



CABINET

9 March 2017

A meeting of the CABINET will be held on Thursday, 16th March, 2017, 6.00 pm in Committee Room 1 - Marmion House

A G E N D A

NON CONFIDENTIAL

1 Apologies for Absence

2 Minutes of the Previous Meeting (Pages 1 - 10)

3 Declarations of Interest

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

4 Question Time:

To answer questions from members of the public pursuant to Executive Procedure Rule No. 13

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

6 Annual Report and Corporate Plan (Pages 11 - 32)

(The Report of the Leader of the Council and the Chief Executive)

7 Planning Applications - Streamlining Information Requirements and Validation (Pages 33 - 68)

(The Report of the Portfolio Holder for Regeneration)

- 8 North Warwickshire New Draft Local Plan 2016 Consultation** (Pages 69 - 82)
(The Report of the Portfolio Holder for Regeneration)
- 9 Homelessness Prevention Strategy Update** (Pages 83 - 130)
(The Report of the Portfolio Holder for Housing Services)

10 Exclusion of the Press and Public

To consider excluding the Press and Public from the meeting by passing the following resolution:-

“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

- 11 Update on the Provision of the Shop Mobility Service** (Pages 131 - 142)
(The Report of the Portfolio Holder for Assets and Finance)

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 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, J Goodall and M Thurgood.



MINUTES OF A MEETING OF THE CABINET HELD ON 16th FEBRUARY 2017

PRESENT: Councillors D Cook (Chair), S Claymore, S Doyle, J Goodall and M Thurgood

VISITORS: Councillors A James and J Oates

The following officers were present: Anthony E Goodwin (Chief Executive), John Wheatley (Executive Director Corporate Services), Andrew Barratt (Corporate Director Growth, Assets and Environment), Stefan Garner (Director of Finance), Matthew Bowers (Head of Managed Growth, Regeneration and Development), Sarah McGrandle (Head of Environmental Management) and John Day (Corporate Performance Officer)

84 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R Pritchard

85 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 19 January 2017 were approved and signed as a correct record.

(Moved by Councillor S Claymore and seconded by Councillor J Goodall)

86 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

87 QUESTION TIME:

None

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

Councillor J Oates updated Members on the Joint Scrutiny (Budgets) recommendations from the meeting held on 21 February 2016

RESOLVED:

That Members agreed that

- 1 Aspire and Prosper Scrutiny Committee is to review the potential to implement higher rents for high earning Council tenants.

(Moved by Councillor D Cook and seconded by Councillor S Claymore)

- 2 a report be bought to full Council following the completion of the review for consideration and debate by all members.

(Moved by Councillor D Cook and seconded by Councillor J Goodall)

- 3 Aspire and Prosper Scrutiny Committee to continue to look at findings before bringing a report to Cabinet.

(Moved by Councillor D Cook and seconded by Councillor S Claymore)

Councillor A James updated Members on the joint report of both Aspire and Prosper Scrutiny and Healthier and Safer Scrutiny on teenage pregnancy

RESOLVED:

That Members hand over to Tony Goodwin (Chief Executive) and Rob Barnes (Corporate Director Communities, Partnerships and Housing) to prepare an implementation plan to go to Cabinet in one month.

(Moved by Councillor D Cook and seconded by Councillor J Goodall)

89 CORPORATE VISION, PRIORITIES PLAN, BUDGET & MEDIUM TERM FINANCIAL STRATEGY 2017/18

The Leader of the Council requested the approval of the Vision Statement, Priority Themes, Corporate Priorities and Outcomes and their inclusion in the Corporate Plan and Support Service Plan. Also to seek approval of the recommended package of budget proposals and to comply with the requirement of the Council's Treasury Management Policy in reporting to Council the proposed

strategy for the forthcoming year and the Local Government Act 2003 with the reporting of Prudential Indicators.

- RESOLVED:**
- 1 That Council be requested to approve the Vision Statement, Priority Themes, Corporate Priorities and Outcomes for 2017/18;
 - 2 the proposed revisions to Service Revenue Budgets (Policy Changes);
 - 3 the sum of £80,965 be applied from Council Tax Collection Fund surpluses in reducing the Council Tax demand in 2017/18;
 - 4 the sum of £338,112 be applied from Business Rates Collection Fund surpluses in 2017/18;
 - 5 that on 24th November 2016, the Cabinet calculated the Council Tax Base 2017/18 for the whole Council area as 21,093 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the "Act")];
 - 6 that the Council Tax requirement for the Council's own purposes for 2017/18 is £3,517,258;
 - 7 the following amounts as calculated for the year 2017/18 in accordance with Sections 31 to 36 of the Act:
 - a. £53,723,148 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act (Outgoings excluding internal GF Recharges);
 - b. £50,205,890 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act (Income excluding internal GF Recharges);
 - c. £3,517,258 being the amount by which the aggregate at 7(a) above exceeds the aggregate at 7(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year (Item R in the formula in Section 31A(4) of the Act);
 - d. £166.75 being the amount at 7(c) above (Item R), all divided by Item T (at 5 above),

calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year;

- 8** the Council Tax level for the Borough Council for 2017/18 of £166.75 (an increase of £5.00 (3.09%) on the 2016/17 level of £161.75) at Band D;
- 9** an aggregate Council Tax (comprising the respective demands of the Borough Council, Staffordshire County Council, Office of the Police and Crime Commissioner Staffordshire and Stoke-on-Trent and Staffordshire Fire and Rescue Authority) of £1,562.01 at Band D for 2017/18 be noted;
- 10** the Council Tax levels at each band for 2017/18;
- 11** the sum of £1,454,266 be transferred from General Fund Revenue Balances in 2017/18;
- 12** the Summary General Fund Revenue Budget for 2017/18;
- 13** the Provisional Budgets for 2018/19 to 2019/20 as the basis for future planning;
- 14** the minimum level for balances of £500k to be held for each of the General Fund, Housing Revenue Account, General Capital Fund and Housing Capital Fund;
- 15** that Cabinet be authorised to release funding from the General Contingency budget and that the release of funding for Specific Contingency items be delegated to the Corporate Management Team in consultation with the Leader of the Council;
- 16** the proposed HRA Expenditure level of £15,178,750 for 2017/18;
- 17** rents for Council House Tenants in General Accommodation for 2017/18 be reduced by an average of £0.86 per week (1%) to £85.29 (2016/17 £87.38), over a 48 week rent year;
- 18** rents for Council House Tenants in Supported Accommodation for 2017/18 be reduced by of 1%;

- 19 rents for Council House Tenants due for 52 weeks in 2017/18 be collected over 48 weeks;
- 20 the HRA deficit of £359,990 be financed through a transfer from Housing Revenue Account Balances in 2017/18;
- 21 the proposed 3 year General Fund Capital Programme of £5.765m;
- 22 the proposed 5 year Housing Capital Programme of £50.557m;
- 23 to delegate authority to Cabinet to approve/add new capital schemes to the capital programme where grant funding is received or there is no net additional cost to the Council;
- 24 the Treasury Management Strategy Statement, the Treasury Management Policy Statement, Minimum Revenue Provision Strategy and Annual Investment Statement 2017/18;
- 25 the Prudential and Treasury Indicators and Limits for 2017/18 to 2019/20 contained within;
- 26 the adoption of the Treasury Management Practices contained within ANNEX 7; and
- 27 the detailed criteria of the Investment Strategy 2017/18 contained in the Treasury Management Strategy within ANNEX 3.

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

90 QUARTER THREE 2016/17 PERFORMANCE REPORT

The Leader of the Council provided Members with a performance and financial health-check.

RESOLVED: That Members endorsed the contents of this report
(Moved by Councillor D Cook and seconded by Councillor S Claymore)

91 REVENUE RESERVES POLICY REVIEW

The Portfolio Holder for Assets and Finance seeking Member approval of the proposed amended Revenue Reserves Policy Statement process and to advise Members of the existing levels of reserves

RESOLVED: That Members

- 1 approved and adopted the amended Revenue Reserves Policy Statement;
- 2 approved delegated authority to the Executive Director Corporate Services to approve the use and creation of reserves;
- 3 authorised the return of the reserves in the sum of £331,990 to General Fund balances; and
- 4 receive a further report in October following a review of reserves.

(Moved by Councillor D Cook and seconded by Councillor M S Claymore)

92 WRITE OFFS 01/04/16 - 31/12/16

The Portfolio Holder for Assets and Finance provided Members with details of write offs from 1st April 2016 to 31st December 2016 and seeking approval to write off irrecoverable debt in line with policy re Business Rates in excess of £10k

RESOLVED: That Members

- 1 endorsed the amount of debt written off for the period of 1st April 2016 to 31st December 2016; and
- 2 approved the write off of irrecoverable debt for Business Rates of £142,150.19

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

93 TAMWORTH ENTERPRISE QUARTER

The Portfolio Holder for Regeneration updated Members with progress to the Enterprise Quarter project.

RESOLVED:

- That Members
- 1 approved the revised project timetable;
 - 2 noted the amended capital profile for the overall project and revenue budget for the Enterprise Centre which are included in the Medium Term Financial Strategy report elsewhere on this agenda;
 - 3 endorsed the current design of the Assembly Rooms and gives delegated Authority to the Corporate Director (Growth, Assets and Environment) in consultation with the Portfolio Holder for Regeneration to agree minor amendment's and to authorise the final design;
 - 4 give authority to make use of the County Councils existing arrangements for professional services and contractors for the detailed design and construction of various elements of the project if required;
 - 5 approved the operating name of the business centre as the Tamworth Enterprise Centre;
 - 6 approved the Tamworth Enterprise Centre pricing, services offered, the policies and the draft licence agreement and gives delegated authority to the Corporate Director (Growth, Assets and Environment) to finalise and approve;
 - 7 requested that a long term business plan for the Enterprise Centre is produced and brought back to Cabinet in the next 12 months which will set the operating budget based upon demand;
 - 8 approved the marketing and branding proposals for the Enterprise Centre;
 - 9 authorised a waiver from the financial regulations to appoint a specialist consultant to undertake marketing of the Enterprise Centre if required;
 - 10 approved the creation of a new role to run the Enterprise Centre and gives authority to start the recruitment process subject to a report to Appointment and Staffing Committee;

- 11 endorsed the design of the public realm and gives authority to the Corporate Director (Growth, Assets and Environment) in consultation with the Portfolio Holder for Regeneration to agree minor amendments and to approve the final design;
- 12 noted the design of the library; and
- 13 approved the TIC project initiation document

(Moved by Councillor S Claymore and seconded by Councillor D Cook)

94 TAMWORTH LOCAL DEVELOPMENT SCHEME 9

The Portfolio Holder for Regeneration seeking approval to adopt the revised version of the Tamworth Borough Council Local Development Scheme (LDS 9)

RESOLVED: That Members approved the adoption of LDS 9 to supersede the existing Local Development Scheme (LDS 8) dated September 2014 and resolves that LDS 9 shall have effect from 01 March 2017.

(Moved by Councillor S Claymore and seconded by Councillor J Goodall)

95 RELEASE OF SECTION 106 MONIES

The Portfolio Holder for Environment and Culture requested Members to approve the release of Section 106 Agreement monies as a contribution towards the refurbishment of Broad Meadow Local Nature Reserve (LNR) footbridge, Phase 2 of the Warwickshire Moor Local Nature Reserve boardwalk and works to the Castle Grounds.

RESOLVED: That Members approved the release of the Section 106 Agreement monies to the allocated areas as and when they are available through the terms of each individual Section 106 agreement. Existing budgets within the Approved Capital Programme will be increased to reflect the additional funding available.

(Moved by Councillor J Goodall and seconded by Councillor D Cook)

Leader

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Thursday 16th March 2017

REPORT OF THE LEADER OF THE COUNCIL AND CHIEF EXECUTIVE

TAMWORTH BOROUGH COUNCIL
CORPORATE PLAN 2017-2020**EXEMPT INFORMATION**

Not Applicable

PURPOSE

To provide Cabinet Members with the details and information relating to the Council's Corporate Plan for the period 2017-2020 and thereby enables an informed decision on 'adoption'.

RECOMMENDATIONS

That Cabinet Members endorse the ambitions, plans and proposals that comprise the document and in doing so, adopt the Council's Corporate Plan for the period 2017-2020.

EXECUTIVE SUMMARY

Unlike previous years, the focus of this document is almost entirely upon how the Council will use its Corporate Plan, Medium Term Financial Strategy and agreed priorities and objectives to achieve its ambition to shift from a "**surviving**" organisation with efficiency as the key driver to that of a "**thriving**" organisation with long term sustainability as the ultimate aim.

With the overall performance of the Council being reported to Cabinet on a quarterly basis at a public meeting and access to these reports open to the public, the Annual Review element of this report has been excluded. That said, Cabinet Members with portfolios for specific services have taken the opportunity to reflect upon some of the more significant achievements with pride in their respective summaries.

Looking ahead to yet another period of potential uncertainty, it is both prudent and good practice to provide our key stakeholders with the assurance they need that this organisation has a vision, clear priorities that are supported by ambitious yet achievable objectives for our 'place' our 'people' and our 'organisation'.

Our politicians, staff, partners and the public we serve deserve that reassurance and the right to hold the organisation and each other to account. It is consistent with the Council's values, policies and commitments to communicate effectively, to be open to public scrutiny and to be accountable.

The Corporate Plan spans a period of 3 years, the same period as the Medium Term Financial Strategy (MTFS) and in doing so, represents a level of assurance and confidence in the alignment between forward planning and financial planning – what we intend to do, and how we intend to resource it.

The Corporate Plan 2017-2020 is detailed at **Appendix A**. Subject to Cabinet Members approval, the document will be posted on the Council's website and Intranet for access on demand.

OPTIONS CONSIDERED

Not applicable.

RESOURCE IMPLICATIONS

There are none arising directly from this report. The ambitions, plans and proposals set out in this plan will be resourced as necessary from the Annual Budget and MTFS as approved by Council at their meeting on 21st February, 2017 (**Minute 41 refers**).

LEGAL/RISK IMPLICATIONS BACKGROUND

There are none arising directly from this report. Any legal or risk implications arising from the Corporate Plan will be addressed using the Project Management Policy or Corporate Risk Register and the relevant Governance infrastructure.

SUSTAINABILITY IMPLICATIONS

There are none arising directly from this report as it is time limited.

BACKGROUND INFORMATION

The Borough Council has complied with recognised best practice and produced a Corporate Plan annually since 2008.

REPORT AUTHOR

Anthony Goodwin – Chief Executive

The report was compiled by John Day and produced by the Council's Graphics Team. Contributions from Cabinet Members and Corporate Management Team members have served to enhance the report.

LIST OF BACKGROUND PAPERS

- Corporate Vision, Priorities & Objectives
- Annual Budget & MTFS
- Adopted Strategic Framework
- Corporate policies, procedures & plans

APPENDICES

- A – Corporate Plan 2017 - 2020

TAMWORTH BOROUGH COUNCIL CORPORATE PLAN 2017-2020



1 VISION: One Tamworth, Perfectly Placed - Open for business since the 7th century AD

LIVING A QUALITY
LIFE IN TAMWORTH

GROWING STRONG
TOGETHER IN TAMWORTH

DELIVERING QUALITY
SERVICES IN TAMWORTH

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WELCOME

Welcome to Tamworth Borough Council's Corporate Plan update for the years 2017 - 2020. The document sets out what we want to achieve in the coming years.

Our vision for a place and a community that is 'perfectly placed' to take full advantage of every opportunity that leads to Tamworth being a 'better' place or its people having 'better' lives or the Council being a 'better' organisation has never been more relevant that it is right now.

Many of the challenges faced by the Council in recent years have had direct consequences for all three: People, Place and Organisation. It will come as no surprise therefore that the three thematic priorities established in 2016 will remain the focus of our attention for this plan period - 2017 to 2020.

While the majority of these challenges are likely to remain - reduced funding; increased demand; less capacity; challenges facing our partners - they are balanced by the fact that this Council's commitment and determination to succeed remains, as does the resilience and professionalism of the entire workforce. Tamworth Borough Council is one small but classic example of why Local Government and its partners are the only Government department to achieve the efficiency targets set by the Treasury since 2008.

What has changed is our attitude to the situation and our desire and ambition to improve it. Last year, the Council adopted a route-map designed to position the Council so it could be Perfectly Placed to take advantage of every opportunity it either created or located.

'From Surviving To Thriving' set out a number of opportunities based upon the principle that by focusing upon the growth of the economy, both the 'people' and the 'place' would benefit. The Council remains committed to promoting and stimulating economic growth and regeneration; meet our housing needs; creating a vibrant town centre economy and protecting those most vulnerable in our communities.

To this end, we pledge to explore and invest in viable and sustainable methods of generating income and moving towards financial independence.

Furthermore, we pride ourselves in the award-winning services provided by the Council and we will continue to maintain and support the provision of a safe, attractive and welcoming environment for everyone.

To this end, this plan seeks to set out the route by which we intend to achieve these ambitious outcomes for no other reason that it is what our 'people' and our 'place' expects of our organisation.



Anthony E. Goodwin
Chief Executive



Daniel Cook
Leader of the Council

INTRODUCTION

The borough of Tamworth is located in the south east corner of Staffordshire. With a long and proud history with a bustling market town at its heart, it now has very clear ambitions for a prosperous and sustainable future.

Built upon its proximity to Britain's second city, its links to the region and access and connectivity nationally provides Tamworth with an economic geography that has led to a growing economy, low levels of unemployment and high levels of investor confidence not seen for almost a decade.

As the local administrative authority, Tamworth Borough Council is quite rightly proud of its strategic role as a 'place shaper' and of the contributions it has made to provide, support and enable individuals, communities and businesses to thrive and achieve their full potential.



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The foundations supporting these sustained successes can be attributed to strong political and executive leadership, having a detailed understanding of the issues and challenges facing our 'people' and 'place' and, more importantly, the plans, policies and resources with which to resolve them. The process by which the Council sets out its plans for dealing with these priorities and providing the resources and funding necessary forms the basis of the Corporate Plan & Medium Term Financial Strategy produced and reviewed annually.

It is this tried and tested approach that has enabled this Council to navigate its way through the recession, extended periods of austerity and the uncertainties and complexities brought about by 'devolution', elected Mayors, Combined Authorities et al. With many of the challenges of previous years still facing the Council and the uncertainties surrounding issues such as Brexit, NNDR retention, the future of the NHS and care services, our local clarity of vision and purpose has never been so important.

This plan provides the Council, its public, partners and politicians with a concise, strategic document setting out in clear and simple terms the Council's Vision, Values and Ambitions. It will clearly explain what the most important issues and challenges are and what we and our public and partners plan on doing to address them and how we will use our resources to do so.

Using economic regeneration and managed growth as the primary means of shifting from surviving to thriving, we will continue the work of our predecessors from history by promoting all that is great about our people and our place. Tamworth has been open for business since the 7th century A.D... and it still is!

AMBITIONS

The Council's vision is for Tamworth to be 'perfectly placed' to take full advantage of any/all opportunities to grow and sustain its economy for the benefit of 'people' and 'place'. This plan sets out our ambitions and what we plan to achieve across the period 2017 to 2020 in order to meet those ambitions. It underlines our commitment to investment and investing in the development of the borough, using the incomes generated to sustain essential services delivered to an agreed and consistent standard.

More than ever, we recognise that our financial capacity will be less than in previous years which means that we will need to maintain our approach to innovation, collaboration and transformation. So not only will the Council seek investment from businesses and developers, but the Council itself will explore viable and sustainable investment opportunities using all returns to support public services.

The tables at pages 10 to 15 set out how, under each thematic priority, we plan to deliver gains or stated ambitions in order to progress against each priority.

These are not simply words or the ambitions of politicians seeking to win votes these are the services, standards and outcomes that our public aspire to and expect of the Council. It is through the Corporate Plan that these aspirations and expectations will be achieved. The scale, scope and timescale relating to these outcomes presents the Council with a challenging yet achievable task over the forthcoming years

In saying this, it is important to note that while the 'Plan' focuses upon delivering against the three Thematic Priorities, the Council must also ensure that the wide range of day-to-day operational and support services continue to be delivered to a consistent and efficient standard. In doing so, it demonstrates how 'Delivering Quality Services' both connects and underpins the thematic priorities for 'Place' and 'People'.

Throughout the 'Plan' period, the Council's ongoing programme of Service Reviews, continuous improvement and whole system reviews will continue in line with the adopted Sustainability Strategy.

Services continue to be delivered through a mix of 'Direct' provision, contracted and/or commissioned services, joint/shared services and partnerships. Our aim to scrutinise and improve the way we plan, do and review will remain throughout the period of this plan

So, between 2017 and 2020, the Council will work with its public, peers and partners in order to:

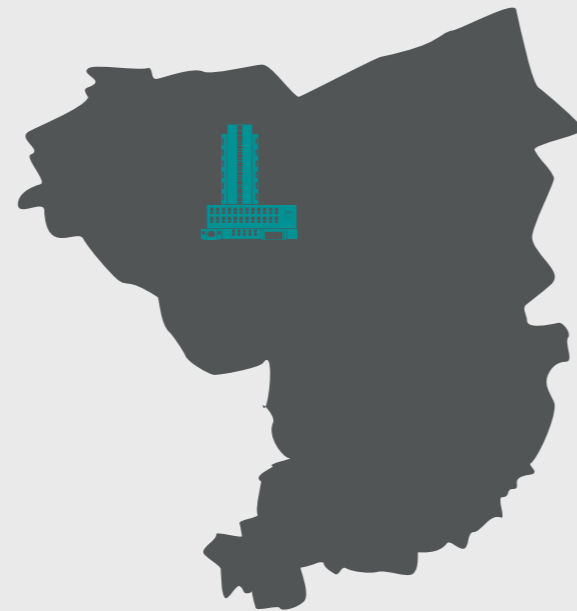
- ▶ Sustain essential services at agreed standards for those in greatest need,
- ▶ Deliver a programme of projects, planned initiatives and work streams designed to achieve outcomes against the Thematic Priorities,
- ▶ Adopt a commercial approach to growth and investment designed to generate a sustainable income to support,
- ▶ Continue its excellent performance in financial planning, management and investment. By being 'Risk Aware' rather than 'Risk Averse', the Council will consider all opportunities to improve and/or sustain services.

