planning Portal website</a></p>
16	<p><b>Parking and Access details (Parking Provision)</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 4</p>	<p>All applications where parking / access are part of the proposal.</p>	<p>Details should be provided of the level of provision of parking (including the provision of cycles) to be provided along with the proposed access details. These should be sufficiently detailed and set out on a scaled drawing.</p> <p>The details should ensure that the access works required to accommodate</p>

17	<b>Photographs &amp; photomontages</b> Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Sections 5, 11 & 12	Required for <ul style="list-style-type: none"> <li>• Telecommunications development</li> <li>• Wind turbine applications,</li> <li>• Major commercial and residential developments which will alter a streetscene</li> <li>• Proposals involving the demolition of an existing building or development affecting a conservation area or a listed building</li> </ul>	development include all the necessary information required to support the design.
				<b>Further Advice</b> <a href="#">Telecommunications SPD</a>
18	<b>Planning Obligations Draft Heads of Terms</b> Borough Wide	<a href="#">National Planning Policy Framework</a> , particularly Sections 1, 2, 4, 6, 8, 10, 11 & 12	Open space and play facilities - on sites of 20 dwellings or more, provision of open space will normally be required within the curtilage of the development site and/or the provision/enhancement of existing open space outside of the site.  Affordable Housing - to be provided when 15 dwellings or more are proposed  Education – a financial contribution to be made when there is insufficient capacity within existing schools	Where adopted Tamworth Local Plan or SPD guidance requires the provision of affordable housing, Tamworth Borough Council will need information for both the affordable housing and any open market housing.  Where a Section 106 is required, Draft Heads of Terms should be submitted. This should include details of the financial and non financial offer and details of your solicitor who will deal with the drafting of the Legal Agreement.
				<b>Further Advice</b>  Further information on <a href="#">Section 106</a> can be found on the Borough Council website. Applicants should <a href="#">speak to the LPA</a> in pre-application discussions and confirm any planning obligations that may apply.  <a href="#">Adopted Tamworth Local Plan 2001-2011 Policy ENV13: Protection of Open spaces and Policy ENV14: Open Space for New developments</a>  <a href="#">Open Space for new residential development SPD</a>



19	<p><b>Planning Statement including Statement of Community Involvement</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Sections 1, 2, 4, 6, 8, 10, 11 &amp; 12</p>	<p>A supporting planning statement will be required for all major applications, major change of use applications or listed building applications</p>	<p>The statement should identify the context and need for a proposed development and should include an assessment of how the proposed development accords with relevant national, regional and local planning policies. It should also include details of consultations with the Local Planning Authority and wider community/statutory consultees undertaken prior to submission. Alternatively, a separate statement on community involvement may also be appropriate. It should be reasonably brief and not normally exceed 20 pages.</p> <p><b>Further Advice</b></p> <p>Further guidance is available in the <a href="#">Statement of Community Involvement</a> document and the document mention in the second column.</p>
20	<p><b>Public Open Space and Playing Fields Assessment</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 8</p>	<p>This is required for submission with any development proposals affecting</p> <ul style="list-style-type: none"> <li>• an existing area of open space</li> <li>• new developments affecting playing fields, or</li> <li>• new developments of 10 or more dwellings.</li> </ul>	<p>For development on existing open space the assessment should seek to demonstrate that existing open space land or buildings are surplus to local requirements. The assessment should show any areas of existing or proposed open space within or adjoining the application site.</p> <p>Where development affects playing fields the following information shall be submitted:</p> <ul style="list-style-type: none"> <li>• the size of the playing field and the area affected by the proposals;</li> <li>• an existing site plan to a recognised scale, showing the layout of winter and summer pitches;</li> <li>• the current sports played and the usage of the site;</li> <li>• a proposed site plan, showing how new buildings and works will impact on the layout of pitches; and</li> <li>• information on any alternative sport and recreational provision.</li> </ul> <p>Where open space and/or associated facilities are proposed to be provided onsite or in-kind applicants must define them in the application and provide a statement to accompany the planning application setting out: -</p> <ul style="list-style-type: none"> <li>• A maintenance specification for the works; and</li> <li>• How the facility will be initially installed and subsequently maintained to the submitted specification for at least 10 years.</li> </ul> <p>Where open space facilities cannot be provided entirely on-site or can only be provided on-site in part, you will be expected to make a financial contribution through a Planning Obligation.</p>