WHO WE ARE AND WHAT WE DO

Tamworth Borough Council is located in the south east corner of Staffordshire. The district covers 11.91 square miles, is the smallest of the seven Staffordshire districts and has a population of 77,200.

Our headquarters is at Marmion House in Tamworth where most of our staff are based.

We provide a range of services to residents, businesses and visitors. These include waste collection and recycling, collection of council tax and business rates, local council tax discount, housing, homelessness support, parks and open spaces, planning and building control, street cleaning, promoting economic growth and regeneration, environmental health, leisure services, community safety and election administration.



SNAPSHOT OF OUR SERVICES

13,894 tonnes of waste RECYCLED
48.8% of household waste

7 LOCAL NATURE RESERVES

446 PLANNING APPLICATIONS

505 TAXI licences granted

355 INSPECTIONS of restaurants

97.6% COUNCIL TAX collected
£30.3million

£25,000 arts, sports & small GRANTS shared among 35 organisations

£18.9million RENT COLLECTED from Council properties

6,475 claims for Housing Benefit & Council Tax support

1,595 people on the HOUSING REGISTER

41,625 VISITORS to Tamworth Castle

73,149 people attended OUTDOOR EVENTS

62 HOUSEHOLDS PREVENTED FROM BECOMING HOMELESS

Maintain 4,376 Council properties

1,039,083 hits on our WEBSITE

58,118 individuals on the ELECTORAL ROLL

17,496 visits to MARMION HOUSE

These fact and figures are taken from 2015/16 and give a good indication of what we help to deliver in a year.

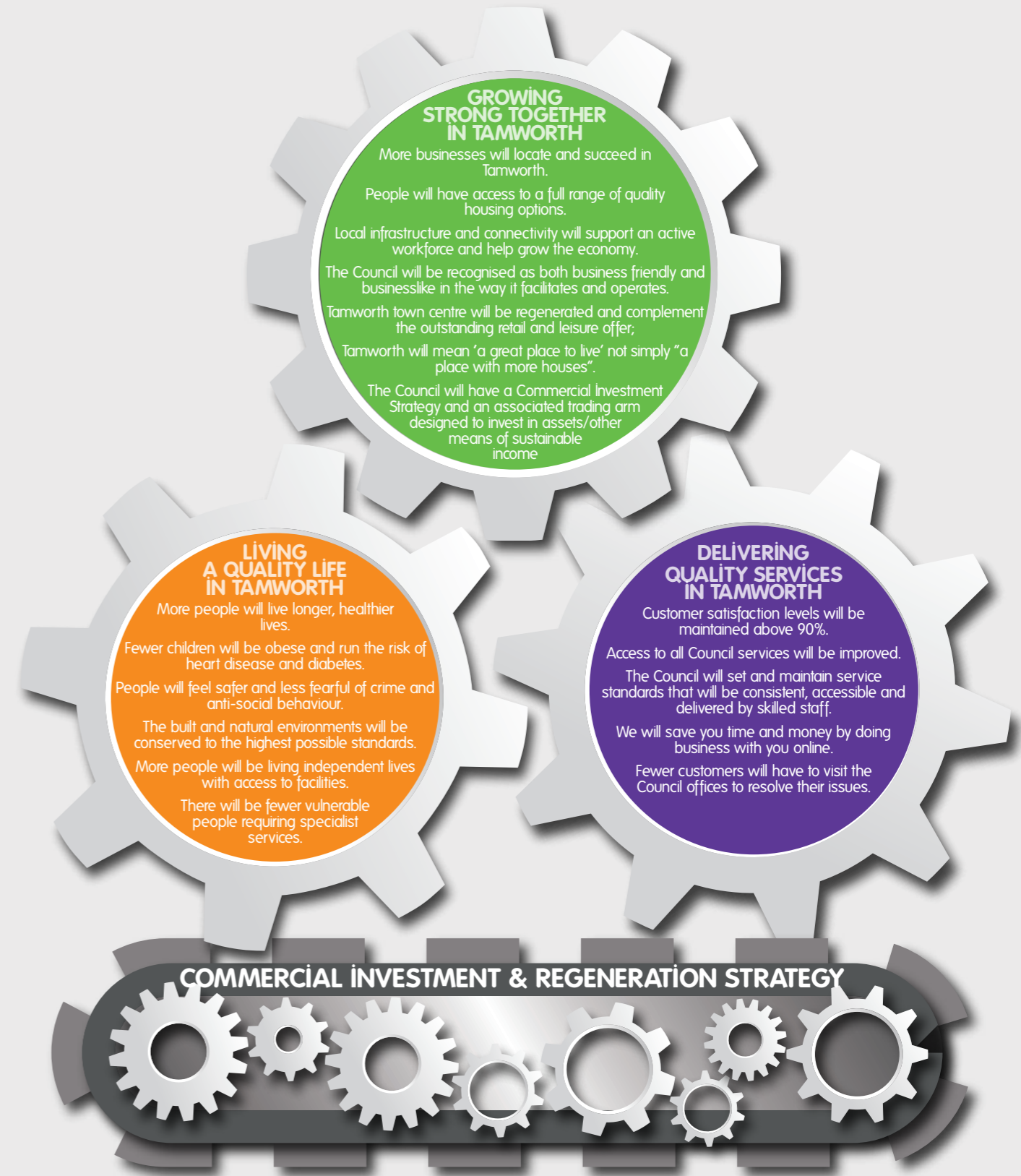


BACKGROUND

As with previous years, the Corporate Plan has been compiled and developed with contributions, views and opinions from local residents, businesses, partners from all sectors and politicians. When combined with a range of data sets, customer insight and information, it provides a robust and trustworthy evidence base against which this plan has been produced.

While progress against the three thematic priorities adopted by the council last year has been considerable, the outcome from this year's review of evidence clearly indicates that these priorities are still at the forefront of our plans and ambitions for 'people', 'place' and 'organisation'. As a result, the three thematic priorities will again form the basis of the Council's strategic framework and specific ambitions. It is these specific ambitions that serve to place the thematic priorities into context by setting out the Council's expectations for the plan period.

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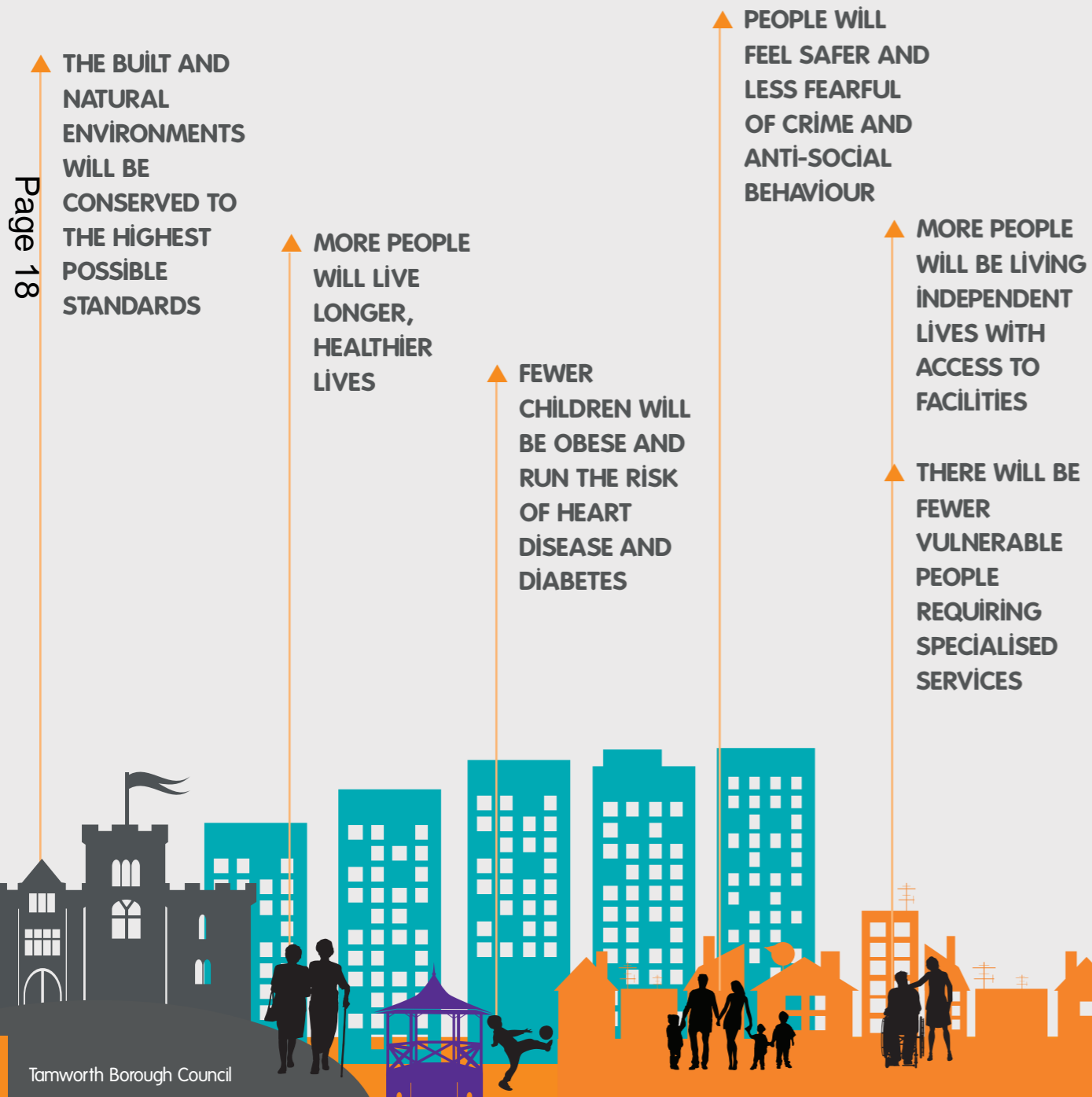


THEMATIC PRIORITY 1: LIVING A QUALITY LIFE IN TAMWORTH

Why is this important?

The Council believes that everyone should have the opportunity to live a quality life. In order to enable this, it will work with its public, partners and stakeholders to ensure that the following ambitions are met.

Our ambitions:



How we'll know if we are realising these ambitions.

PROJECTS

- ▶ Maintaining and managing the environment within Tamworth
 - ▶ Delivery of the Community Safety Partnership
 - ▶ Delivery of an effective regulatory service

Deliverables (What we will do)

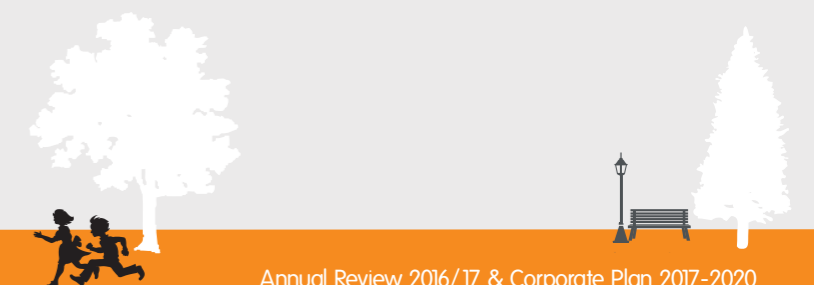
- ▶ Deliver the Local Plan
- ▶ Adopt the Community Safety Action Plan
- ▶ Maintain and manage Local Nature Reserves and sports pitches
- ▶ Provide high-quality open spaces
- ▶ Maintain watercourses and drainage systems
- ▶ Maintain play areas and install new play facilities
- ▶ Street cleansing
- ▶ Support businesses to comply with legislation
- ▶ Food business inspections
- ▶ Taxi, gambling & premise licensing
- ▶ Development control service

Measures

- ▶ Development against Local Plan requirements
- ▶ Community Safety Assessment
- ▶ Levels of street cleanliness
- ▶ Gold standard in Tamworth in Bloom
- ▶ Business satisfaction with regulation services
- ▶ Hygiene ratings for food establishments
- ▶ Number of one and two star food premises
- ▶ Development control matters delivered to support the Local Plan

Supporting plans (Where more information can be found)

- ▶ Community Safety Action Plan
- ▶ Local Plan
- ▶ Indoor & Outdoor Sports Strategy
- ▶ Statement of Licensing Policy
- ▶ Taxi Policy
- ▶ Gambling Policy

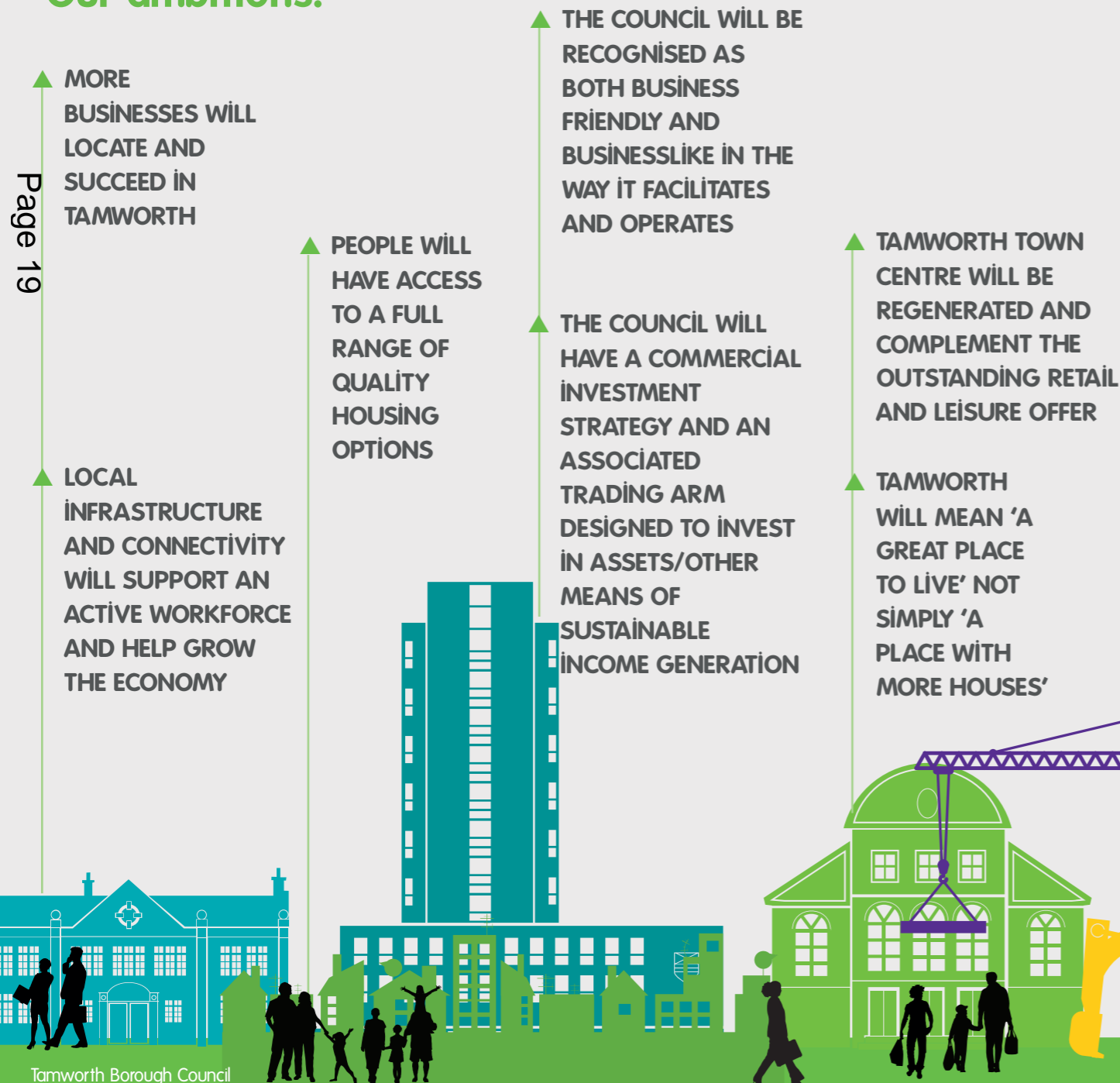


THEMATIC PRIORITY 2: GROWING STRONG TOGETHER IN TAMWORTH

Why is this important?

The Council believes that the managed growth of the local economy based upon sustainable business growth, better skilled jobs, a vibrant town centre, high-quality retail and leisure offers and local, regional and national connectivity will help make Tamworth an acknowledged 'Great place to live, work and raise a family'. To achieve this, the Council will seek to ensure that the following ambitions are met:

Our ambitions:



How we'll know if we are realising these ambitions.

PROJECTS

- ▶ Growth and regeneration in Tamworth
- ▶ Tinkers Green and Kerria regeneration
 - ▶ Garage sites redevelopments
 - ▶ New repairs contract
- ▶ Preparation for collection of the Business Improvement District (BID) levy
 - ▶ Business rates retention
- ▶ Commercial opportunities in business decision making
 - ▶ Heritage, leisure and events

Deliverables (What we will do)

- ▶ Enterprise Quarter regeneration
- ▶ Facilitate regeneration of Gungate
- ▶ Deliver the Gateways project
- ▶ Produce a Town Centre strategy
- ▶ Adopt an Inward Investment Strategy
- ▶ Engage with West Midlands Combined Authority & Local Enterprise Partnerships
- ▶ Build new affordable homes at Tinkers Green Kerria and on former garage sites
- ▶ Deliver a responsive repairs service
- ▶ Implement software to collect BID levy
- ▶ Produce options appraisals, business cases & review opportunities for setting up Local Authority Trading Companies
- ▶ Deliver an outdoor events programme
- ▶ Maintain heritage venues & open them to the public
- ▶ Submit Heritage Lottery bid for Tamworth Castle

Measures

- ▶ Business success and growth
- ▶ Footfall in town centre
- ▶ Business rate collection
- ▶ Rateable value of commercial buildings
- ▶ Compelling investable inward investment propositions
- ▶ Number of new council homes built and allocated to those in need
- ▶ Tenant satisfaction with new homes and neighbourhood
- ▶ Satisfaction with repairs service
- ▶ Repairs contract performance indicators
- ▶ Council housing stock condition data
- ▶ BID levy collection levels
- ▶ Income generated through adopted commercial approach
- ▶ Rate of return on identified projects in excess of 5%
- ▶ Attendance at events
- ▶ Customer satisfaction with events and venues

Supporting plans (Where more information can be found)

- ▶ Commercial Investment & Regeneration Strategy
- ▶ Local Plan
- ▶ Inward Investment Strategy
- ▶ Town Centre Strategy
- ▶ Housing Strategy
- ▶ Housing Revenue Account Business Plan

THEMATIC PRIORITY 3: DELIVERING QUALITY SERVICES IN TAMWORTH

Why is this important?

Despite the unprecedented cuts in government funding and an extended period of austerity, the Council has sought to maintain a full suite of services. It accepts that changes in service scopes and standards have had an impact however; it remains committed to protecting those most vulnerable in our communities. In order to sustain this commitment, the Council embarked upon the largest and most complex transformation plan in its history. Consequently, the Council is now in a position to ensure that the following ambitions are met:

Our ambitions:

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▲ FEWER CUSTOMERS WILL HAVE TO VISIT THE COUNCIL OFFICES TO RESOLVE THEIR ISSUES

▲ THE COUNCIL WILL SET AND MAINTAIN SERVICE STANDARDS THAT WILL BE CONSISTENT, ACCESSIBLE AND DELIVERED BY SKILLED STAFF

▲ ACCESS TO ALL COUNCIL SERVICES WILL BE IMPROVED

▲ WE WILL SAVE YOU TIME AND MONEY BY DOING BUSINESS WITH YOU ONLINE

▲ CUSTOMER SATISFACTION LEVELS WILL BE MAINTAINED ABOVE 90%

How we'll know if we are realising these ambitions.

PROJECTS

- ▶ Organisational well-being
- ▶ Digital customer services
- ▶ Corporate knowledge hub
- ▶ New General Data Protection Regulations
 - ▶ Office 365
 - ▶ Self-service

Deliverables (What we will do)

- ▶ Produce a Workforce Development Plan
- ▶ Undertake a staff attitude survey
- ▶ Organisational transformation
- ▶ Produce a training and skills matrix
- ▶ Make more council services available online
- ▶ Establish a corporate repository for customer/organisational/data/intelligence
- ▶ Processes and procedures for compliance with data legislation
- ▶ Implementation of Office 365
- ▶ Technology to support self-service

Measures

- ▶ Attendance levels
- ▶ Efficiency savings from organisational transformation
- ▶ Number of council services available online
- ▶ Customer satisfaction with services
- ▶ 'Tell us' & Ombudsman complaints
- ▶ Numbers of customers visiting council offices
- ▶ Number of data breaches
- ▶ Complaints upheld by the Information Commissioner's Office
- ▶ Percentage of organisation using Office 365

Supporting plans (Where more information can be found)

- ▶ Time to Change action plan
- ▶ Workforce Development plan
- ▶ Customer Services & Access strategy
- ▶ Delivering Quality Services
- ▶ Unified Community Offer



PORTFOLIO HOLDER STATEMENTS

PORTFOLIO: ASSETS & FINANCE

CLLR ROBERT PRITCHARD DEPUTY LEADER OF THE COUNCIL



Our journey of change and improvement continues.

We have risen to the financial challenges facing local government well and again have a balanced three year budget that protects frontline services for the public.

Yet again the Council has responded well to the austere financial challenges facing local government. The Council has strong financial management which has helped to ensure continued delivery of frontline services without the need for major service reductions – and the achievement of a balanced Medium Term Financial Strategy.

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At a time when many councils across the country are cutting frontline services and support to vulnerable residents, thanks to the hard work of our benefits team, over many years, we have continued to protect vulnerable people in our community who are in greatest need through housing and benefit support. We have also improved access to online claims for our customers and account information. The Benefits team will continue to improve the services they provide to those in need.

In order to ensure this continues, we will continue to review every service at the council to ensure maximum efficiency. We will also continue to develop the Commercial Investment and Regeneration Strategy with the aim to deliver financial sustainability for the Council in the future through investigation and development of additional income through alternative investment options to generate improved income returns, as well as asset growth.

During the year, the Council's external auditors have confirmed that the Council had prepared a very good set of accounts and that the authority has a track record for delivering budgeted savings and our longer-term financial planning includes a policy on the level of reserves required for sound financial standing. They have also said that the Finance Team are in a good place to achieve the earlier preparation of the accounts in future in line with the statutory requirement to inform the public earlier.

Going forward, the preparation and provision of high-quality financial management information will assist in the enabling and informing the decision making process of the Council.

The Council's Revenues Team have continued their excellent performance with collection rates for the 2015/16 and 2016/17 financial year exceeding the outturn for 2014/15 and the targets set which meant additional income of nearly £400k for the Council and its preceptors – to assist in financing the balanced Medium Term Financial Strategy ensuring continued frontline service provision. Once again the team have performed to very high standards and have been proactively increasing business rates income - to get results like this while under pressure from the challenges in the economy is exemplary.

The Council is now greatly dependent on locally-collected business rates and council tax income to ensure the continued delivery of frontline services. As such, the council has to maximise its income – the Revenues team will continue to set challenging targets to ensure improved income recovery levels to fund services.

We continue to maximise and promote our assets to become income generators, increasing the occupation of Marmion House with many parts rented out to other public services being a prime example. This increases the number of public services we have available via our front reception, making life easier for local residents. We have also continued to sweat our other assets where possible, such as land and buildings to help create new businesses and homes in Tamworth, all of which help the Council to achieve its corporate priorities.

We continue to improve the working environment and the promotion of the agile working culture that makes use of remote access to technology, facilitates business continuity and allows the Council to make better use of its office space.

We have temporarily relocated the Tamworth Information Centre to Marmion House while we develop the Philip Dix Centre into a Business Enterprise Unit which will allow start-up business the opportunity to access office/meeting facilities

We continue to update our infrastructure in line with the requirements of the PSN Code of Connection which has included;

- ▶ Server Upgrades
- ▶ Mobile Device Management
- ▶ End Point Security
- ▶ Roll out of Microsoft 365 is at pilot stage with two service areas testing and results being collated into case studies to assist with corporate rollout. 75% of organisation trained with reference guides developed for Infozone.

Preparation is underway for new Data Protection Regulations which come into force May 2018 and continued activity to ensure we fulfil obligations under other legislation (DP Act, FOI Act, Data Transparency Act and Civil Contingencies Act).

A project management framework is now being used corporately to ensure minimisation of resources and reduced duplication of efforts.

This year we will develop corporate values that will be integral to all that we do and say and will ensure that Tamworth Borough Council remains a modern Council. In addition, by effective financial planning we have complied with the National Living Wage, the Apprenticeship Levy and continue to consult effectively with recognised Trade Unions.

The biggest organisational transformational project undertaken by the council is well underway; 'Delivering Quality Services'. This project has facilitated the redesign of services using customer demand information and intelligence and aims to influence the customer to self-serve by making use of online facilities 'Click and Connect' which are available 24/7, thus increasing the customer access to Council services. By achieving this channel shift we will continue to make savings but with the objective of maintaining customer service levels. Work is underway to enable and support 'collect once, use many times' philosophy for customer data and this year we aim to bring together a range of data/intelligence from a number of different sources/partners so that we can use the information to intervene and prevent demand and shape services from the customers point of view.

To date we have seen:

- ▶ A reduction of almost 30,000 telephone calls into the Customer Services Centre
- ▶ A reduction in customer face-to-face enquiries
- ▶ A reduction in call handling time
- ▶ The launch of the new Web Chat facility
- ▶ Further development of MyStaffs app
- ▶ Improvements to the Benefit application process

Going forward, we will work hard to ensure more and more of our services are 'digital by default' so that more of our customers can self-serve a wider range of council services at a time and from a place that suits them. At the same time we will ensure those most vulnerable in our community can still access our services in the way that suits their individual needs.

We will continue to engage partners, community groups, third sector organisations and all the individuals working to make Tamworth a better place, supporting and assisting these groups where we can. We will also work with these partners to build a new memorial for the Staffordshire Regiment.

Last year the Election Team ran successful PCC, European and Local Elections all at the same time and this year we will be supporting the County Council in running their election.

Legal Services has supplied support council-wide and will continue to do so and help the Council to transform and adapt in the coming year, in demanding times legal challenges become more likely and Legal Services will ensure that the Council is able to meet those challenges successfully.

The Council has a good track record in making robust decisions and Democratic Services will continue to provide the support required to ensure this continues going forward, while at the same time ensuring those decisions are effectively scrutinised.

Finally, this year the Council had a cross-party Mayor and the Civic Office supported him in making his term a success and will ensure that the next Mayor is both supported and promoted in Tamworth.

CLLR STEPHEN DOYLE



The Community Safety Partnership continues to deliver a high level of confidence within the community, particularly those who are the most vulnerable in our society.

In line with key priorities of the agencies, which comprise the community safety partnership, there is a strong theme of seeking to protect the most vulnerable within our communities, including trying to identify hidden harm that may exist so that the partnership can better support those most in need.

To this end, the partnership is currently reviewing its priorities to ensure its actions and interventions provide value within the community, and hence tackling the causation of anti-social behaviour, domestic violence and early intervention work will still be key themes that the partnership will focus on during the forthcoming year.

A further challenge facing the partnership is the fact that despite successes such as a reduction in anti-social behaviours and overall crime locally, the community's poor perception of crime and safety remains high. The Partnership will be investigating a range of options for rectifying the situation and ultimately bringing perception into line with reality.

The Council's community wardens and CCTV service play an important role in the partnership and they continue to engage with residents, particularly the younger members of the community on issues such as internet safety and anti-social behaviour. The CCTV service also operates a 24/7 monitoring service at strategic locations around the town and borough, helping to increase public confidence.

Regrettably, over the past twelve months, following the withdrawal of funding from the County Council, services commissioned as part of the Locality Commissioning programme have been decommissioned; these services aimed to improve the health and wellbeing of residents. The Council has worked with providers to offer support in obtaining alternative funding for services or ensuring the managed withdrawal of services with the minimum impact on clients. The Council has successfully retendered its debt and generalist advice services and the arrangements will commence in April.

The Council has also worked closely with Clinical Commissioning Group (CCG) colleagues to review the proposals contained in the NHS Sustainability and Transformation plans with the aim to ensure the continued delivery of effective health care for residents. Linked to this have been ongoing discussions regarding the future of the Sir Robert Peel Community Hospital and the Council will continue to work with the CCG to support the sustainability of this important facility.

A review is currently underway regarding Community Development Services delivered by the Council. The review is aimed to ensure that these services deliver outcomes for local people in the most cost effective way.

PORTFOLIO: REGENERATION

CLLR STEVE CLAYMORE



I am delighted to be able to say that work on Tamworth's Enterprise Quarter has now commenced with the opening of the new 'Tamworth Enterprise Centre' due in spring 2017. Not only will this provide a well-needed business incubation centre but the entire project is also delivering a £6.1 million pound regeneration scheme into the heart of Tamworth.

The first phase of the Gateways Project over Ladybridge was completed last year, with phase two works by the railway station now well underway. This will ensure the gateway from the railway station into the town is opened up and clearly delineated.

After considerable work and consultation, Council adopted our Local Plan which will allow us to control the necessary growth and development required within Tamworth. This Local Plan covers the period from 2006 to 2031 consequently, all development carried out within the last ten years contribute to our total requirement.

Our non-constituent membership of the West Midlands Combined Authority (WMCA) has proved to be a wise move, and I am sure will reap benefit in the long term. The philosophy of a combined authority is quite simply that local authorities work together to move powers and money from Whitehall to the local combined authority area. Then its locally-elected politicians, who know their areas best, will make decisions and spend money for the benefit of their own region. The WMCA devolution deal will see £40 million per year over 30 years to unlock an overall investment of £8 billion and could create up to half a million jobs.

Being part of the WMCA does not mean we relinquish any of our sovereignty in Tamworth, all councils will continue to deliver their own services and retain their individual identities, but we will have the pooled resources to work together on bigger issues such as economic growth, skills, transport, mental health and productivity.

Over the past few years we have seen how, by working in partnership with both the Greater Birmingham and Solihull and the Stoke and Staffordshire Local Enterprise Partnerships, our unemployment figures drop to an all-time low, along with millions of pounds worth of investment coming into Tamworth and the wider Local Enterprise Partnership area. The Greater Birmingham and Solihull Local Enterprise Partnership's initial Strategic Economic Plan (SEP) gave a commitment to create 100,000 new jobs by 2020, and already this stands at more than 85,000.

Along with job creation also come the requirements for skills to fill these jobs and we continue to engage with stakeholders to ensure we deliver enough of the required skills and at the right time. This has to be a medium to long-term investment and commitment by all concerned. This is especially highlighted around the delivery of HS2, where the recently approved college will provide apprenticeship training in the brand new skills required to maintain and run high-speed rail.

Our local economic team continue to work, support and engage with local businesses and we are working with our local business to consider the creation of a Business Improvement District should there be a positive vote later in the year.

Over the past year, the regeneration of the Tinkers Green and Kerria areas has progressed successfully. This has included the continued re-housing of existing residents which is nearing completion. Demolition of maisonettes will commence shortly and an ongoing procurement process for a developer will be completed in March 2017. Once completed, this project will deliver around 146 new homes for rent to be allocated to households from the housing register. The Council has also made use of right to buy receipts to seek to increase the number of council homes available to rent. So far this year, the Council has exchanged contracts on 19 properties. These much needed homes will be provided to households who need them including those affected by homelessness and overcrowding.

We have seen many achievements over the past year and the start of the delivery phase of other important projects and I look forward seeing these all through to completion and the benefits these will bring to Tamworth.



PORTFOLIO: HOUSING SERVICES

CLLR MICHELLE THURGOOD



The past year has been extremely challenging for the Council in its role both as a landlord of 4,361 properties and as a Strategic Housing authority.

Demand for Social Housing continues to grow and at the same time the loss of Council homes through the Right to Buy has reduced the number of homes available to let through the Council's Finding a Home Scheme.

As a means of mitigating against this, the Council has sought to increase the number of Council homes available over the last 12 months. This has included the acquisition of 19 homes on the open market. In addition the Council progressed its plans to build new homes on its garage sites with an initial tranche of 19 new Council homes set for completion in the coming year. Further tranches will follow.

Page 24 In order to ensure that the Council provides the best possible services to those impacted by homelessness within the borough, the Council is committed to meeting the very high standards set by the Government through its 'Gold Standard'. This process will test the standards of the services provided against nationally agreed standards and build on the council's existing approach to seek to prevent homelessness wherever possible.

The last 12 months has seen the Council achieve national and independent accreditation for both its income and estate management services. Part of which sees the implementation and the introduction of service charges for many services which tenants receive resulting increased income of over £720,000 for reinvestment in Council services. We also embedded our new services for Sheltered Housing tenants following the withdrawal of Supporting People funding during 2015.

The Council also successfully appointed a new repairs contractor through a process of competitive tendering. The new contractor, Wates, will take over the delivery of repairs and investment services to Council homes in the new year. Wates have a very good reputation and are committed to working with us to deliver the very best services for tenants.

PORTFOLIO: ENVIRONMENT & CULTURE

CLLR JOY GOODALL



The waste collection service continues to provide a quality service that delivers value for money and meets the challenging recycling targets set out. Of particular note was the replacement of the aged vehicle fleet with new more environmentally efficient vehicles, all of which are fitted with state-of-the-art in-cab technology to ensure service data is able to be sent to and from the crews.

The service is subject to many cost pressures and this will mean tough and challenging decisions will have to be made during the course of next year.

The Licensing and Environmental Health team continue to work hard and protect us, working with businesses to ensure a high standard of food safety, taxi licensing, and delivering their regulatory responsibility. They ensure a fair approach to regulation, and encourage our businesses to work within regulation.

The Street Scene team continue to provide a valuable service and work in a proactive manner, supporting and carrying out many of the day-to-day functions across the town, delivering a highly efficient service that is flexible and customer focused. The team, with the local community and friends of groups, have again achieved a gold award in the Heart of England in Bloom awards for the seventh time.

Of particular note is the 'Wild about Tamworth' project which goes from strength to strength encouraging all of the community groups which help to maintain our seven local nature reserves to become active and focused on ensuring their managements plans are successfully delivered year on year.

The outdoor events programme has been an overwhelming success, even considering the sometimes challenging weather, with record-breaking attendance to the fireworks night and sell-out performances for the open air cinema events to name a couple.

Our heritage venues continue to offer experiences of Tamworth past, and I am looking forward to later in the year when we will find out if we have been successful in a Heritage Lottery bid to enhance the visitor experience at the castle.



Political Arrangements

The council currently has 30 members (20 Conservative, 7 Labour and 3 UKIP) representing its ten wards.

The Council's Cabinet is made up of:

- ▶ The Leader of the Council

Portfolio Holders for:

- ▶ Assets & Finance
- ▶ Regeneration,
- ▶ Communities & Wellbeing,
- ▶ Housing Services,
- ▶ Environment & Culture.

There are two scrutiny committees, a number of regulatory committees and some ancillary committees.



The 2017/18 Budget and Medium Term Financial Strategy (MTFS) ensures that appropriate resources are focused on the Vision Statement, Priority Themes, Corporate Priorities and Outcomes. The Council has been proactive in the design and implementation of innovative and effective measures for driving efficiency and reducing cost within the MTFS.



The budget-setting process has faced significant constraints in Government funding in recent years - more than 50% in real terms since 2010. The four-year Local Government Finance Settlement confirmed in February 2016 that austerity measures are to continue with Revenue Support Grant (RSG) all but eradicated for most Councils by 2020 - and suggests that the key challenges that the Council is currently addressing are likely to become greater

In an attempt to provide a clear 'route map' for the transition from surviving to thriving, the Council has designed and adopted a series of strategic plans, policies and processes. 'From Surviving to Thriving' set out a number of opportunities based upon the principle that by focusing upon the growth of the economy, both the 'people' and the 'place' would benefit. The Council remains committed to promoting and stimulating economic growth and regeneration; meeting our housing needs; creating a vibrant town centre economy and protecting those most vulnerable in our communities. To this end, we pledge to explore and invest in viable and sustainable methods of generating income and moving towards financial independence.

The foundations supporting these sustained successes can be attributed to strong political and executive leadership, having a detailed understanding of the issues and challenges facing our 'people' and 'place' and, more importantly, the plans, policies and resources with which to resolve them. The process by which the Council sets out its plans for dealing with these priorities and providing the resources and funding necessary forms the basis of the Corporate Plan & Medium Term Financial Strategy produced and reviewed annually.

It is this tried and tested approach that has enabled this Council to navigate its way through the recession, extended periods of austerity and the uncertainties and complexities brought about by 'devolution', elected Mayors, Combined Authorities et al. With many of the challenges of previous years still facing the Council and the uncertainties surrounding issues such as Brexit NDR retention, the future of the NHS and Care Services, our local clarity of vision and purpose has never been so important.

However, there also remains a high degree of uncertainty arising from the most significant changes in Local Government funding for a generation arising from the Business Rates Retention System, changes in support for Council Tax and technical reforms to Council Tax - as well as other changes arising from the Government's Welfare Reform Agenda.

ORGANISATION

Corporate Management Team

Chief Executive
Tony Goodwin

Executive Director
(Corporate Services)
John Wheatley

Corporate Director
(Communities, Partnerships & Housing)
Rob Barnes

Corporate Director
(Growth, Assets & Environment)
Andrew Barratt

Director
(Transformation & Corporate Performance)
Anica Goodwin

Director
(Finance)
Stefan Garner

Director
(Technology & Corporate Programmes)
Nicki Burton

Solicitor to the Council
Jane Hackett

The key risks are:

- ▶ The impact of uncertain economic conditions, following the decision to leave the EU – there is a higher level of uncertainty than in previous budget setting processes. It is suggested that, given the uncertainty, there should be no knee jerk reactions – with a clear plan to focus on balancing the next three years’ budget position for the General Fund (five years for the HRA);
- ▶ Achievement of the anticipated growth in business rates income – in line with the assumed baseline and tariff levels set;
- ▶ Uncertainty remains over the work progressing on the system for Councils to keep 100% of the business rates collected by 2020 (and the associated impact on the Council’s business rates income and associated baseline and tariff levels);
- ▶ Delivery of the planned Commercial Investment and Regeneration Strategy actions and associated improved investment returns of 5% p.a. arising from the investment of £24m from the capital receipt due to be received over the period 2016 – 2018 from the sale of the former golf course (to support the MTFs in the long term);
- ▶ Work is continuing on a number of actions to address the longer-term financial position;
- ▶ Achievement of anticipated growth in new homes within the Borough and the associated dependency on the New Homes Bonus income to address / reduce the funding shortfall for the General Fund;
- ▶ Challenge to continue to achieve high collection rates for council tax, business rates and housing rents – in light of further austerity, economic conditions and uncertainty; and
- ▶ Accurate forecasting, strong leadership and an innovative, risk aware approach have resulted in the organisation being able, in the main, to sustain a full suite of essential services albeit not without implications for the public, local politicians and the entire workforce.

Significantly, this is as much a testament to the skills and commitment of our workforce and our partners’ collaboration as it is to the actions and decisions of the Joint Executive Management Team. This period, considered one of the most challenging in post-war times, coincided with the Council recording one of its most successful periods of achievement in terms of Customer Satisfaction; measured performance; project delivery and financial management.

What makes these achievements ‘special’ is that they were delivered in parallel with the largest and most complex Transformation programme which in itself, resulted in multi-million pound efficiencies.

Efficiency Statement - Sustainability Strategy

In an attempt to provide a clear ‘route map’ for the transition from surviving to thriving, the Council has designed and adopted a series of strategic plans, policies and processes. Cabinet, on 22nd August 2013, endorsed the overarching document ‘Planning for a Sustainable Future’ as the strategy for meeting the challenges forecast for the Council’s Medium Term Financial Strategy (MTFS) which, through the achievement of targets and outcomes associated with the work streams, enabled the organisation to generate significant efficiencies without there being any large-scale impact upon the delivery of essential services.

The Sustainability Strategy delivered more than just ‘big ticket’ efficiencies; it brought about changes to working models, cultures and processes – Agile Working; Demand Management; Joint Working; Shared Services; Locality Delivery/ Commissioning all contributed to our journey.

The adoption of ‘Demand Management’ as the primary operating model and the targeting of resources via locality-based commissioning and delivery has enabled greater effectiveness in service delivery as evidenced by customer satisfaction, award-winning services and of course, the management of the Council’s finances.

Through its implementation, the Council will have far greater control upon the alignment of services or ‘supply’ to the increased needs and expectations of the public or ‘demand’.

Key to this will be the application of existing and new technology to capture, collate and analyse customer insight, intelligence and data so as to understand not just the ‘need’ but the cause, behaviours or decisions creating the need. Then by the application of locality-based commissioning for example, it can commission services that either intervene or prevent future need, thereby reducing demand. The report entitled ‘Creating Opportunities from an Uncertain Future’ is available to all Members and is available to the public.

This approach will change the organisation and how it works; will require Members to take difficult decisions and adhere to them; will involve managed risks and will sustain essential services critical in supporting the most vulnerable in our communities at a time when demand is increasing and resources reducing.

Work is continuing on a number of actions to address the financial position in future years:

- ▶ Delivering Quality Services project – the demand management approach to shift demand to more efficient methods of service delivery – online and automation (Interactive Voice Response). A savings target of £100k p.a. has already been included, together with reduced CRM costs of £62k p.a. from 2019/20;
- ▶ Recruitment freeze – temporary 12-month appointments are now only being made; there is a robust challenge / re-justification process in place for all vacant posts with a requirement to investigate alternative options including restructuring to fill vacancies / looking at what we can stop doing. This means we have the opportunity to increase the vacancy allowance from 5% to 7.5% over the next five years – c. £45k p.a. year on year for the General Fund (£14k p.a. – HRA);



- ▶ Spend freeze – Managers have previously been required to restrict / limit spending to essential spend only (there was a £2m underspend in 2015/16 – although the majority was windfall income, c. £0.75m was lower level underspend);
- ▶ Alternative investment options arising from the Commercial Investment and Regeneration Strategy (as well as the Treasury Management Investment Strategy, including any prudential borrowing opportunities) to generate improved returns of c. 5% p.a. (plus asset growth) including:
- ▶ Set up of trading company to develop new income streams;
 - ▶ Local investment options – Lower Gungate / Solway Close development including the potential to drawdown funding from the Local Growth Fund / Local Enterprise Partnerships (GBS and Staffordshire);
 - ▶ Investments in a Diversified Property Fund;
 - ▶ Investments in a Diversified Investment Vehicle (property, shares etc.);

Note: these would be subject to a robust check and Challenge business case and represent long-term investments of between 5 – 10 years (minimum) in order to make the necessary returns (after set-up costs).