21	<p><b>Refuse collection</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>,</p>	<p>All applications for major housing and commercial developments.</p>	<p>With regard to refuse disposal, areas and facilities should be identified to cater for commercial and domestic waste likely to arise from the development.</p> <p>Applicants are advised to discuss proposals with The Borough Council – Waste Services before making any application.</p>
22	<p><b>Sequential and Impact Assessment</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 2</p>	<p>A sequential assessment will be required for main town centre uses that are not in an existing centre as defined within the adopted Tamworth Local Plan 2001-2011.</p> <p>An Impact Assessment will be required for all retail, leisure or office development outside of the town centre, as defined within the adopted Tamworth Local Plan 2001-2011, if it exceeds a threshold of 2500 sq m.</p>	<p>A Sequential Assessment should look at whether there are any sequentially preferable sites that exist and to demonstrate why such sites are not practical in terms of their availability, suitability and viability. Further advice can be found in the Practice Guidance to the now replaced PPS4.</p> <p>Impact Assessments should assess:</p> <ol style="list-style-type: none"> <li>1) the impact on existing investment within centres,</li> <li>2) the impact on the vitality and viability of town centres,</li> <li>3) the impact on allocated sites outside town centres</li> <li>4) impact of the proposal on in-centre trade/turnover and trade in the wider area,</li> <li>5) current and future consumer expenditure capacity in the catchment area,</li> <li>6) whether the proposal is of an appropriate scale and what impact it may have on locally important impacts.</li> </ol> <p>NPPF – “Impact Assessments should include assessment of the proposal on existing, committed and planned public and private investment in a centre or centres in the catchment area of the proposal; and the impact of the proposal on town centre vitality and viability, including local consumer choice and trade in the town centre and wider area, up to five years from the time the application is made. For major schemes where the impact will not be realized in five years, the impact should also be assessed up to ten years from the time the application is made”</p>
23	<p><b>Structural survey</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 12</p>	<p>A structural survey will be required in the following circumstances:</p> <ol style="list-style-type: none"> <li>i) The demolition of a listed building(s), or</li> <li>ii) The conversion of a listed building</li> <li>iii) Demolition of buildings in a conservation area</li> </ol>	<p>This should demonstrate that they are capable of conversion without major alterations or rebuilding of the property, for example for barn conversion applications.</p>