- ▶ Review of reserves / creation of fund for transformation costs (if needed), and
- ▶ Targeted Savings – Members to identify potential areas for review in future years.

Council, on 21st February 2017, approved a three-year Medium Term Financial Strategy for the General Fund with a Council Tax increase within the Government referendum limits – in order to continue to deliver those services essential to the local community. Challenging savings targets have been included which need to be achieved over the next three years. However, in the longer term, the Council faces on-going grant reductions and income uncertainties, which mean that substantial additional savings and additional income will need to be made into the future to deliver a balanced budget in the longer term.

Capital spending for the General Fund is limited by resource constraints – each project is robustly challenged through a business case, return on investment assessment.

With regard to the Housing Revenue Account, a five-year MTFs was approved by Council, despite significant funding reductions over the four years from 2016/17, given the Government requirement for Councils to reduce social housing rents by 1% per annum, including significant investment in Regeneration projects to meet future housing needs and sustain the HRA in the longer term. Following HRA self-financing, the majority of the capital funding is made through revenue contributions.

The headline figures for 2017/18 are:

- ▶ A General Fund total cost of services of £9,623,240 an increase of £1,163,420 (13.8%) compared to 2016/17;
- ▶ A transfer of £1,454,266 from General Fund balances;
- ▶ A Band D Council Tax set at £166.75, an increase of £5 (3.09% - less than £0.10 per week) on the level from 2016/17 of £161.75;
- ▶ A General Fund Capital Programme of £5.765m for three years;
- ▶ A Housing Revenue Account (HRA) Expenditure level of £15,178,750 for 2017/18 (excluding interest & similar charges);
- ▶ A transfer of £359,990 from HRA balances;
- ▶ An average rent of £85.29 (in line with the Government's requirement to reduce rents by 1% p.a. for the next four years), which represents a reduction of £0.86 (1% on the current average rent of £87.38) and equates to £78.73 on an annualised 52 week basis;
- ▶ A Housing Capital Programme of £50.557m (including c.£31.4m relating to the Regeneration Projects) for five years.

There are a number of key challenges affecting the medium-term financial planning process which add a high level of uncertainty to budget projections.

The delivery of a balanced Medium Term Financial Strategy (three years for the General Fund and five years for the HRA) is a major achievement and shows we are in a good position – better than most.

Like many others, our budget planning process had to be carried out in light of ongoing unprecedented adverse economic conditions. This included a great deal of uncertainty over future investment and income levels. It is also facing increased financial demands from central government for service improvements in areas such as local democracy and transparency – as well as substantial reductions in Government grant support in the future.

An important part of our budget process is identifying areas of our work where we can make savings by reviewing the way we deliver services to make them more efficient.

In addition, the future economic prosperity of the Borough will also rely on increased housing provision, as in the future under the current funding arrangements, financial resilience is strongly linked to future growth in council tax and business rates income. Opportunities for identifying, promoting and supporting economic growth are actively being pursued.



WHAT WE DID IN 2016/17

Shown below, under the headings **People, Place and Organisation**, are some of our achievements in 2016/17. All that has been achieved is not included but we have identified those achievements which we feel will be of most community interest due to their impact and benefits.

PEOPLE

- ▶ Prevent Strategy adopted with training for all staff,
- ▶ A successful Food Standards Agency audit demonstrated our food hygiene team are delivering quality inspections to businesses in Tamworth,
- ▶ Use of the new legislation under the Crime and Police Act enabling the use of Community Protection Notices and Public Space Protection Orders, to resolve several high-profile enforcement cases successfully,
- ▶ The Community Safety Partnership has implemented improved and more robust processes and meetings to address vulnerability and anti-social behaviour concerns using risk assessments and a partnership problem solving approach,
- ▶ Partner organisations relocated to Marmion House including the Citizens Advice Bureau and Clinical Commissioning Group,
- ▶ Successful and prompt tendering of the council dwellings repair contract.

PLACE

- ▶ Planning application approved for the former golf course phase 1 and groundworks underway on site,
- ▶ Tenants at Tinkers Green and Kerria regeneration sites rehoused and competitive tendering process neared completion with the imminent appointment of a developer,
- ▶ Planning permission obtained for the development of affordable homes on disused garage sites,
- ▶ Enterprise Quarter works on site, with the Tamworth Enterprise Centre due to be operational in spring 2017 and confirmation of successful Local Growth Fund funding for the project,
- ▶ Tamworth won gold at this year's Heart of England in Bloom competition for the seventh year running,
- ▶ Successful retendering for the replacement of the Council's vehicle fleet that will bring a substantial saving to the authority, and provide fit for purpose and environmentally-friendly vehicles,
- ▶ Adoption of the Commercial Investment and Regeneration strategy to make best use of council assets,
- ▶ Broad Meadow adopted as Tamworth's seventh and last local nature reserve,
- ▶ Tamworth Castle received two awards; the prestigious Sandford Award for the third year running and gold in the Best Small Visitor Attraction in Staffordshire.

ORGANISATION

- ▶ The 'Delivering Quality Services' project has resulted in these efficiencies:
 - ▶ A reduction of 30,000 telephone calls into the Customer Services Centre,
 - ▶ Customer face-to-face enquiries reduced to 16,000,
 - ▶ Reduced call handling times by routing calls through to the payment line,
 - ▶ 500 customers now using the Web Chat facility.
- ▶ Achieved an exceptionally high level of accuracy with regard to Housing Benefits Subsidy Grant 2015 /16,
- ▶ Delivered another year of Internal Managed Audit service to Lichfield District Council,
- ▶ Delivered an effective internal review function in compliance with S151 requirement and governance arrangements,
- ▶ Integrated the role and functionality of Corporate Fraud Officer within the audit process
- ▶ Early preparation of the draft accounts for 2015/16 and an unqualified opinion from our external auditors,
- ▶ Revenue collection rates generated an additional £400k in income,
- ▶ Prepared a balanced three-year Medium Term Financial Strategy,
- ▶ Held separate Local and Police and Crime Commissioner and EU Referendum with turnouts of 32% and 74% respectively,
- ▶ 39% of people have used the automated services offered by phone, online and SMS text to register to vote.



Due to the earlier publication of this combined document the draft summary accounts for 2016/17 are not yet available. As soon as they are (approximately end of June 2017) they will be posted on the Council's website.

ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement is a statutory document published following a review of the effectiveness of the Authority's system of internal control. It explains the governance framework (systems and processes, culture and values) that the Authority has in place, and includes an action plan to address any significant governance issues identified.

Due to the earlier publication of this combined document, the annual governance statement for 2016/17 is not yet available. The Annual Governance Statement is published with the Annual Statement of Accounts and will be available later in the year.

Performance Scorecard

Tamworth Borough Council balances its attention across its priorities. Summary performance of service activities and projects is indicated by the status of business and service plan actions, indicators and identified risks.

Performance Monitoring & Reporting Arrangements

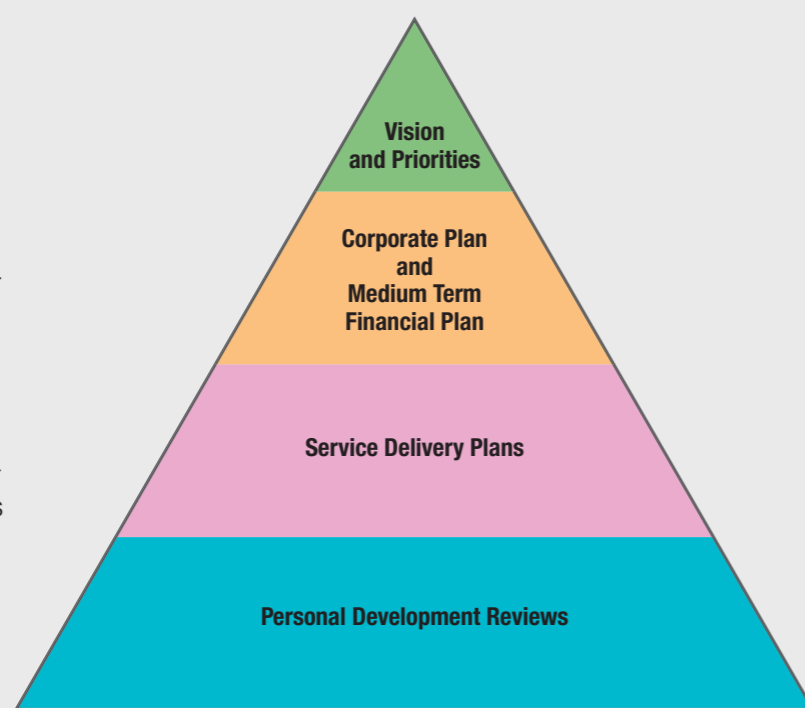
The Performance Scorecard is monitored by:

- ▶ Individual officers and members assigned to or with a particular interest in an action, indicator or risk,
- ▶ Corporate and Directorate Management Teams,
- ▶ Cabinet,
- ▶ Scrutiny Committees.

A link to our current and past performance is available on the council's website:
<http://www.tamworth.gov.uk/performance>

CORPORATE PLANNING PROCESS

The corporate planning process forms a fundamental part of the successful management of the Council. Our corporate planning framework sits within a wider planning hierarchy that has the shared vision and priorities at the top. The Council's corporate plan and medium term financial strategy focuses on how the Council will deliver its contribution to these while the service delivery plans show how the services will also contribute. Below this are the personal development plans for each employee. The links between the plans form the 'golden thread' that ensures everyone in the organisation is working towards the same goals and that the priorities will be.



Corporate Planning Pyramid



APPENDIX A

CORPORATE PLAN SUMMARY 2017-2020

1 VISION: One Tamworth, Perfectly Placed - Open for business since the 7th century AD

3 STRATEGIC PRIORITIES

LIVING A QUALITY LIFE IN TAMWORTH

GROWING STRONG TOGETHER IN TAMWORTH

DELIVERING QUALITY SERVICES IN TAMWORTH

18 AMBITIONS TO 2020

17 KEY PROJECTS BY 2020

- 1 More people will live longer, healthier lives
- 2 Fewer children will be obese and run the risk of heart disease and diabetes
- 3 People will feel safer and less fearful of crime and anti-social behaviour
- 4 The built and natural environments will be conserved to the highest possible standards
- 5 More people will be living independent lives with access to facilities
- 6 There will be fewer vulnerable people requiring specialist services
- 7 More businesses will locate and succeed in Tamworth
- 8 People will have access to a full range of quality housing options
- 9 Local infrastructure and connectivity will support an active workforce and help grow the economy
- 10 The Council will be recognised as both business friendly and businesslike in the way it facilitates and operates
- 11 Tamworth town centre will be regenerated and complement the outstanding retail and leisure offer
- 12 Tamworth will mean 'a great place to live' not simply 'a place with more houses'.
- 13 The Council will have a Commercial Investment Strategy and an associated trading arm designed to invest in assets/other means of sustainable income generation
- 14 Customer satisfaction levels will be maintained above 90%
- 15 Access to all Council services will be improved
- 16 The Council will set and maintain service standards that will be consistent, accessible and delivered by skilled staff
- 17 We will save you time and money by doing business with you online
- 18 Fewer customers will have to visit the Council offices to resolve their issues

- 1 Maintaining and managing the environment within Tamworth
- 2 Delivery of the Community Safety Partnership
- 3 Delivery of an effective regulatory service
- 4 Growth and Regeneration in Tamworth
- 5 Tinkers Green and Kerria regeneration
- 6 Garage sites redevelopments
- 7 New repairs contract
- 8 Preparation for collection of the Business Improvement District (BID) levy
- 9 Business rates retention
- 10 Commercial opportunities in business decision-making
- 11 Heritage, leisure and events
- 12 Organisational well-being
- 13 Digital customer services
- 14 Corporate knowledge hub
- 15 New General Data Protection Regulations
- 16 Office 365
- 17 Self-service



Page 30

6 CORE PURPOSES OUR FUNCTIONS & DELIVERY MECHANISMS

Provide the democratic leadership and high ethical and professional standards necessary to support the communities of Tamworth

Work with our communities and agencies to address the priority issues facing the borough and its communities

Offer a range of services and advice focused upon the needs of our communities ensuring that those in greatest need are supported and protected

Work together to support individuals and communities to improve their lives

To work hard to understand the needs of our communities and support growth, cohesion and pride

To ensure the values and actions of the organisation are founded on fairness, equality and honesty

APPENDIX B DIGITAL TRANSFORMATION

APPENDIX C OTHER PUBLICATIONS WE PRODUCE

save time...
...do it online

Click and Connect

www.tamworth.gov.uk
Pay...Report...Find...Say...Book...Apply...Check...and Submit it online

SAVE TIME AND DOWNLOAD
MYSTAFFS APP

REQUEST REPORT TRANSACT

AVAILABLE TO DOWNLOAD NOW

Available on the iPhone App Store
Available on Google play

ALL YOUR COUNCIL SERVICES ON THE MOVE

YOUR 2017/18
COUNCIL TAX EXPLAINED

Tamworth
One Tamworth, Perfectly Placed.
Open for business since the 7th century A.D.

HTROWTH TAMWORTH
ARTS IN UNUSUAL SPACES

Tel: 01827 709618
#TamworthArtsInUnusualSpaces
www.tamworthartsandevents.co.uk

Openhouse
Housing Services

IN THIS ISSUE

- INCOME MANAGEMENT
- ANTI-SOCIAL BEHAVIOUR
- REPAIR RESPONSIBILITIES
- ESTATE INSPECTIONS
- SINGLE GLAZED WINDOWS
- KEEP OUR TREES IN TAMWORTH
- HOME ENERGY ADVICE
- JOB CLUBS

INCOME MANAGEMENT ACCREDITATION

Tamworth Borough Council's Landlord Service Income Team has successfully attained the Housing Quality Network's accreditation for Income Management following an assessment of the service.

The assessors recognised that we are providing a high quality service to our customers. During the assessment, some of our services were reviewed and demonstrated the added value staff provide when dealing with customers in financial difficulty. Our staff have also interviewed and recommended how well we work together.

The team is now working on a three year service improvement plan to ensure our services are continually improved. Measurements for the first year include:

- Reviewing our priority procedures
- Taking payment at the sign-up of a tenancy
- More focus on former tenant arrears
- With the reduction in funding to support some of our partners, alternative support mechanisms are being considered.

We are very proud to receive the accreditation and are looking forward to the implementation of the plan.

Tamworth Borough Council

SEASON PROGRAMME
April - Sept 2017

www.tamworthartsandevents.co.uk 01827 709618

TAMWORTH
Explore, Play, Enjoy

2016

Tamworth Borough Council - Landlord Services

ANNUAL REPORT 2015-2016

Tamworth Borough Council



TAMWORTH BOROUGH COUNCIL CORPORATE PLAN 2017-2020

CONTACT US

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

For more information about Tamworth Borough Council visit our website: www.tamworth.gov.uk

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Website: www.tamworth.gov.uk

DATE OF COMMITTEE
16th March 2017

REPORT OF PORTFOLIO HOLDER FOR REGENERATION

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 for planning applications as set out in the appendix to this report for consultation**
2. **Authorise consultation on the revised information requirements for a period of 6 weeks in accordance with statutory requirements**
3. **Authorise the Portfolio Holder for Regeneration, the Corporate Director (Growth, Assets & Environment) and the Solicitor to the Council and Monitoring Officer to make any minor amendments arising from the consultation exercise and to adopt the revised information requirements.**

EXECUTIVE SUMMARY

Section 62 of the Town and Country Planning Act 1990 says that the Borough Council may require that an application for planning permission must include—

- (a) such particulars as they think necessary;
- (b) such evidence in support of anything in or relating to the application as they think necessary

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.

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.

The Government's policy on local information requirements can be found in the National Planning Policy Framework. Paragraph 193 of the NPPF states Local planning authorities should publish a list of their information requirements for applications, which should be proportionate to the nature and scale of development proposals and reviewed on a frequent

basis. Local planning authorities should only request supporting information that is relevant, necessary and material to the application in question.

If the Borough Council does not have an up to date 'local list' in place 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.

Applicants have the opportunity to challenge local planning authorities if they consider that they have been unreasonable in requesting information that is not pertinent to the application that has been submitted.

The recommended process for reviewing and revising local lists involves the following 3-step process:

- *Step 1: Reviewing the existing local list*

Local planning authorities should identify the drivers for each item on their existing local list of information requirements. These drivers should be statutory requirements, policies in the National Planning Policy Framework or development plan, or published guidance that explains how adopted policy should be implemented.

Having identified their information requirements, local planning authorities should decide whether they need to revise their existing local list. Where a local planning authority decides that no changes are necessary, it should publish an announcement to this effect on its website and republish its local list.

- *Step 2: Consulting on proposed changes*

Where a local planning authority considers that changes are necessary, the proposals should be issued to the local community, including applicants and agents, for consultation.

- *Step 3: Finalising and publishing the revised local list*

Consultation responses should be taken into account by the local planning authority when preparing the final revised list. The revised local list should be published on the local planning authority's website.

Information requested with a particular planning application must meet the statutory tests introduced by the Growth and Infrastructure Act.

The Local Validation List was last reviewed in 2013 and officers consider that there is scope for revising the validation requirements, on a regular basis, in accordance with Government advice. The draft 'local list' being presented for consideration by Cabinet is attached as an appendix to this report and reflect the policy drivers in the NPPF, published guidance and the provisions of the Tamworth Local Plan 2006-2031 which have come into force since the publication of the last validation list.

If no substantive objections are received then it is intended that the Portfolio Holder for Regeneration and the Corporate Director (Growth, Assets & Environment) and the Solicitor to the Council and Monitoring Officer 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 will be met from within the development management budget

LEGAL/RISK IMPLICATIONS BACKGROUND

If a local list is not adopted 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

An applicant can challenge the requirements of the local validation list by sending the Council a notice under article 12 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. This must set out the reasons why the applicant considers that the information requested by the local planning authority, in refusing to validate the planning application, does not meet the statutory tests.

When the Council receives an article 12 notice, it will consider the merits of the applicant's case as to why the information requested does not meet the statutory tests. The local planning authority must then either issue a 'validation notice', stating that it no longer requires the information specified in the article 12 notice, or a 'non-validation notice' stating that it still requires the applicant to provide the information requested.

The Council must respond to an article 12 notice within the statutory time period for determining the application in question. Depending on the type of application, this would be 8, 13 or 16 weeks after the day the application is received, or an extended period agreed in writing between the applicant and local planning authority. Where possible, local planning authorities are encouraged to respond to such notices as soon as possible to facilitate further negotiations between the parties. If the statutory time period has already passed or will pass in 7 working days or less, the local planning authority must respond to the article 12 notice within 7 working days.

After receiving a non-validation notice and after the relevant time period has passed without the local planning authority granting or refusing to grant planning permission, an applicant may appeal to the Planning Inspectorate against non-determination of the application.

In such cases, the statutory time period will be considered to have begun at the point where the Council has received the fee, documents and other information necessary to validate the application, but excluding the disputed information specified in the article 12 notice. The Planning Inspectorate will consider the merits of the validation dispute and the appeal itself.

If the Council fails to respond to an article 12 notice or determine the application within the relevant time periods, the applicant has a right of appeal to the Planning Inspectorate against non-determination.

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) Order 2015

REPORT AUTHOR

John Gunn – Development Manager

LIST OF BACKGROUND PAPERS

National Planning Policy Framework
Tamworth Local Plan 2006-2031

APPENDICES

Local Validation Criteria

Draft Planning Validation Requirements

To be used for all applications excluding compliance with
conditions and applications for Lawful Development Certificates

Tamworth Borough Council, Development Management Services, Marmion House, Lichfield Street, Tamworth, B79 7BZ
Website: www.tamworth.gov.uk/planning Email: planning@tamworth.gov.uk Telephone: 01827 709709

Tamworth Borough Council Development Management Services April 2017

Introduction

Under section 62(3) of the Town and Country Planning Act 1990 Local Planning Authorities have broad powers to request information that they consider necessary in support of planning applications, known as Local Lists. The Town and Country Planning (Development Management Procedure) (England) Order 2015 (SI 2015/595) requires that such lists are formally reviewed at least every two years.

This document sets out Tamworth Borough Councils requirements for a valid planning application. Tamworth Borough Council welcomes and encourages discussion before a planning application is submitted. Such discussions can assist in better quality applications which stand a better chance of a successful outcome.

Planning Officers can advise on what additional **local list information** would be required to be submitted as part of a planning application at the **pre-application stage** depending on the circumstances of the particular proposal. There may still be circumstances where the need for additional information only becomes apparent during the consideration of an application. For further info regarding pre application discussions please view our website (<https://www.tamworth.gov.uk>)

Different types and scale of application will require different levels of information and supporting documentation to be submitted. The information required to make a valid application consists of:

- Mandatory national information specified in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended), including a design & access statement where one is required,
- Information provided on the correct standard application form,
- Information to accompany the application as specified on the local list of information requirements, and
- Your development may be liable for a charge under the Community Infrastructure Levy if it involves new build floor area, including extensions or a new dwelling. You must therefore submit the national CIL form entitled “**Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application, Additional Information Requirement Guidance**” at the same time as your planning application.

We are seeking to ensure that applications for planning permission contain all the information needed by the planning authority to make a decision from the point at which they are registered. This helps the planning authority to deal with the application efficiently. When your application is received it will be checked for accuracy to ensure all relevant information is supplied. To assist with determining what information is required for what type of application a matrix is included at the rear of this document.

Applications will not be registered if relevant information is missing and may be returned if information is not received within the timescale requested.

Design and Heritage

Document	Policy Driver	When is a document required?	What Information is Required?	Further Assistance
<p>Heritage Statement</p>	<p>National Planning Policy Framework (NPPF)</p> <p>National Planning Practice Guidance (NPPG)</p> <p>Tamworth Local Plan 2006-2031 Policy EN6 (Protecting the Historic Environment)</p>	<p>All Planning applications / Listed Building consents that affect a heritage asset and /or its setting.</p> <p>All applications involving demolition within a Conservation Area</p> <p>Hedgerow removal may also require a Heritage Statement where it forms part of a significant historic landscape or area of archaeological potential.</p> <p>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.</p> <p>Heritage Assets include Listed Buildings,</p> <p>Conservation Areas, Scheduled Monuments, known archaeological sites; and any non-</p>	<p>A Heritage Statement for a listed building should include:</p> <ul style="list-style-type: none"> • A statement of the architectural, historical or other significance of the building, its site and its setting. • An assessment of the impact of the proposals on the significance of the building, its site and setting and that of any adjacent heritage assets. • A justification for the proposals, in terms of the principles applied, together with any mitigations measures proposed. • Should a Heritage Asset be proposed for demolition it must be demonstrated that the application meets the criteria outlined in paragraph 133 of the NPPF. <p>A Heritage Statement for development in or adjacent to a Conservation Area; or a Registered Park and Garden; or for works to or within proximity of a Historic Hedgerow should include:</p> <ul style="list-style-type: none"> • An assessment of the significance of the designated area. Reference could be made to a Conservation Area appraisal. • An assessment of the impact of the development on the character and appearance of the designated area and/ or its setting. 	<p>Development Management Team: 01827 709709</p> <p>Staffordshire County Archaeologist 01785 277290</p> <p>NPPF</p> <p>NPPG</p>

		<p>designated assets which have a local architectural, historic, archaeological or artistic interest.</p>	<p>A Heritage Statement for an undesignated Heritage Asset should include:</p> <ul style="list-style-type: none">• An assessment of the significance of the undesignated heritage asset• An assessment of the impact of the development on the asset. <p>A Heritage Statement for development on land including or with the potential to include heritage assets with archaeological interest should include:</p> <ul style="list-style-type: none">• An appropriate desk based assessment• For further info Contact the Staffordshire County Archaeologist <p>It should be noted that an application can affect more than one heritage asset and that the significance and impact of the proposals on each heritage asset should be included in the heritage statement. The level of details should be proportionate to the significance of the asset and the impact of the proposals on it.</p>	
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<p>Design and Access Statement (DAS)</p>	<p>Section 42 of the 2004 Town and Country Planning Act.</p> <p>Town and Country Planning (Development Management Procedure) Order 2015 (as amended)</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of New Development)</p> <p>NPPG</p> <p>NPPF</p>	<p>Required for all applications except for those listed below.</p> <p>Applicants are advised to refer to Article 9 of the Town and Country Planning (Development Management Procedure) Order 2015 (as amended) for full details but, in summary, a DAS is statutorily required for an application for Planning permission for:</p> <ul style="list-style-type: none"> • All major development; • Provision of new dwelling/s in a conservation area; or • Provision of a new building/s in a conservation area where 100 sq.m. of new floor space is being provided. <p>Applications for a material change of use, engineering or S73 applications do not need to be accompanied by a DAS.</p> <p>A DAS is also required as part of all applications affecting listed buildings</p> <p>N.B. Even where not required, applicants may consider submitting a DAS in order to fully</p>	<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>www.cabe.org.uk/AssetLibrary/8073.pdf</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>The Statement must explain the applicant’s approach to all forms of access and how relevant Local Plan Strategy policies have been taken into account and how the outcome of this consultation has informed the proposed development. Applicants must also explain how any specific issues which might affect access to the proposed development have been addressed</p> <p>The level of detail in a Design and Access Statement should be proportionate to the complexity of the application, but should not be long.</p> <p>For most straightforward planning applications, the DAS may only need to be a page long.</p>	<p>CABE publication “Design and Access Statements: how to write, read and use them”</p> <p>NPPG</p>
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		demonstrate the appropriateness of the design of the proposal.	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.	
Photographs & Photomontages	NPPF Tamworth Local Plan :Policy EN5 (Design of New Development) and Policy EN6 (Protecting the Historic Environment)	Required for <ul style="list-style-type: none"> • All new built developments in Conservation Areas; • Wind turbine applications; • Major commercial and residential developments which will alter a streetscene 	Photomontages should show how development can be satisfactorily integrated within the street scene. If produced to an identifiable scale then this should be clearly stated.	NPPF TBC Development Management Team 01827 709709
Landscape Visual impact Assessment	NPPF Tamworth Local Plan 2006-2031 Policy EN1 (Landscape Character)	Required for <ul style="list-style-type: none"> • Wind turbine applications; and • Major commercial and residential developments which will alter the appearance of the landscape. 	A Landscape Visual impact Assessment should be prepared in accordance with the guidelines set out within the Guidelines for Landscape and Visual impact Assessment (2013)	TBC Development Management Team 01827 709709 Guidelines for Landscape and Visual Impact Assessment (2013)

Green Environment

Document	Policy driver	When is a document required?	What information is required?	Further assistance required?
Tree Survey / Assessment	NPPF NPPG Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity)	All applications where there are semi-mature or mature trees or hedgerows within the site and/or or off-site trees within influencing distance of the application site (including street trees) irrespective of whether the trees are to be removed or retained. All sites where there is a Tree Preservation Order or any proposals within a conservation area, where trees are present on the site.	1. Tree survey and plan as specified in BS.5837:2012 2. Information on• which trees are to be retained and which are to be removed.; • Extent and location of root protection areas; • means of protecting retained trees during construction works. The information at 1 and 2 should be prepared by a suitably qualified and experienced Arboriculturalist.	TBC Tree Officer 01827 709709
Topographical Survey	NPPF NPPG Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity)	All new build applications (excluding householder applications unless there are changes to land levels) All applications within proximity of established trees and where hard surfaces are proposed or being removed; retaining walls proposed; or changes of land levels.	Plan at recognised scale (1:200, 1:500, 1:1250) showing existing ground levels both within and surrounding the site in question.	TBC Development Management Team 01827 709709
Landscaping Scheme	NPPF NPPG Tamworth Local Plan 2006-	All applications (excluding Householder, Listed Building Consent, Advertisements and Change of Use) plus where a development effects	A landscaping scheme should be drawn to an appropriate scale (usually 1:100 or 1:200) and show full details of proposed	TBC Development Management Team 01827 709709 TBC Tree Officer 01827 709709

	2031 Policy EN4 (Protecting and enhancing biodiversity) and Policy EN5 (Design of new development)	the setting of a designated heritage asset, should be accompanied by hard and soft landscaping details.	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	
Flood Risk Assessment	EIA Directive 2011/92/EC Flood and Water Management Act 2010 NPPF NPPG Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity and Policy SU4 (Flood risk and water management))	In Flood zone 1 (Low Probability) any development site of 1 hectare or above will require a Flood Risk Assessment. All Developments in Flood zones 2 and 3 must be accompanied by a Flood Risk Assessment.	Flood Risk Assessments should be undertaken by a suitably qualified professional, and be proportionate to the risk and scale, nature and location of the development. They will be expected to consider the various aspects relating to flood Flood Risk Assessments should be supported by appropriate data and information, including historical information on previous flood events	Environment Agency Flood Risk Standing Advice Environment Agency Climate Change Guidance Environment Agency 08708 506 506 SCC Lead Local Flood Authority flood risk website NPPF Technical Guidance NPPG
Surface water Drainage Strategy	NPPF NPPG Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity) and Policy SU4 (Flood risk and water management)	All major developments should be accompanied by a sustainable drainage strategy.	Drainage strategies should include <ul style="list-style-type: none"> • an existing site plan showing topography and how site currently drains; • proposed site showing how site will drain; • explanation of how the drainage hierarchy has been followed; • explanation of how flood risks will be mitigated; • surface water design for the site; 	NPPG SCC Lead Local Flood Authority flood.team@staffordshire.gov.uk SCC SUDS Handbook

			<ul style="list-style-type: none"> • evidence that the site has an agreed point of discharge; calculations of current site run off; calculations of proposed site run off; likely forms of SuDS; • logical location of attenuation storage areas; • evidence of who will maintain and pay for the proposed system over the life of the development; and • explanation of how the site will adequately consider flood risk at all stages of development. 	
Environmental Statement (Also known as EIA)	<p>Town and Country Planning(Environmental Impact Assessment) (England and Wales) Regulations 2011 (as Amended)</p> <p>NPPG</p>	<p>Usually these are only required for large-scale developments as defined in Schedule 1 and/or Schedule 2 of the Environmental Impact Assessment Regulations.</p> <p>Please liaise with the Development Management Team if you are in any doubt whether you need an EIA or submit / request an EIA screening opinion.</p>	<p>Where an EIA is required, an Environmental Statement in the form set out in Schedule 4 to the regulations must be provided.</p> <p>Where an EIA is not required, the Local Planning Authority may still require environmental information to be provided.</p> <p>Applicants are advised to consult the NPPG as well as seeking a Screening Opinion from the Local Planning Authority to determine whether an EIA is required.</p>	<p>NPPG</p> <p>TBC Development Management Team 01827 709709</p>
Open Space Assessment	<p>NPPF</p> <p>NPPG</p>	<p>This is required for submission with any development proposals</p>	<p>An Open Space Assessment for development on existing Public Open Space, should</p>	<p>NPPG</p> <p>TBC Development Management</p>

	<p>Tamworth Local Plan 2006-2031 Policy EN3 (Open space and green and blue links), Policy EN4 (Protecting and enhancing biodiversity), Policy EN5 (Design of new development), Policy SU7 (Sport and recreation) and PolicyIM1 (Infrastructure and developer contributions) ,</p>	<p>within an existing area of Public Open Space.</p>	<p>seek to demonstrate through an independent assessment that existing Public Open Space land or buildings are surplus to local requirements.</p> <p>For development within Open Spaces, application proposals should be accompanied by plans showing any areas of existing or proposed open space within or adjoining the application site.</p> <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"> • A maintenance specification for the works; <p>and</p> <ul style="list-style-type: none"> • How the facility will be initially installed and maintained thereafter to the submitted specification. 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>Team 01827 709709</p>
<p>Biodiversity Survey & Report</p>	<p>Habitat Directive 92/43/EEC (1992)</p> <p>The Conservation of Natural</p>	<p>Where a proposed development may:</p> <ul style="list-style-type: none"> • Negatively impact on 	<p>Ecological surveys should take place at the appropriate time of year for the species or survey type, and be</p>	<p>TBC Development Management Team 01827 709709</p> <p>Natural England 0300 060 0723</p>

	<p>Habitats Regulations (Habitat Regs.) 1994 (as amended 2010)</p> <p>Wildlife and Countryside Act 1981 (as amended)(2010)</p> <p>Natural Environment and Rural Communities (NERC) Act 2006</p> <p>Protection of Badgers Act 1992.</p> <p>Habitats Regulations 2010</p> <p>NPPF</p> <p>NPPG</p> <p>Circular 06/2005:</p> <p>Biodiversity and Geological Conservation –Statutory Obligations and their Impact within the Planning System.</p> <p>The West Midlands Biodiversity Pledge</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2008)</p> <p>Tamworth Local Plan 2006-2031 Policy EN3 (Open space and green and blue links), Policy EN4 (Protecting and enhancing biodiversity),</p>	<p>protected or priority species and/or habitats,</p> <ul style="list-style-type: none"> • Would affect the biodiversity value of the area within the development boundary, • Would impact (directly or indirectly, individually or in combination with other developments) on a statutory designated site (i.e. .AONB, SSSI etc.) <p>I</p> <p>In these circumstances information must be provided to display the full ecological impact of the development as well as well as show progression through the mitigation hierarchy (i.e. information, avoidance, mitigation, compensation) for each negative impact likely to occur.</p>	<p>conducted by a suitably qualified and experienced (i.e. licensed) individual.</p> <p>All surveys must follow the methodology as prescribed by the appropriate Natural England Standing Advice Species Sheet.</p> <p>A study carried out at the wrong time of year; that was undertaken 2 years or more from the current date; or indicates that further</p> <p>species survey work is required, will not be accepted and will invalidate any application</p> <p>Furthermore:</p> <ul style="list-style-type: none"> • All planning applications with the potential to destroy, damage or adversely affect any statutory or non-statutory site must be supported by an impact assessment, which displays progression through the mitigation hierarchy and details all methods of avoidance, mitigation and/or compensation to be incorporated within the development scheme to account for the negative impacts. • The presence and population of all protected and priority species and priority habitats which occur either within the development site or may be negatively impacted upon by the proposed development must 	<p>Staffordshire Requirements for Biodiversity and Geological Conservation (2011)</p> <p>Natural England Standing Advice</p> <p>Decision Tree and Protected Species Sheets</p>
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			<p>also be described.</p> <ul style="list-style-type: none"> • All planning applications on sites where protected or priority species have been previously recorded or there is a likelihood they may be present must be supported by up to date surveys. • If protected or priority species or priority habitat is found to likely be negatively impacted upon by a proposed development the applicant must display adherence to the mitigation hierarchy • Planning applications which are not supported by an adequate survey effort or don't display adherence to the mitigation hierarchy are likely to be refused. <p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Council's Ecology Team at an early stage in the design process.</p>	
<p>Playing Fields Assessment</p>	<p>NPPF NPPG Tamworth Local Plan 2006-2031 Policy SU7 (Sport and recreation)</p>	<p>For new developments which affect playing fields.</p>	<p>The following information shall be submitted:</p> <ul style="list-style-type: none"> • the size of the playing field and the area affected by the proposals; • an existing site plan to a recognised scale, showing the layout of winter and summer pitches; • the current sports played 	<p>Sport England 0207 2731797 Playing Field Development Checklist www.sportengland.org NPPG</p>

			<p>and the usage of the site;</p> <ul style="list-style-type: none"> • a proposed site plan, showing how new buildings and works will impact on the layout of pitches; <p>and</p> <ul style="list-style-type: none"> • information on any alternative sport and recreational provision. 	
<p>Water Quality Assessment</p>	<p>Habitat Directive 92/43/EEC</p> <p>EU Water. Framework Directive</p> <p>Habitats Regulations 2010.</p> <p>Staffordshire Requirements for Biodiversity and Geological Conservation (2008)</p> <p>Tamworth Local Plan 2006-2031 Policy EN4 (Protecting and enhancing biodiversity), Policy SU4 (Flood risk and water management and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>For all applications (excluding Listed Building Consents and, Advertisements) which do not drain into the foul mains system.</p>	<p>The following information should be submitted to assess the impact of new development on the following watercourses and natural drainage systems including Kettlebrook, River Tame, and River Anker,</p> <ul style="list-style-type: none"> • Existing Drainage Survey • Proposed Drainage Scheme • A Statement which demonstrates that proposals do not negatively impact on the water environment through excess abstraction or the release of pollutants. <p>Water Quality Assessments should be undertaken in liaison with Severn Trent Water Limited.</p>	

Transportation

Document	Policy Driver	When is document required	What Information is required	Further assistance
<p>Travel Plans</p>	<p>NPPF NPPG Tamworth Local Plan 2006-2031 Policy SU2 (Delivering sustainable transport)</p>	<p>A 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 submission of an application.</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.</p> <p>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>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>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>NPPF DfT Website Staffordshire County Council (Highways) 0800 232323 DfT Good Practice guidelines: Delivering Travel Plans through the Planning Process DfT, 2007 Making residential travel plans work</p>

<p>Transport Statement / Assessments</p>	<p>NPPF</p> <p>Manual for Streets.</p> <p>Circular 02/2013:The strategic road network and the delivery of sustainable development</p> <p>Tamworth Local Plan 2006-2031 Policy SU1 (Sustainable transport network), Policy SU2 (Delivering sustainable transport)and Appendix E (Travel Plans)</p>	<p>All applications likely to generate very significant traffic movements associated with developments above set thresholds.</p>	<p>Transport Assessments should:</p> <ol style="list-style-type: none"> 1) illustrate accessibility to the site by all modes of transport including likely modal shift; 2) detail measures to improve access by public transport, walking and cycling, so as to reduce the need for parking; and 3) detail any necessary highway mitigation works. <p>Guidance on the contents and thresholds for Transport Assessments and Traffic Statements are available in link below as set out in Appendix B of the DFT guidance:</p> <p>http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta</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>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>All detail planning applications (including reserved matters) for major developments shall be accompanied by a Stage 1 Road Safety Audit. (N.B. a major application includes 10 or more dwellings or development of more than 1000 square metres floor area</p> <p>All applications, providing roads intended for adoption, shall include drawings showing the tracked path of the largest vehicle that might use the highway e.g. fire appliance, refuse vehicle or bus</p>	<p>DFT Website</p> <p>NPPF</p> <p>NPPG</p> <p>Circular 02/2013:The strategic road network and the delivery of sustainable development</p> <p>Highways England (West Midlands) 0121 6788284</p> <p>Staffordshire County Council (Highways) 0800 232323</p> <p>For any development that has significant transport implications see Guidelines for Transport Assessments and Travel Plans required by Staffordshire County Council for Private development Proposals – January 2008.</p>
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<p>Parking / Access Arrangements</p>	<p>NPPF Manual for Streets. Tamworth Local Plan 2006-2031 Policy SU1 (Sustainable transport network), Policy SU2 (Delivering sustainable transport) and Appendix C (Car parking standards)</p>	<p>All applications (including domestic householder) proposing built structures / extensions.</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 development include all the necessary information required to support the design.</p> <p>Parking spaces and garage spaces shall be of a size to accommodate vehicles that would normally be expected to be used at the premises/site. Further guidance should be sought from the Highway Authority with regards to this matter</p>	<p>TBC Development Management Team 01827 709709</p> <p>Please contact the Staffordshire County Council (Highways) (0800 232323) for details of current design standards for accesses and the need for any supporting documentation</p>
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Environmental Health

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
<p>Noise and Vibration Assessments and Appraisals</p>	<p>Noise Policy Statement for England, March 2010. DEFRA</p> <p>Environmental Protection Act 1990 (As amended)</p> <p>NPPF</p> <p>NPPG</p> <p>Environmental Health Technical Planning Guidance: Noise & Vibration (2013)</p> <p>Calculation of Road Traffic Noise, 1988.</p> <p>Calculation of Railway Noise, 1995.</p> <p>World Health Organisation Guidelines for Community Noise.</p> <p>World Health Organisation Night Noise Guidelines for Europe.</p> <p>Clean Neighbourhoods Act 2005.</p> <p>Licensing Act 2003 (As amended).</p> <p>Noise Act 1996 (As Amended)</p> <p>British Standards BS4142, BS8233, BS7445.</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>All applications likely to have an impact on noise and/or vibration sensitive development(s).</p> <p>All applications likely to have an impact on noise and/or vibration sensitive locations.</p> <p>All applications that introduce or expose noise and/or vibration sensitive development(s) into areas and locations where noise and/or vibration is likely to have an adverse impact.</p> <p>All planning applications for change of use of Listed buildings</p>	<p>Applicants are advised to seek specialist expertise and to discuss their proposals in the first instance with Council's Public Protection Team at an early stage in the design and planning process to establish whether a Noise and Vibration Appraisal is required to be submitted alongside the planning application.</p> <p>Guidance, procedures, recommendations and information to assist in the completion of a suitable noise and/or vibration survey and assessment may be found in the policies and guidance set out in the adjacent column. Additional technical information in support of proposed noise surveys will be available from the Public Protection Team.</p> <p>Vibration surveys in particular shall be conducted having regard to the advice, recommendations or requirements contained in British Standards BS 6472: 2008 <i>'Guide to Evaluation of human exposure to vibration in buildings Part 1: Vibration sources other than blasting, Part 2: Blast induced vibration</i> and BS 7385-2: 1993 Evaluation and measurement for vibration in buildings Part 1: <i>Guide for measurement of vibrations and evaluation of their effects on buildings</i></p>	<p>TBC Public Protection Team 01827 709709</p> <p>Planning Guidance: Noise & Vibration (2013)</p> <p>NPPG</p>

<p>Ventilation/ Extraction Details / Refuse collection</p>	<p>NPPF NPPG Noise Policy Statement for England, March 2010. Environmental Health Technical Planning Guidance: Noise & Vibration (2013) Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>All applications including the commercial and industrial activities that produce fumes, vapors, gases, odours, particulate matter or use volatile chemicals. All applications for major housing and commercial developments.</p>	<p>Information should include:</p> <ul style="list-style-type: none"> • Elevations to show position, location and height (where external). • Proposed external finishes and fixings. • Manufacturer's specifications including maintenance requirements. • Exhaust velocity at terminus. • Silencing arrangements. • Means of vibration isolation. • Extraction fan acoustic performance (including noise • emission in terms of sound power and sound pressure levels, and narrow-band and/or one-third octave band frequency spectra). • Predicted odour and/or particulate concentrations. <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>TBC Public Protection Team 01827 709709 Lichfield and Tamworth Joint Waste Partnership</p>
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Lighting Assessment	<p>NPPF Environmental Health Technical Planning Guidance :External Artificial Lighting (2008)</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>All developments proposing external illumination e.g. floodlighting proposals</p>	<p>Details shall include</p> <ul style="list-style-type: none"> • the proposed external lighting, • the hours of use when the lighting would be switched on, • a layout plan encompassing the proposed beam, orientation and light spillage, and • future maintenance. 	<p>TBC Development Management Team 01827 709709</p>
Land Contamination Assessment	<p>NPPF Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3rd Edition) (2008)</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>All applications (excluding Householders, Advertisement and Heritage) where new development is proposed on land that is or may have been affected by contamination.</p>	<p>The land contamination assessment prepared by a suitably qualified professional, should include an extended assessment of contamination; an assessment of the implications of the contamination on the development proposals; and mitigation.</p>	<p>TBC Public Protection Team 01827 709709</p> <p>Environment Agency 08708 506 506</p> <p>Environmental Health Technical Planning Guidance: A guide for the redevelopment of land affected by Contamination in Staffordshire (3rd Edition)(2008)</p> <p>http://www.defra.gov.uk/environment/quality/land/</p>