24	<p><b>Telecommunications information</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 5</p>	<p>For all prior approval and full planning applications for telecommunications and mobile phone masts</p>	<p>All prior approval and full planning applications need to provide evidence of consultation with local schools and day nurseries. All applications must also be accompanied by a statement that the proposal, when operational, will meet the ICNIRP (International Commission on Non-Ionizing Radiation Protection) guidelines. Also see section 19 for photomontages. Where new base stations are proposed on non-established telecoms sites, a list of alternative sites considered for the development is also required.</p> <p><b>Further Advice</b></p> <p><a href="#">Code of Best Practise on Mobile Phone Network Development (DCLG)</a></p> <p><a href="#">Telecommunications SPD</a></p>
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25	<p><b>Transport assessment</b> Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 4</p>	<p>All applications likely to generate very significant traffic movements.</p>	<p>Transport Assessments should:</p> <ol style="list-style-type: none"> <li>1) illustrate accessibility to the site by all modes of transport including likely modal shift;</li> <li>2) detail measures to improve access by public transport, walking and cycling, so as to reduce the need for parking; and</li> <li>3) detail any necessary highway mitigation works. Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) at an early stage in the design process.</li> </ol> <p>When an application has transport implications, a Transport Assessment Verification form should be completed and applications should only be submitted in accordance with the specified requirements.</p> <p>Where the development proposals will have an impact on the Strategic Highway Network applicants should use this form to liaise with the Highways Agency, as well as Staffordshire County Council, to provide written confirm that the scope and detail of the TA work is appropriate.</p> <p>Where development proposals require work within the Strategic Highway Network boundary an agreed Stage 1 Road Safety Audit, a Non – Motorised User Audit and confirmation from the Highways Agency should also be provided within the application submission.</p> <p>Loading areas and arrangements for manoeuvring, servicing and parking of vehicles should also be clearly identified.</p> <p><b>Further Advice</b></p> <p>Further information can be obtained from:</p> <p><a href="#">Guidance on Transport Assessments (DfT/CLG (2007))</a></p>
26	<p><b>Travel Plans</b></p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 4</p>	<p>Travel Plan should be submitted alongside planning applications which are likely to have significant transport implications (see Transport Assessments below). The scope and need for a Travel Plan should be agreed with the Local Highway Authority (and the Highways Agency where there is a material impact on the Strategic Road Network) prior to the</p>	<p>A (draft) travel plan should outline the way in which the transport implications of the development are going to be managed in order to ensure the minimum environmental, social and economic impacts. Details of how traffic implications of development will be managed, including details of the travel plan coordinator, the management arrangements for the plan – e.g. a steering group and the development timetable. The strategy should also include activities for marketing and promoting the plan to occupiers, users, visitors and residents of the site.</p>

			<p>submission of an application.</p>	<p>In relation to proposals requiring a Travel Plan or Travel Plan Framework applicants need to ensure that this has been agreed prior to registration of the application. Unless there is agreement on the form and content of a Travel Plan then the application will not be validated.</p> <p>In some cases, for example where only Minimalist Travel Plans are required, it is possible to agree the content of the Travel Plan after the granting of consent. Unless the principle of a Minimalist Travel Plan has been agreed in writing with the County Council the application will not be validated.</p> <p>Applicants are advised to seek specialist expertise and to discuss their proposals with Staffordshire County Council (Highways) at an early stage in the design process.</p>
<p>27</p>	<p><b>Tree survey / arboricultural statement</b></p> <p>Borough Wide</p>	<p><a href="#">National Planning Policy Framework</a>, particularly Section 11</p> <p><a href="#">Town and Country Planning Act 1990</a>, (Section 197-198),</p>	<p>All planning applications where the application involves works that may affect any trees on or off the site.</p> <p>All sites where there is a Tree Preservation Order or any proposals within a Conservation Area</p>	<p>All trees are a material consideration in planning. A Tree survey and plan as specified in BS:5837:2012 must be provided showing the location of all trees on site and within 8m of the proposed development.</p> <p>A list of trees which are desired to be removed and a schedule of any works to retained trees shall also be supplied.</p> <p>Where trees are protected by a Tree Preservation Order or Conservation Area legislation a report in full accordance with BS5837:2012 Trees in Relation to Construction 2005 Recommendations must be submitted.</p> <p>Give a detailed description of the proposed works, e.g. crown thinning, reduction/topping, lifting, felling or the removal of dead dying trees, and the reasons for it. Digital photographs of the existing tree(s) should be provided.</p> <p>A structural engineer's or surveyor's report and arboriculturist's report if the work required relates to subsidence damage.</p> <p>Applicants are encouraged to discuss proposals with the Tree Officer before submission.</p> <p><a href="#">Adopted Tamworth Local Plan 2001-2011 Policy ENV9:Protection of Trees, Woodlands and Hedgerows</a></p> <p><a href="#">Tree Preservation Orders :a guide to the law and good practise (DCLG)</a></p>

28	<b>Utilities Statement</b>	<a href="#">National Planning Policy Framework</a> .	This is required for strategic major applications (i.e. 50 dwellings or more or 10,000sq.m. commercial floorspace)	Details to demonstrate that the availability of utility services including gas water, electricity, foul drainage and water supply and/or upgrading of facilities, and routing of such services.
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