<p>Air Quality Assessment</p>	<p>Habitat Directive 92/43/EEC</p> <p>The Environment Act 1995.</p> <p>The Air Quality Standards Regulations 2010.</p> <p>NPPF</p> <p>Air Quality Strategy for England, Scotland, Wales and Northern Ireland 2007</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	<p>Applications that will give rise to emissions to air of pollutants for which there is a national air quality objective, or for which there may otherwise be a significant</p> <p>impact upon local air quality meeting the criteria set out below, including –</p> <ul style="list-style-type: none"> • New car parking areas with more than 100 spaces outside an Air Quality Management Area or more than 50 spaces inside an Air Quality Management Area. • Proposals that will give rise to a change in traffic volumes of greater than +/- 5% in annual average daily traffic flows and/or peak daily traffic flows on roads with more than 5,000 annual average daily traffic flows. • Proposals that will give rise to a change in vehicle speed of more than +/- 10 kph on roads with more than 5,000 annual average daily traffic flows <p>Proposals that will increase the number of heavy duty vehicles by 200 or more movements per day, including in relation to construction and demolition activities.</p> <ul style="list-style-type: none"> • Proposals for a heavy goods vehicle park. • Significant construction and demolition schemes. <ul style="list-style-type: none"> • Regular exposure of members of the public (including residential properties, schools, hospitals, care homes, playgrounds, gardens, shopping areas) 	<p>Applicants are advised to seek specialist expertise and to discuss their proposals with the Council's Public Protection Team at an early stage in the design process.</p> <p>Guidance, procedures, recommendations and information to assist in the completion of a suitable air quality assessment may be found in the policies and guidance set out in the adjacent column.</p> <p>Additional technical information in support of proposed Air Quality Assessments will be available from the Public Protection Team.</p> <p>Should the air quality assessment show a negative impact on air quality, it will be necessary to determine the financial costings associated to the level of emission generated by the development.</p>	<p>TBC Public Protection Team 01827 709709</p> <p>Environment Agency 08708 506 506</p> <p>Natural England 0300 060 0723</p> <p>http://www.defra.gov.uk/environment/quality/air/airqualitylaqm/guidance/policy/</p> <p>https://www.gov.uk/government/publications/green-book-supplementaryguidance-air-quality</p>
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		<p>at locations where annual, daily, 8 hours, 1 hour or 15 minutes air quality objective values will, or may be, breached.</p> <ul style="list-style-type: none">• Boiler and furnace plant capable of burning pulverised fuel, and/or solid matter at a rate of 45.4 hg per hour, and /or at a rate equivalent to 366.4 kW per hour any liquid or gaseous matter.• Applications for specified industrial and commercial operations that require an Environmental Permit. <p>A separate Air Quality Assessment may not be required where it will be submitted as part of a formal EIA for a major development.</p>		
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Wider Environment

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
<p>Waste Audit / Site Waste Management Plan (SWMP)</p>	<p>The Site Waste Management Plan Regulations 2008.</p> <p>NPPF</p> <p>Staffordshire County Council:Waste Local Plan</p>	<p>a) Waste Audit - for all major applications</p> <p>b) Site Waste Management Plan (SWMP) - for all major applications, and demolition notification applications.</p>	<p>Information required should include details of the following:</p> <ul style="list-style-type: none"> • Management of waste generated by the development process, i.e. construction, demolition and excavation; • Management of waste arising when the site is operational • Use of recycled and renewable building materials in the construction of the development; • Provision for in-house storage, recycling, treatment and disposal of waste generated by the development once in use; • Access arrangements for collection of waste or waste derived end products generated by the development; • Provision for energy recovery from waste and use of waste derived energy within the new development (where feasible/ appropriate). <p>Relevant applications should include a copy of the latest version of each SWMP prepared for the application site, or failing that, there should be a statement explaining why copies of the SWMP(s) cannot be provided.</p> <p>Applicants are encouraged to use the waste auditing and benchmarking tools/ SWMP templates developed by BRE and WRAP (examples of free templates</p>	<p>Staffordshire County Waste Authority 01785 277294</p> <p>www.smartwaste.co.uk</p> <p>http://www.wrap.org.uk/node/1169/</p> <p>Lichfield and Tamworth Joint Waste Partnership</p>

			provided in links adjacent).	
<p>Foul Sewerage Assessment</p>	<p>Water Industry Act 1991. NPPF LPS: BE1</p>	<p>All applications for the construction of new dwellings and commercial /industrial properties.</p>	<p>A foul sewerage assessment should include</p> <ul style="list-style-type: none"> • a description of the type, quantities and means of disposal of any trade waste or effluent. • Details of connections to foul and storm water sewers including details of the existing system to be shown on the application drawing(s). <p>N.B. In most circumstances surface water is not permitted to be connected to the public foul sewers.</p> <p>Where the development involves the disposal of trade waste or the disposal of foul sewage effluent other than to the public sewer a fuller foul drainage assessment will be required including details of the method of storage, treatment and disposal.</p> <p>A foul drainage assessment should include</p> <ul style="list-style-type: none"> • a full assessment of the site, its location and suitability for storing, transporting and treating sewage. Where connection to mains sewer is not practical then the foul/non-mains drainage assessment will be required to demonstrate why the development cannot be connected to the public mains sewer system and that the alternative means of disposal is satisfactory. <p>If the proposed development results in any changes/replacement to the existing system or the creation of a new system, scale plans of the new foul drainage arrangements will also need to be provided. This will include a location plan, cross sections/elevations and specification.</p> <p>Drainage details that will achieve Building</p>	<p>Building Regulations Approved Document Part H</p> <p>BS6297</p> <p>Severn Trent Water Limited</p> <p>South Staffordshire Building Control Partnership 01543 308157</p> <p>NPPG</p>

			<p>Regulations Approval will be required. If a connection to any of the above requires crossing land that is not in the applicant's ownership, other than on a public highway, then notice may need to be served on the owners of that land.</p> <p>This section should be read in conjunction with the Utilities Statement below.</p>	
Utilities Statement	NPPF	This is required for strategic major applications (i.e. 100 dwellings or more, or 10,000sq.m. commercial floorspace)	Details to demonstrate that the availability of utility services has been considered; details to meet any utility company requirements for substations etc.; provision of new utility connections and/or upgrading of facilities, and routing of services	NPPF
Coal Mining Risk Assessment	<p>NPPF para 109 and 121</p> <p>Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development) and Policy SU5 (Pollution, ground conditions and minerals and soils)</p>	All applications which involve foundation construction (excluding householder) which fall within Development High Risk areas as defined by The Coal Authority and held by the Local Planning Authority.	<p>A Coal Mining Risk Assessment should be prepared by a suitably qualified and competent person (see former PPG14 for definition). It should contain:</p> <ol style="list-style-type: none"> 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). 2. Identify what risks these coal mining issues, including cumulative effects, pose to the proposed development. 3. Identify how coal mining issues have influenced the proposed development and what mitigation measures will be required to manage those issues and/or whether any changes have been incorporated into the development. 4. Confirm whether the prior written 	<p>The Coal Authority website:</p> <p>www.gov.uk/planningapplications-coalmining-riskassessments</p> <p>The Coal Authority Planning and Local Authority Liaison Department 01623 637119 Email: planningconsultation@coal.gov.uk</p>

			<p>permission of the Coal Authority will be required for the site investigations and/or mitigation works; and indicate when this permission will be sought.</p> <p>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.</p> <p>NB - if an Environmental Statement is required by the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 as amended, it is suggested that the CMRA is included within the ES.</p>	
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Other Documents

Document	Policy Driver	When is Document Required	What Info is Required	Further Assistance?
Planning and Sustainability Statement	NPPF Tamworth Local Plan 2006-2031 Policy SS2 (Presumption in favour of sustainable development)	All major applications	<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 and local planning policies. For example, it should show how the development complies with and supports the following:</p> <ul style="list-style-type: none"> • Key requirements of national policy guidance • Reference to the Key Planning Objectives set out the NPPF providing an assessment on how the development proposed will contribute towards meeting the objectives; and general principles / fundamental aims of the Development Plan. <p>It should also include details of consultations with the Local Planning Authority and wider community / statutory consultees undertaken prior to submission.</p> <p>Alternatively, a separate statement on community involvement may be appropriate.</p>	NPPF
Statement of Community Involvement	NPPF TBC Statement of Community Involvement	All major applications, and major change of use applications.	Statement should set out how the applicant has complied with the requirements for pre-application consultation set out in the Local Planning Authority's adopted statement of community involvement and demonstrating that the views of the local community have been sought and taken into account in the formulation of development proposals.	TBC Statement of Community Involvement

<p>Evidence to accompany applications for town centre uses / retail impact assessments</p>	<p>NPPF NPPG Tamworth Local Plan 2006-2031 Policy EC1 (Hierarchy of centres for town centre uses) and Policy EC2 (Supporting investment in the town centre)</p>	<p>A Sequential Assessment (para 24 of the NPPF) is required for planning applications for main town centres uses that are not in an existing centre and are not in accordance with an up to date development plan..</p> <p>An assessment addressing the impacts in paragraph 26 is required for all planning applications relating to retail and leisure developments</p> <ol style="list-style-type: none"> 1) Over 250 sq.m. gross within out of centre retail parks or strategic employment sites and employments allocations, as identified on the Local Plan policies map 2) Over 250 s.m. gross within 400 metres of the boundary of a local centre 3) Over 100 sq.m. gross of the boundary of a neighbourhood centre 4) Over 500 sq.m. on any other area outside the town centre <p>Where the proposal falls within one or more of the ranges specified the lowest threshold will be applied.</p> <p>An impact assessment will also be required for</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.</p> <p>Further advice can be found in the Practice Guidance to the now replaced PPS4. Impact Assessments should assess (in summary):</p> <ol style="list-style-type: none"> 1) the impact on existing investment within centres, 2) the impact on the vitality and viability of town centres, 3) the impact on allocated sites outside town centres 4) impact of the proposal on in-centre trade/turnover and trade in the wider area, 5) current and future consumer expenditure capacity in the catchment area, 6) whether the proposal is of an appropriate scale and what impact it may have on locally important impacts. <p>NPPF – “Impact Assessment 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 realised in five years, the impact should also be assessed up to ten years from the time the application is made”</p>	<p>NPPF NPPG TBC Development Plan Team 01827 709709</p>
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		applications in an existing centre, not in accordance with the development plan and which would substantially increase the attraction of the centre to an extent that the development could impact on other centres.		
Planning Obligations – draft heads of terms	NPPF NPPG. Tamworth Local Plan 2006-2031 Policy IM1 (Infrastructure and developer contributions)	All major applications. However other relevant and necessary matters may be included within a Planning Obligation that cannot be secured through the normal planning process but are required in order for the development to be deemed acceptable in planning terms which would otherwise be refused.	Either <ul style="list-style-type: none"> • a draft section 106 obligation based on the Local Planning Authority's precedent, or • a statement of the proposed Heads of Terms, a location plan and land registry details, solicitors details and confirmation that the Local Planning Authorities fees in dealing with the matter will be met. 	TBC Development Management Team 01827 709709
Viability Assessment	NPPF NPPG	Where an applicant is proposing that they cannot provide the full range of Section 106 requirements (including affordable housing), due to financial viability issues	Appendix C of the RICSs Guide to Planning and Viability (GN 94/2012) – details what a viability assessment should comprise. The level and detail of information forming the viability assessment will vary considerably from scheme to scheme. In addition to the above you must also submit an accompanying report detailing the following information <ul style="list-style-type: none"> • Executive summary • Contents outline • Introduction and background • Description of site location • Planning policy context • Description of scheme • Market information summary • Build cost and programme • Methodology and approach • Outputs and results • Sensitivity analysis • Concluding statement 	TBC Development Management Team 01827 709709

			Any costs incurred as a result of the Council seeking independent advice regarding the viability assessments will be payable by the applicant.	
Affordable Housing Statement	<p>NPPF NPPG Circular 6/98 Planning and Affordable Housing</p> <p>Tamworth Local Plan 2006-2031 Policy HG 1 (Housing), HG2 Sustainable urban extensions), HG4 (Affordable housing) and Policy IM1 (Infrastructure and developer contributions)</p>	Residential developments of 10 Units or over unless Affordable Housing would render scheme unviable – A Viability Statement will be required if this is the case justifying in detail why the scheme is unviable.	Details relating to Number of Affordable Units; Mix of Units inc. Number of Bedrooms; Floor Space of the Units; Location of Units within the Site; Tenure; and details of any Registered Social Landlords acting as partners in the development.	<p>TBC Housing Service 01827 709709</p> <p>TBC Development Plan Team 01827 709709</p> <p>TBC Development Management Team 01827 709709</p>
Daylight / Sunlight Assessment	Tamworth Local Plan 2006-2031 Policy EN5 (Design of new development)	For developments which are likely to give rise to a loss of daylight / Sunlight to neighbours occupiers and users.	Information sufficient to enable assessment e.g. block plan showing neighbouring properties in relation to development.	<p>BRE Digest 2009</p> <p>TBC Development Management Team 01827 709709</p>
Structural Survey	NPPF	A structural survey should be submitted in respect of schemes which involve the demolition of a building / structure / Listed Building / Listed structure.	Structural Surveys should be carried out by qualified structural surveyors, and detail the existing structural condition of the building and any recommended remedial works to improve its condition if possible.	<p>NPPF</p> <p>South Staffordshire Building Control Partnership 01543 308157</p>

Telecommunication Supporting Info	NPPF	All applications, including prior notifications for any form of telecommunications development.	Plans/Elevations; details of other sites considered; pre-application consultations undertaken; general background information, including coverage existing and proposed coverage maps and ICNIRP Certification	NPPF Code of Best Practice on Mobile Phone Network Development .
Employment Land Assessment	NPPF Tamworth Local Plan 2006-2031 Policy EC6 (Sustainable Economic Growth) and EC8 (Strategic Employment Sites)	In relation to sites or buildings in an existing employment use (B Class use) where the developer wants the Local Planning Authority to take into account the marketing situation for the site and/or where the Local Planning Authority has identified that marketing will be a material consideration for a development proposal.	A statement identifying how a site and/or premises have been marketed for employment use, for a period of not less than 12 months immediately prior to the submission of the planning application including details of: (a) The date of the commencement of the marketing exercise (b) The names and addresses of the agents marketing the premises (c) The publicity material produced to market the premises (d) The availability of the marketing material (e) The terms on which the premises has been marketed (f) Details of all of the inquiries received in response to the marketing exercise	TBC Development Plan Team 01827 709709

Planning application validation matrix

THURSDAY, 16 MARCH 2017

REPORT OF THE PORTFOLIO HOLDER FOR REGENERATION**NORTH WARWICKSHIRE NEW DRAFT LOCAL PLAN 2016 CONSULTATION****EXEMPT INFORMATION**

None

PURPOSE

To advise Cabinet of the latest consultation from North Warwickshire Borough Council on its new draft Local Plan 2016 and supporting documents and to agree a response.

RECOMMENDATIONS

1. That Cabinet note the policies and proposals contained within the North Warwickshire New Draft Local Plan 2016 and evidence base.
2. That Cabinet approve the comments, contained in Appendix A, to be made to North Warwickshire Borough Council on the North Warwickshire New Draft Local Plan 2016.

EXECUTIVE SUMMARY

The North Warwickshire New Draft Local Plan 2016 brings together the adopted Core Strategy with some changes, the Draft Site Allocations Plan and the Draft Development Management Plan to form a new Local Plan for North Warwickshire. The plan looks forward to 2031 and beyond to provide housing and employment to meet the needs of the Borough and the wider area and sets out the required infrastructure to accommodate growth.

The New Draft Local Plan 2016 was issued for consultation in November 2016 following the LDF Sub-committee meeting on 3rd August 2016. Further changes were incorporated at LDF Sub-committee on 31st October 2016 prior to release. The consultation period commenced 10th November 2016 and will run to 31st March 2017.

The Local Plan contains planning policies to guide the development and use of land. There are detailed policies for individual sites and aspirations for development and promotes the principle of sustainable development in the right place at the right time. The plan seeks to ensure that growth is considered comprehensively and not in a piecemeal way and that the necessary infrastructure is provided to ensure developments work for both existing and future residents and businesses.

The proposed response to the consultation is contained within Appendix A. The key issues with respect to Tamworth are identified as follows:

Housing

There is a requirement to provide a minimum of 5,280 dwellings by 2031 in North Warwickshire which comprises:

- 3,800 for the Borough itself

- A further 940 dwellings arising from the Coventry and Warwickshire Housing Market Area and Greater Birmingham Housing Market Area (GBHMA) on the basis of a 35% to 65% split respectively
- A further 540 to deal with Coventry's shortfall.

Added to this the local plan has an aspiration to provide a further 3,790 dwellings to meet 10% of the GBHMA shortfall taking the total requirement up to 9,070 dwellings.

Since 2006 there have been a total of 706 completions and 1056 dwellings that have been approved for construction. With a 5% reserve of housing sites a total of 6,728 dwellings remain to be provided during the plan period to 2031.

It is proposed that Tamworth Borough Councils response should acknowledge North Warwickshire's position in looking to assist both the GBHMA and Tamworth with housing delivery. There is a commitment to provide 500 dwellings as agreed within a Memorandum of Understanding of 2012 but the balance is seen to be incorporated within the GBHMA total. This suggests that delivery for Tamworth would be a proportion of the 3,790 and as this figure is 10% of the total required, North Warwickshire would only deliver 10% of the remaining requirement for Tamworth which would translate to 82 units which is not acceptable. It is proposed that North Warwickshire should separate the Tamworth requirement from the GBHMA and identify individual sites to meet the requirement. This should also be reflected in a new Memorandum of Understanding.

A large swathe of land is identified to the east of Polesworth and Dordon amounting to 160.8 hectares has been allocated for 2,000 dwellings. The proposed response points out that there will be a significant impact on the infrastructure within Tamworth, as it is the nearest main centre and that impact that should be mitigated.

A site at Robey's Lane adjacent to the former Tamworth Golf Course has also been allocated for residential development for 1190 dwellings. The land was formerly part of the Meaningful Gap that sought to provide clear separation between Tamworth, Polesworth and Dordon. The proposed consultation response makes clear that Tamworth does not support the allocation. Should the site be brought forward there will be severe impacts on infrastructure within Tamworth that need to be addressed and the requirement that the main access should come through the golf course development is not appropriate.

The necessary highway modelling information to support the local plan and the housing allocations is not currently available so the scale of impact cannot be assessed.

Employment

North Warwickshire has continued with the target of 60 hectares over the plan period identified within its Employment Land Review however, this figure would only meet the minimum growth of 5,280 housing units. The aspiration to deliver 9,070 homes would increase the employment land requirement to 91 hectares.

The proposed response welcomes the commitment to look to deliver Tamworth's employment land requirement that cannot be met within Tamworth in conjunction with Lichfield District Council. The two neighbouring authorities will be required to allocate a minimum of 14 hectares for Tamworth. North Warwickshire has allocated an 8.5 hectare site to the South-west of Junction 10 of the M42 due to its relationship to developments within Tamworth and this allocation is supported. However this site is taken in by the HS2 and it is suggested that a reserve site is also identified. In addition a 25.4 hectare site has been granted outline approval at appeal that could meet a substantial proportion of Tamworth's requirement and lies close to the border with Tamworth. North Warwickshire has been encouraged to consider this site and a revision to the current Memorandum of Understanding.

No further comments have been made on the plan. Following consultation, North

Warwickshire Borough Council will consider changes to the plan. A submission version will be the next iteration of the plan which will then be submitted for independent examination. Further comments can be made at this stage as well as representations at the examination itself.

OPTIONS CONSIDERED

The Council could decide not to respond, however this will mean that our views and potential requests for amendments are not formally recorded or taken into account in future versions of the Local Plan.

RESOURCE IMPLICATIONS

There are no resource implications specifically as a result of this report. However, there are development proposals located adjacent to the Tamworth boundary that would impact upon the infrastructure within Tamworth Borough, particularly highways and education provision that will require mitigation through the development. A further request will be made to also mitigate the impact on sport and leisure and affordable housing. As the scheme is contained within North Warwickshire Borough Council, Tamworth Borough Council will receive no additional Council Tax or New Homes Bonus.

LEGAL/RISK IMPLICATIONS BACKGROUND

The preparation and adoption of Development Plan Documents is guided by the Planning and Compensation Act 2004 and the Town and Country Planning (Local Planning) Regulations 2012. A Local Plan could be found 'unsound' at an examination if these requirements are not observed.

It is important that the North Warwickshire New Draft Local Plan 2016 is found sound as it will provide at least 500 homes for Tamworth's housing need and 8.5ha of employment land with an aspiration to seek to meet the full housing and employment requirements in conjunction with Lichfield District Council.

A Memorandum of Understanding was signed in July 2012 between Tamworth, Lichfield and North Warwickshire to commit to the delivery of 500 dwellings within each of Lichfield and North Warwickshire to meet Tamworth's housing need. During the preparation of Tamworth's Local Plan, the housing requirement increased to 1,825 units and a further requirement for a minimum of 14 hectares of employment land has been highlighted. A new MOU is recommended between all parties to reflect the new requirements and ensure that plans are up to date and relevant and that they can be monitored and reviewed in a timely manner.

SUSTAINABILITY IMPLICATIONS

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

The development plan provides the framework for the delivery of local plan policies and proposals which will impact on the three facets of sustainable development: economic, social and environmental. The impact of these developments will need to minimise any potential negative impacts and conflicts in order to achieve the most sustainable outcome for Tamworth.

The impacts of development within North Warwickshire will be felt in Tamworth and the consultation will draw these issues out and highlight potential measures to mitigate adverse impacts in order to achieve sustainable development.

BACKGROUND INFORMATION

Please see list of background papers section below that provides a link to the North Warwickshire New Draft Local Plan 2016, supporting documents and evidence base.

REPORT AUTHOR

Sushil Birdi, Senior Planning Policy and Delivery Officer (x279)

LIST OF BACKGROUND PAPERS

North Warwickshire New Draft Local Plan 2016.and supporting documents.

https://www.northwarks.gov.uk/info/20028/forward_planning/1357/new_draft_local_plan

APPENDICES

North Warwickshire New Draft Local Plan (November 2016) Representation Form



North Warwickshire
Borough Council

Local Plan
(November 2016)
Representation Form

Ref:

(for official use)

Please return to North Warwickshire Borough Council by **31st March 2017**
(email to planningpolicy@northwarks.gov.uk or post to Forward Planning Team, North Warwickshire Borough Council, The Council House, South Street, Atherstone, CV9 1DE

All representations will become public

	1. Personal Details	2. Agent Details (If applicable)
Name	Matt Bowers	
Job Title (If relevant)	Head of Managed Growth, Regeneration and Development	
Organisation (If relevant)	Tamworth Borough Council	
Address line 1	Marmion House	
Address line 2	Lichfield Street	
Address line 3	Tamworth	
Address line 4		
Postcode	B79 7BZ	
Telephone number	01827 709277	
Email address	Matthew-Bowers@tamworth.gov.uk	

Do you support the Local Plan? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
If yes, we would like to know why you support the document. If no, please explain why and what changes you would like to see to the document	
Paragraph No	COMMENTS
7.36	The commitment to deliver 500 dwellings for Tamworth remains as set out in the Memorandum of Understanding. It should follow that a site is identified (as with the employment site below to help meet Tamworth's employment requirement). A further commitment to meeting the balance of Tamworth's housing requirement is intimated in paragraph 15.44 and this too should be incorporated within the plan and sites identified to meet the requirement.
7.46	It is suggested that a site allocation at land to the west of Junction 10 M42 will help meet a proportion of the 14 hectares that Tamworth require to meet its employment needs. The allocation is welcomed; however the 14 hectares should be seen as a minimum figure. HS2 will impact on this site and it may not be available in future in which case a reserve site should be identified. The draft plan states that additional housing and employment needs will be considered within the Greater Birmingham HMA requirement which suggests that individual sites will not be identified that would directly contribute to Tamworth's requirement. We would prefer to see a clear commitment to how much of Tamworth's unmet needs are being met (presumably you will have agreed with Lichfield on the balance) and how these will be met.
15.43	"The site south-west of Junction 10 of the M42 is seen as part of the neighbouring local authority due to its physical location and access through Page 70 Relay Park means it is read as

being part of Tamworth. For this reason the Borough Council will accept that this contributes to the proportion of 14 hectares being sought by Tamworth Borough Council.”

Similar criteria should be applied to sites that can be read to be aligned with Tamworth. The 25.4 hectare site to the south-east of the M42 Junction 10 that was granted outline consent at appeal (decision date 28th November 2016) for B1, B2 and B8 uses falls into a similar category due to its proximity to Tamworth. As with the site above, a proportion should be allocated to Tamworth which would go towards meeting employment needs. The residential proposal site at Robey’s Lane also displays very similar attributes and access is being stipulated to be provided through a development site within Tamworth that will be delineated from the rest of North Warwickshire by the Meaningful Gap. It will clearly relate more to Tamworth than North Warwickshire.

15.44

The approach being taken to meeting the remaining 825 required to meet Tamworth’s housing need is confused. There is an aspiration to provide an additional number of units to meet the needs arising from the Greater Birmingham Housing Market Area of which Tamworth is part. The 3790 units being provided for the GBHMA will also meet a proportion of Tamworth’s need. This infers that only a proportion of the 825 units will be delivered as only part of the GBHMA need will be met.

Migration and commuting patterns have been suggested as a reasonable basis to test the delivery of additional housing units that amount to 10% of the GBHMA requirement (3790 out of 37,900 total requirement). On this basis it can be assumed that 10% of the Tamworth requirement would be met through this approach and an additional 82 units would be delivered. The remainder would therefore fall to Lichfield (743 units). It is felt that this is not a sustainable approach and does not conform to the Duty to Co-operate.

It is requested that the Tamworth requirement is separated from the GBHMA requirement and specific sites are identified that would also avoid any issue of double counting. Without this level of clarity, the distribution of housing numbers is confused and not properly justified.

Tamworth has not been able to implement the requirement for a single pitch identified through the Gypsy, Traveller and Travelling Showpeople Accommodation Assessment.

Tamworth would request that the requirement for a single pitch to meet Tamworth’s need be considered as an allocation cannot be progressed in the Borough at present.

The role that North Warwickshire is providing to assist in addressing the housing shortfall within the GBHMA is acknowledged and supported. Similarly, the aspiration to assist Tamworth in meeting its employment and housing needs is also welcomed and it is recommended that this is captured within a revised Memorandum of Understanding at the appropriate time.

Do you support the Policies LP1 – LP40?

YES

NO

Poicy Number(s) 39

Please give your reason below

LP39 Housing Allocations

Tamworth strongly objects to the housing allocation at Robey's Lane. The unacceptable reduction in the area within the meaningful gap has been used to provide a site to deliver development at the boundary of Tamworth but maintain a buffer between this development and the rest of North Warwickshire. In effect North Warwickshire is facilitating development that will be seen to extend Tamworth into North Warwickshire where previously a clear separation existed.

The scale of development proposed will impact significantly on services and infrastructure within Tamworth and there is no mention of any corresponding contributions to Tamworth to mitigate the impact of development at this location. The lack of supporting evidence and justification for the proposed allocation should necessitate its removal from the plan.

Tamworth Borough Council is extremely concerned that this allocation, along with allocations around Polesworth will increase traffic numbers on the local network leading to a more than significant impact, particularly along the B5000, Pennine Way, A5 and M42 junction. There is no evidence on transportation available that demonstrates the impact and the mitigation required.

Do you support the housing allocations (LP39)? YES

NO

Site Address Land west of Robey's Lane, adjacent Tamworth

Please give your reasons below

The reduction in the area within the meaningful gap has been used to provide an opportunity to deliver development at the boundary of Tamworth but maintain a buffer between this development and the rest of North Warwickshire. In effect North Warwickshire is facilitating development that will be seen to extend Tamworth into North Warwickshire where previously a clear separation existed.

There are serious concerns that the highway infrastructure will not be able to support the scale of development proposed at Robey's Lane and Polesworth. The M42, A5, Penine Way and B5000 corridors suffer from congestion particularly during peak hours and there is no demonstration that there is capacity to accommodate increased traffic numbers or measures that would be required to release capacity. A detailed assessment should be carried out to determine the feasibility and quantity of development that can be delivered as well as an indication of mitigation required. The proposal cannot be deemed to be sustainable development in the context of these concerns and the proposal should therefore be removed from the plan.

The scale of development proposed will impact significantly on services and infrastructure within Tamworth and there is no mention of any corresponding contributions to Tamworth to mitigate the impact of development at this location. Should this site be brought forward against the view of Tamworth, there should be a clear requirement for development at this location to contribute towards provision that may be required in Tamworth including education, open space and green infrastructure, leisure and sports facilities, transport and walking and cycling provision as well as affordable housing.

The release of 66 hectares east of the former Tamworth Golf Course is subject to primary access to be provided via the adjoining Golf Course redevelopment site (only

service/emergency and pedestrian access to be accommodated onto Robey's Lane). It is not clear what the impact would be on the scheme should the access from the golf course not be secured as presumably the development should not come forward. The reference to the primary access to be provided through the former golf course development should be removed as it is outside the scope of a local plan to insist that the developer of a site in a neighbouring authority facilitate a large scheme outside their development site when no such requirement has been placed on them at any time.

Development at the former Tamworth Golf Course has commenced. The Robey's Lane allocation will result in over 2,000 dwellings being built in the short to medium term, there is a concern that two separate sites of this nature in close proximity will distort the market and potentially the rate of delivery. Tamworth is reliant upon this development meeting a large proportion of its housing need and the allocation at Robey's Lane may have an adverse impact. Should housing delivery slow down, Tamworth may have to look at further allocations to boost supply. It is unlikely that the shortfall can be addressed given the constrained nature of the Borough and there may well be a further requirement on North Warwickshire as well as Lichfield to assist in addressing this shortfall. These issues are highlighted within the recent Housing White Paper and evidenced in the preparation of the Birmingham Local Plan.

The 160.8 hectares to the east of Polesworth and Dordon is a significant allocation intended to realise 2000 new dwellings. Again, the proximity to Tamworth will have an impact on its infrastructure. An assessment should be carried out of the feasibility of the proposal and identify any issues requiring mitigation within North Warwickshire and Tamworth that the scheme should address.

Do you support the Employment Allocations (LP40) YES **NO**

Site Address: Land west of Junction 10 M42

Please give your reasons below

This site adjoins Centurion Park within Tamworth and therefore would be seen to serve the needs of Tamworth.

The approach taken to allocate this site to meeting Tamworth's requirement should be extended to other sites for employment and housing needs allowing for easy identification.

The site to the south-east of the M42 Junction 10 granted at appeal allocates 25.4ha for B1, B2 and B8 uses. This site should also be seen as contributing to the needs of Tamworth and the plan should make the proportion available to meet Tamworth's need clear and incorporated into the plan.

These sites should be reflected in a new Memorandum of Understanding.

Do you have any comments to make on the associated consultation documents?

Infrastructure Delivery Plan

Sustainability Appraisal

Please set out your comments below

In view of the comments relating to the proposal at Robey's Lane, the infrastructure requirements generated by the scheme will have the greatest impact on Tamworth and

mitigation in the form of new or improved facilities should be directed to Tamworth.

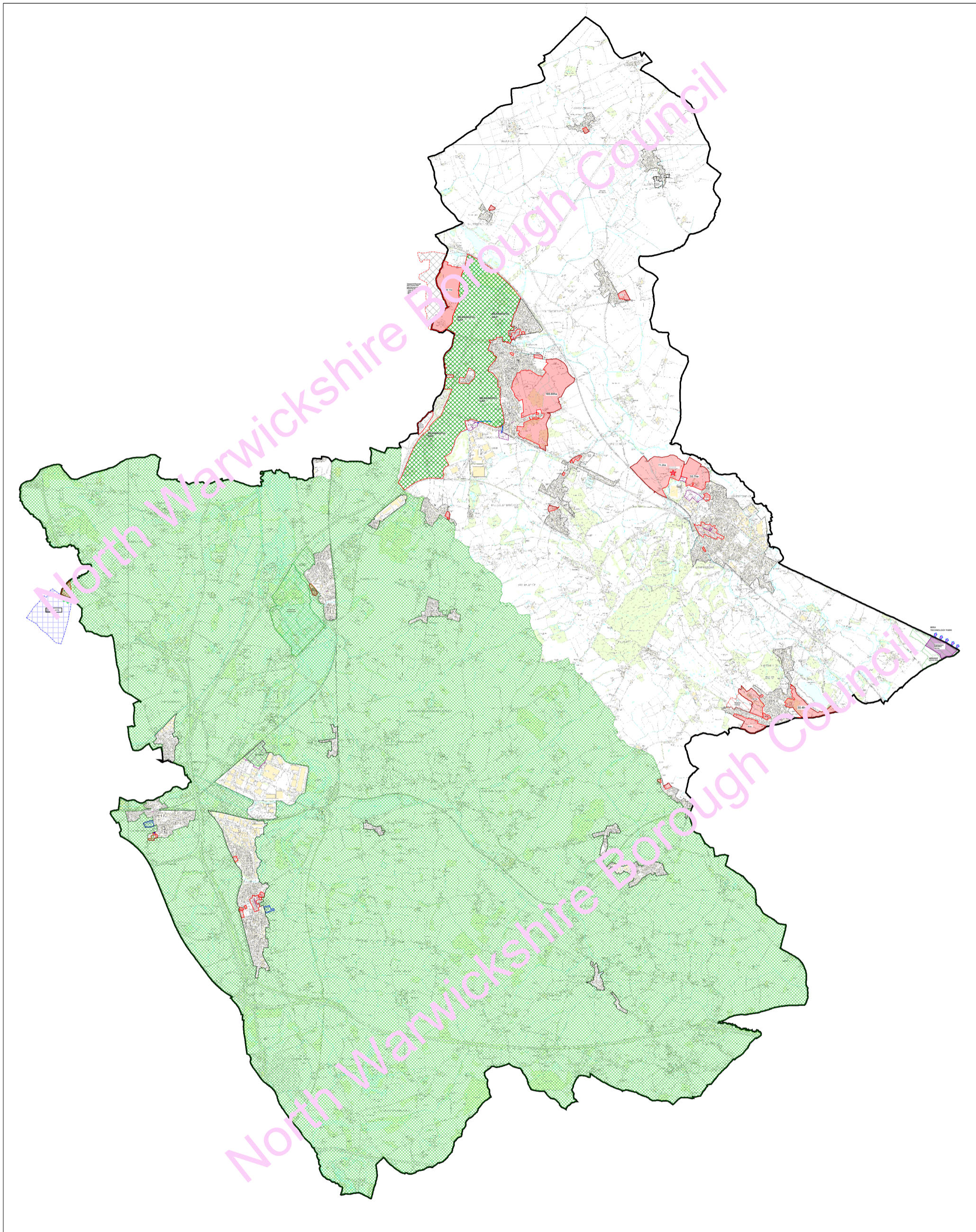
The IDP makes reference to education, sports, leisure, transport, housing, green infrastructure, social infrastructure, public services, utility services and digital technology. The only area where costs are quantified is education and further studies and reports are required in order to quantify the contributions required in each of the others areas. It would appear that the requirements within the IDP are mainly aspirational and further work is required for it to serve the purpose of an IDP document. The missing elements within the IDP particularly those related to highway infrastructure are a glaring omission as the major proposals revolve around them.

The lack of evidence in the form of highway modelling does not allow for a realistic appraisal of the impact of developments that are being proposed. In particular, the cumulative impacts of development is unknown and in that regard the Sustainability Appraisal cannot be seen to be complete,

The potential contributions to infrastructure within Tamworth can be found within the Local Plan evidence base in a number of detailed studies relating to areas such as sport and leisure, green and blue infrastructure, affordable housing, education and transport.

Do you wish to have your details added to our mailing list? We will then consult you on any further consultations undertaken by the Forward Planning Team YES NO

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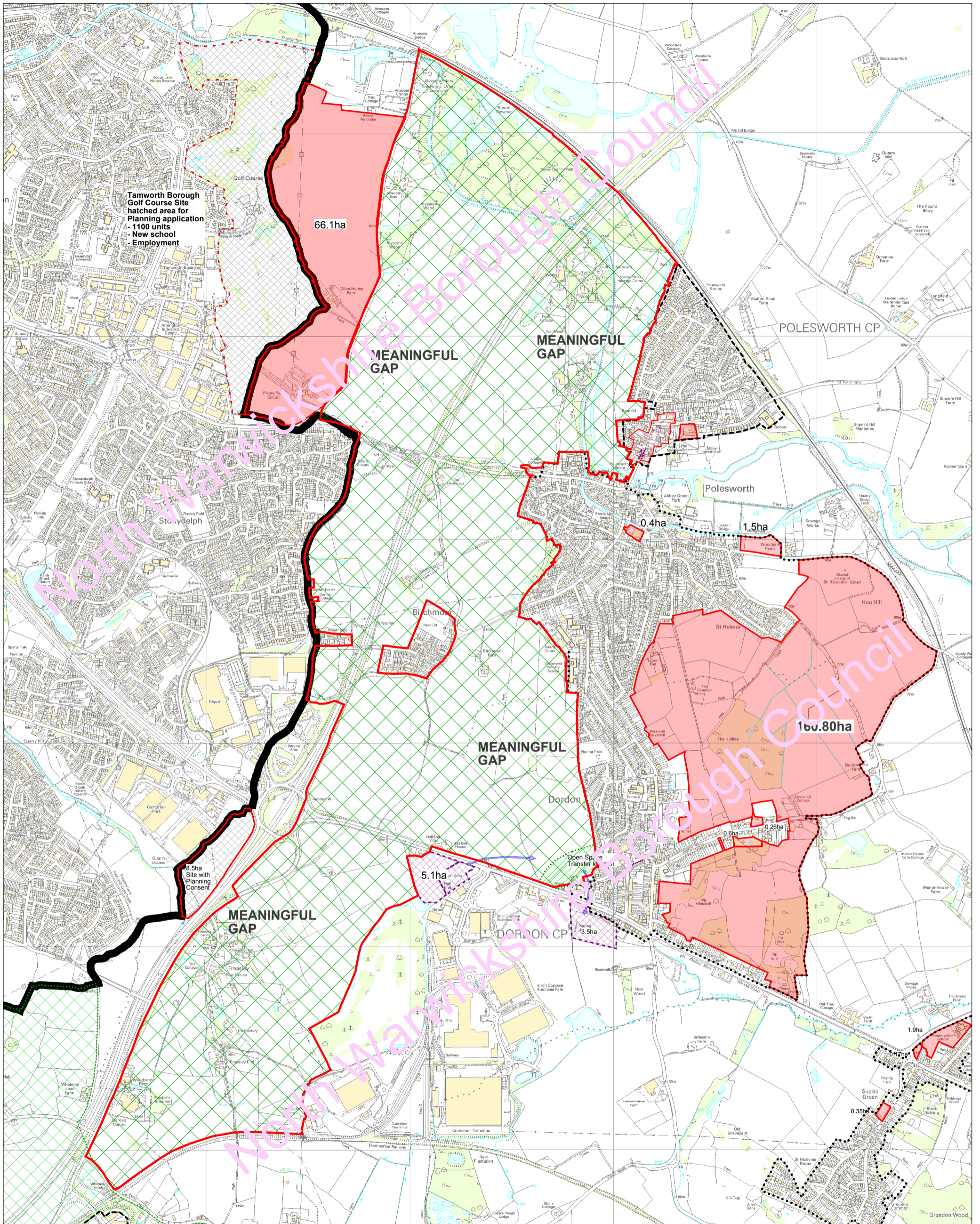
**North Warwickshire
New Local Plan 2016 Consultation
Site Proposals**

New Local Plan Consultation November 2016

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THURSDAY, 16 MARCH 2017

REPORT OF THE PORTFOLIO HOLDER FOR HOUSING SERVICES**HOMELESSNESS PREVENTION STRATEGY UPDATE****EXEMPT INFORMATION**

N/A

PURPOSE

To inform Cabinet on progress regarding the implementation of the Homelessness Prevention Strategy 2016-20 and to provide an update on the wider policy context that directly impacts on the Council's capacity to assist local people in housing need.

Additionally, the report seeks Cabinet approval of a number of key policies that will further support the delivery of the Strategy Action Plan and strengthen the Council's approach to the prevention of homelessness.

The report also seeks approval for an increase in the budget for temporary accommodation for the 2016/2017 financial year.

The report also seeks approval from Cabinet to formerly end the tender process for the proposed Practical Support scheme and agree alternative uses for the £25K allocated resources for this project are explored.

RECOMMENDATIONS

That Cabinet approves the Discharge of Duty into the Private Rented Sector Policy as shown at Appendix A.

That Cabinet approves the Temporary Accommodation Policy shown at Appendix B.

That Cabinet agrees to the conclusion of the Council's Sanctuary Scheme and approves changes to the manner in which the Housing Solutions Fund is administered to prevent homelessness

That Cabinet approves an increase of £100K in the Bed and Breakfast income and expenditure budgets for the 2016/2017 financial year as set out in the financial implications section of the report

That Cabinet confirms the termination of the current procurement exercise for the provision of a Practical Support Service

EXECUTIVE SUMMARY

In November 2015, Cabinet approved the Homelessness Prevention Strategy 2016-20. The Strategy clearly set out how the Council and its partners will provide effective services and assistance to those residents who are either homeless or at risk of becoming homeless. The Strategy, endorsed by Members, was supported by an Action Plan.

The policy context in which the Council now operates has changed over recent years and has required us to review service delivery and refresh our approach to housing and housing related support. This has been particularly evident regarding homelessness services in Tamworth. There has been an increase in demand both locally and nationally. In addition the proportion of those seeking assistance with housing issues who are vulnerable or who have complex needs is also increasing.

This, combined with the withdrawal of other services that provided valuable support and the on-going impact of Welfare Reform, has resulted in increased demands on the Council's housing services resulting in , an increased use of temporary accommodation, additional pressure on the already limited supply of affordable housing in the Borough and a need for more involved case management and support of vulnerable clients.

It has therefore been necessary to review and refresh our approach to homelessness prevention within this wider context to ensure the resources we have at our disposal are utilised effectively to assist those residents in need and to generate savings to the Council and its partners by preventing homelessness, negative impacts on health and well-being and other social problems that increase demand on the system and budgets, particularly those utilised for the provision of temporary accommodation.

Additionally, the approach to Homelessness Prevention in Tamworth will in all likelihood be revised to accommodate anticipated legislative change that will arise from the passage of the Homelessness Reduction Bill through the House of Commons.

In addition to approving the Homeless Prevention Strategy in November 2015, Cabinet also gave approval for the Council to participate in the Gold Standard scheme. The proposals within this report further support this ambition and contribute towards the delivery of quality services for the customer.

A number of measures are consequently proposed against this backdrop of increased pressure on the Housing Solutions Team and the anticipated legislative change highlighted above that will place a legal duty on Local Authorities to prevent homelessness. This process of change and service development will be on-going and members will be further updated as revised plans are formulated. At this point, the following initiatives are proposed to ensure the service continues to develop and evolve to meet current and future challenges.

Discharge of Homelessness Duty into the Private Rented Sector (PRS)

Where the Council has accepted that an applicant is homeless, eligible for assistance, in priority need and not intentionally homeless, the main housing duty is to secure suitable accommodation. Under current arrangement, the majority of accepted homeless households have been rehoused into social housing on a secure, fixed term or assured tenancy.

However, the Localism Act 2011 introduced changes that provide a power for the Council to end its main homeless duty through an offer of suitable private rented sector accommodation without requiring the applicant's agreement.

It is proposed that the Council, in line with government policy and aspirations to effectively utilise social housing for those people who are vulnerable and in the most need, introduces a Policy to Discharge Homelessness Duty into the Private Rented Sector (attached at **Appendix A**).

The Policy meets the legislative requirements to demonstrate:

- How the regulations will be used and;
- How the individual circumstances of each household will be considered when deciding whether to apply this option.

The Policy also sets out measures that are designed to ensure:

- the property is suitable for the purposes of discharge of duty and has been assessed as

- such against agreed criteria
- the landlord is a fit and proper person (again against agreed criteria)
- a fit for purpose Tenancy Agreement is in place
- a Tenancy Deposit is placed in the Tenancy Deposit Protection scheme
- the household has been assessed as being suitable for a PRS offer of accommodation
- further consideration is made of factors such as the location of the property; affordability and property size and design

The Council has a duty to make one reasonable offer of either social or privately rented property to discharge its duty to an accepted homeless household.

If the applicant either refuses or fails to respond to a suitable offer of accommodation the Council can end its statutory duty to provide accommodation. All applicants will have this explained to them in writing at the time of acceptance.

Applicants will be able to request a review be undertaken should they dispute the decision made by the Council or their suitability to be offered PRS accommodation.

Enabling the Council to discharge its Homelessness Duty into the PRS will encourage better use of the existing social housing stock to accommodate those in the most need, empower the Housing Solutions team to realistically pursue alternative options to discharge duty that will reduce demand on social housing and comply with the policy direction as set out in recent government legislation and directives.

Temporary Accommodation Policy

As per the relevant aims set out in the Homelessness Prevention Strategy 2016-20, the Temporary Accommodation Policy (as attached at **Appendix B**) sets out how the Council will meet its responsibilities to people who are homeless or threatened with homelessness in Tamworth. The policy also supports recent case law from the Supreme Court (*Nzolameso v Westminster*, 2015). This ruling set out that Local Authorities must produce a policy which sets out how it will procure accommodation for households who are homeless in its district and in which circumstance out of area accommodation may be utilised.

The policy is compliant with these requirements placed on the Council and its statutory duty to assist households presenting as homeless where they are eligible for assistance and in priority need.

The Policy sets out how the Council will utilise Temporary Accommodation (TA) when households have been accepted as homeless or are owed a homelessness duty, or in some cases when their homeless application is being investigated.

The Council will utilise a range of TA (including B&B accommodation, Private Sector Leasing Scheme properties, hostel accommodation and Council Housing) and seek to accommodate homeless households within suitable accommodation within the Borough. However, given increasing demand on the Housing Solutions service to assist homeless households, it has become increasingly difficult to acquire suitable TA within the town and out of Borough accommodation is sometimes sourced to enable placements to be made to fulfil the Council's housing obligations.

TA utilised by the Council is subject to periodic assessment to ensure continued suitability and affordability.

With regard to B&B accommodation, the Policy clearly highlights the intention to limit its use for 16/17 year olds, families with dependent children, pregnant women and those with ill health. Where no other suitable accommodation exists and such placements are necessary, the Council will endeavour to move such households to more suitable accommodation within six weeks.

As demand continues to increase and the use of B&B accommodation has become more

prevalent, strategies are currently being formulated that are designed to reduce the use of B&B's and ensure vulnerable households are not placed in such accommodation at all. Further reports to Cabinet will be submitted to agree any necessary changes to policy to achieve these strategic aims.

As specified within the policy one offer of accommodation will be made where it has been established there is a duty to accommodate temporarily in emergency Temporary Accommodation. If an applicant refuses an offer of accommodation and the Council considers the offer suitable, the Council's duty will cease and the applicant shall not be offered further TA and shall alternatively be required to make their own arrangements. The Council's policy does not provide the right of review against the suitability of accommodation offered.

However, Where an applicant is accepted for a main housing duty, longer term suitable temporary accommodation will be provided. Again, the Council will make one offer of suitable accommodation but in this instance there is a right to request a review of the suitability of accommodation.

The policy is also compliant with legislative requirements to end the use of TA.

The Temporary Accommodation policy is intended to provide clarity as to how the Council will meet its responsibilities to people who are homeless or threatened with homelessness. The policy will remain under review to take account of increasing demand, the continued availability of good quality TA and to develop viable alternatives to the use of B&B accommodation.

Cessation of the Sanctuary Scheme

A key action within the Homelessness Prevention Strategy approved in 2015 was to review homelessness prevention tools. As part of this, a review of the Sanctuary Scheme revealed that many of these installations were often crime prevention measures rather than full Sanctuary Schemes (such as fully converted sanctuary rooms) or measures designed to prevent homelessness occurring.

Given this evidence and other national shifts in policy away from Sanctuary Schemes as best practice, it is proposed that the Sanctuary Scheme in its current format be formally ended and funds for this purpose are incorporated into the Solutions Fund to re-focus the purpose of this activity away from crime prevention and back to the prevention of homelessness and wider the criteria to include race and hate crime which could lead to the loss of the home. A full risk assessment was completed as part of this review and is attached at **Appendix C**.

Bed and Breakfast Budget

It is also proposed that an additional £100K be made available for the Bed and Breakfast budget. Any additional expenditure on the Bed and Breakfast budget is offset by increased income received from rent charged to service users. This is in addition to the £100K increase to this budget already actioned this financial year. This request is necessary due to the further increase in demand for Temporary Accommodation (TA) over the course of the last 12 months. The number of people in B&B has continued to increase in recent months. Additional budget will therefore be required to ensure sufficient resources are in place until the end of the financial year. A review of TA is underway and a key priority for the new Homelessness Prevention Strategy is to reduce the reliance on B&B and seek to utilise a range of options that better meet the needs of customers and offer value for money alternatives for the Council. It is anticipated a further report to Cabinet detailing options and recommendations will be forthcoming in March 2018.

Practical Support Scheme

Cabinet on 29th September 2016 delegated authority to the Director of Communities, Partnerships and Housing to procure a Practical Support Service. However, since this time a changing picture of demand upon the Council with an increase in more complex and vulnerable cases has resulted in the need to review the type of service being procured. It is therefore proposed that the current procurement exercise for the provision of a Practical Support Service is terminated and alternative uses for funding allocated for this purpose are explored.

OPTIONS CONSIDERED

Discharge of Homelessness Duty into the Private Rented Sector (PRS)

Options	Benefits	Risks
Do nothing	Free up social housing for those in most housing need	Additional pressure on social housing Status quo maintained and current perceptions around social housing perpetuated
Implement policy	Increase housing options available Earlier prevention homelessness Relieve pressure on Temporary Accommodation Reduce risk of legal challenge re: TA Improve management of customer expectations around the allocation of social housing Landlords work with the council to assist in the improvement of property conditions in the PRS	Potential for legal challenge and complaints increased Landlords unwilling to work with Council Properties not available in PRS Additional pressure on Private sector Housing Team

Temporary Accommodation Policy

Options	Benefits	Risks
Do nothing	There are no tangible benefits to the council in not having a TA policy	Legal challenge arising from recent case law applied to out of borough placements No clear approach how the Council places people in TA Council not compliant with legislation TA not meeting required standards Weak approach to TA reflected in Gold standard assessment process and failure to meet set challenges

Implement policy	<p>Clear approach in place to placement in TA</p> <p>Risk of legal challenge reduces</p> <p>Compliant with relevant legislation</p> <p>Clarity provided for officers and customers re: approach to TA</p> <p>Provides a framework that supports anticipated proposed legislative change</p> <p>Improved standards in TA</p> <p>Assist in achieving Gold standard</p>	<p>Lack of suitable TA available to meet increasing demand</p> <p>Increased workload for Private Sector Housing Team</p> <p>TA does not meet required standards and providers don't co-operate to rectify</p>
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Cessation of the Sanctuary Scheme

Options	Benefits	Risks
Do nothing	Scheme is retained	<p>Scheme in its current format is not fit for purpose placing customers at risk of harm</p> <p>Best Practice has moved away from Sanctuary schemes due to risks</p> <p>Continues to be utilised as a crime prevention measure rather than for its intended purpose of preventing homelessness</p> <p>Not being utilised to its full potential</p>
End the current Scheme and incorporate measures into Solutions Fund	<p>One simple fund for officers linked to the prevention of homelessness</p> <p>Offer a scheme which is more relevant and fit for purpose</p> <p>Clarity of the purpose and its links to homelessness</p>	<p>Demand increases and unable to meet it</p> <p>Partners fail to recognise the purpose of the scheme</p>

	<p>prevention</p> <p>Wider approach linked to other support agencies benefiting the customer</p>	
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Financial Implications

Discharge of Homelessness Duty into the Private Rented Sector (PRS)

There are no direct financial implications associated with the introduction of this policy. However demands on the Private Sector Housing Team are likely to increase and there may also be potential for an increase in legal challenge and costs attached to this.

It is difficult to anticipate the exact cost implications until the policy is implemented.

Temporary Accommodation Policy

There are no direct financial implications associated with the introduction of this policy. However demands on the Private Sector Housing Team are likely to increase and there may also be potential for increase in legal challenge and costs attached to this.

It is difficult to anticipate the exact cost implications until the policy is implemented.

Cessation of the Sanctuary Scheme

A spend plan attached to the Homeless Prevention Strategy was approved at Cabinet in November 2015. This allowed for £20K per annum to be allocated to the delivery of the Sanctuary Scheme. The above proposals to end the scheme and re-divert resources would require available resources to be added to the Housing Solutions Fund to enable officers to utilise funds to prevent homelessness.

Bed and Breakfast Budget

A further increase of £100K is requested for the B&B income and expenditure budgets in order to ensure sufficient resources are in place to meet demand until the end of the financial year. Increased demand over the last 12 months has resulted in the original budget of £192,280 being expended by November 2016. An increase in budgets of £100k was approved by the Section 151 Officer in line with Financial Regulations in order to meet further costs to the end of the financial year. However, as demand has continued to increase and this additional budget will soon be exhausted, it has become necessary to request a further £100K which under Financial Guidance will need Cabinet approval. Any increase in the Bed and Breakfast expenditure budget will be offset by an increase in income received from rent charged to service users. As the number of people in B&B has been further increased in recent months, the additional budget will be required to ensure sufficient resources are in place until the end of the financial year while alternatives to B&B are identified. As the rental charged is subject to Housing Benefit Regulations there will be an element that is not fully funded by Housing Benefit Subsidy. Any element of unsubsidised rental will fall as a cost to the General Fund. There should be sufficient budget within the Housing Benefit Budgets to finance any excess expenditure.

Practical Support Scheme

There are no financial risks associated with the decision to terminate the procurement exercise. The Council's procurement officer and solicitor to the council have confirmed that the Council has the ability to withdraw from the tendering process.

LEGAL/RISK IMPLICATIONS BACKGROUND

Homelessness, its prevention and Part VII duties are one of the Councils Statutory functions and failure to implement the Discharge of Duty into the Private Rented sector Policy, the TA

policy and changes to the existing Sanctuary Scheme could result in the Authority facing significant legal challenge in the form of Judicial Reviews.

The individual risks of each of the schemes are highlighted in the tables above.

SUSTAINABILITY IMPLICATIONS

The Council has for many years taken a prevention approach to tackling homelessness seeking to offer support to households in meeting their own housing needs wherever possible. The proposal within this report offer an opportunity for the Council to continually improve its homelessness prevention services and reduce the risk of legal challenge.:

The vision, priorities, objectives and actions contained in the Homelessness Prevention Strategy will contribute towards meeting targets and priorities set at national level as well as taking into account local evidence. They also feed into a number of corporate aims, objectives and strategies as well as those of many of the partner agencies involved in delivering housing and related services in the Borough

REPORT AUTHOR

Steve Pointon
Head of Strategic Housing

APPENDICES

Appendix A: Policy to Discharge Homelessness Duty into the Private Rented Sector

Appendix B: Temporary Accommodation Policy

Appendix C: Sanctuary Scheme Risk Assessment



Tamworth Borough Council

Strategic Housing Service

Policy to discharge homelessness duty into the Private Rented Sector

Document Location

This document is held by Tamworth Borough Council and the document owner is the Corporate Director of Communities, Partnerships and Housing

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

Revision History

Revision Date	Version Control	Summary of changes

Document Review Plans

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

Distribution

The document will be available on the Intranet and the website.

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1. Introduction and summary of provision

Where a local authority has accepted that an applicant is homeless, eligible for assistance, in priority need and not intentionally homeless, the main housing duty is to secure suitable accommodation (unless a referral to another local authority can be made under the local connection provisions).

Up to now, most accepted homeless households have been rehoused into social housing on a secure, fixed term or assured tenancy. While the local authority's duty could be discharged by securing a privately rented property on an assured shorthold tenancy of six or more months, this could only be with the consent of the applicant (known as a 'qualifying offer'). This provision has now been repealed.

The Localism Act 2011 introduced changes that provide a power to end the main homeless duty through an offer of a suitable private rented sector private rented sector property without requiring the applicant's agreement. However, such offers must provide:

- A written assured shorthold tenancy with a minimum fixed term of 12 months and
- A 'suitable' property in reasonable condition that is managed by a 'fit and proper' person – this is defined by the 'Suitability of Accommodation Order' which can be found at the following link:

http://www.legislation.gov.uk/ukxi/2012/2601/pdfs/ukxi_20122601_en.pdf

This power can be applied to households that made a homelessness application to the Council after 9th November 2012 (the commencement date).

If an applicant becomes unintentionally homeless from a private rented tenancy within two years, the Council has a continuing duty towards them and the statutory homeless duty revives, once only. This applies irrespective of any change in priority need. The revived duty may again be discharged through a further offer of private rented accommodation, in accordance with this policy.

The homelessness duty also continues to be able to be discharged through a suitable offer of social rented housing.

In order to use the regulations allowing discharge of the homelessness duty through an offer of accommodation in the private rented sector, a local housing authority must develop a clear policy on:

- How the regulations will be used and
- How the individual circumstances of each household will be considered when deciding whether to apply this option.

This Policy meets this requirement.

2. Policy aims and objectives

This policy operates alongside the Council's Strategic Approach to Housing set out in the Healthier Housing Strategy, the Allocations Policy, the Homelessness Prevention Strategy and Tenancy Strategy and is compliant with:

- The Housing Act 1996, as amended by the Homelessness Act 2002
- The Localism Act 2011
- Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on homelessness 2012
- Equality Act 2010
- Human Rights Act 1998
- Suitability of Accommodation Order 2012
- Homelessness Code of Guidance 2006

This policy will ensure a comprehensive and consistent needs and risk assessment is carried out for each statutory homeless household, ensuring that applicants' needs are appropriately met.

This policy will also ensure that there is no discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation and an equality Impact Assessment has been completed to support this policy.

Other relevant policies are:

- The Private Sector Housing Enforcement Policy (housing conditions)
- The Bond Scheme Policy (access to accommodation)
- The Allocations Policy (access to accommodation)
- The Solutions Fund Policy (homelessness prevention)

3. How will the Council determine that a Private Rented property is suitable for discharge of homelessness duty?

The Homelessness (Suitability of Accommodation) Order 2012 and associated guidance applies.

Tamworth BC will work with private landlords to identify properties that would be suitable for discharging the Council's homelessness duty.

Any tenancy used to discharge duty must provide:

- An assured shorthold tenancy for a minimum of 12 months
- A standard written tenancy agreement with no unfair or unreasonable terms

Where an offer of accommodation is made in the Private Rented Sector the tenancy to be used by the landlord will be checked by a Housing Solutions Officer, or a Private Sector Housing Officer prior to an offer being made.

The property must:

- Be in a reasonable physical condition (free of category one hazards as a minimum)
- Have an energy performance certificate that rates the property as E or better
- Comply with gas safety regulations (has a valid gas safety certificate and carbon monoxide protection)
- Have adequate fire safety precautions
- Comply with electrical safety regulations (Portable Appliance Testing and relevant electrical certificates)
- If a House in Multiple Occupation, must comply with the HMO Management Regulations 2006

A representative of the Private Sector Housing Team will inspect the property under the Housing Health and Safety Rating System and will work with the Housing Solutions \officer to gather the relevant Gas and Electrical Safety Certificates. Where the property is outside Tamworth, a request will be made for an inspection by the local authority within which it falls.

The landlord must be a fit and proper person and must not have:

- Committed any offence involving fraud or other dishonesty, or violence or illegal drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003
- Practiced unlawful discrimination on grounds of sex, race, age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, sexual orientation, gender identity or gender reassignment in, or in connection with, the carrying on of any business
- Contravened any provision of the law relating to housing (including landlord or tenant law) or
- Acted otherwise than in accordance with any applicable code of practice for the management of a house in multiple occupation, approved under section 233 of the Housing Act 2004

The Private Sector Housing Team will check their records (or ask other local authorities to check theirs if the property falls outside Tamworth's boundary) for any indications that the landlord may not be a fit and proper person. This process will be the same as that carried out for landlords of licensable HMOs. If the property is being used to house vulnerable persons then the Council will request that the landlord submits a Disclosure and Barring Service (DBS) Check.

The tenancy deposit must be placed in a tenancy deposit protection scheme.

Tamworth Borough Council will use the Bond guarantee scheme where accepted by the Landlord. Otherwise a Discretionary Housing Payment or a Solutions Fund payment could be considered to meet the requirement for a deposit. Landlords will be asked to confirm which tenancy deposit protection scheme they use.

4. Who will be considered for a discharge into the Private Rented Sector?

All households approaching the Council for assistance as homeless will undergo screening to determine their suitability for accommodation in the private rented sector irrespective of the final outcome of their homelessness application. This screening will take place at the latest within 3 working days of an application being made and the applicant informed of the result.

The screening will seek to identify any risk factors that might make the private rented sector an unsuitable solution. Examples include:

- The household has a high level of support needs and other forms of housing would be more appropriate – where this is the case then referrals will be made to supported accommodation
- The household requires an adapted property that is unlikely to be secured in the private rented sector
- The household has a history of failed tenancies in the private rented sector and is unlikely to be accepted by a landlord

Where there are no adverse indications, applicants will be informed at this point that, should their homelessness application be accepted, the Council will aim to provide a Private Rented Sector offer to discharge the Council's housing duty. The screening form is at Appendix 1 of this Policy.

Where the household has a contractual or other obligation to existing housing, the homelessness duty will not be discharged into the private rented sector until the contract or obligation is resolved.

Should additional vulnerabilities be identified during the homelessness investigation process, the screening will be reviewed and the applicant informed of the result.

5. Considerations when matching an applicant to a private rented property

The Council will discharge its housing duty responsibly so that households can afford the property offered to them and sustain their tenancy. Provided the applicant has been assessed as suitable for a private rented sector offer (see section 4), three further considerations will apply prior to an offer of private rented property being made and duty discharged.

5.1 *Property Location*

The Council will consider the suitability of the location for all the members of the household and a suitability assessment will be completed with every household when the Authority accepts a duty to house them.

Placement within the Borough will always be the first choice and the Council will try and make offers within its boundary unless specifically requested by the applicant. However there may be times where the Council will have to look at offers outside of its boundaries due to the size and geographical make up of Tamworth (For example, an offer may be made in a local

area to Tamworth, such as Fazeley or Polesworth which are both close to Tamworth and its amenities and services, but this would be considered an offer outside of the councils boundaries). Applicants may be placed further away and examples might be where a member of the household has existing work or supportive family living in a neighbouring authority. Where an exception is made, the neighbouring authority and the applicant will be notified that Tamworth Borough Council has the two year homelessness duty (see Section 7).

Tamworth is a compact area and household members should usually be able to travel within the area to work, family etc. However, consideration will be given to each member of the household's individual needs and, in particular, the practicality and cost of access to:

- Current employment or training
- Schools
- Medical facilities
- Caring responsibilities or family support.

5.2 Affordability

The Council will undertake a thorough assessment of affordability of any property by the household. A financial assessment will be carried out in order to ascertain the household's income and outgoings. The form for this assessment is at Appendix 2 of this Policy. Alternatively the Authority may ask an independent agency such as Citizens Advice to carry this out on its behalf.

If the assessment shows that the private sector is affordable the Homelessness Duty may be discharged by an offer of private rented accommodation. If the household fails to meet their rental payments and is made homeless as a result, the Authority will investigate the reasons for the household's homelessness and, unless there are mitigating circumstances (such as unforeseen and unavoidable expenditure), may make an intentional decision.

5.3 Size and design

The property should provide the household with sufficient bedrooms, as laid out in Housing Benefit regulations, and should not provide more than required.

Where a member of the family has a temporary or permanent disability or health condition, the property's design must be suitable for their needs.

In considering suitability, only members of the applicant's household listed on the homelessness application will be taken into account.

6. Offers of Private Rented Sector accommodation

The allocation of available private rented sector properties to households assessed as being suitable for such an offer will be at the local authority's discretion. At all times, the landlord of the property will have the final decision on who will be accepted into the property.

All households making a homelessness application will be placed onto the Council's housing register and their priority adjusted in accordance with the Allocations Policy. All households will be able to bid for available homes and, if made an offer prior to a suitable private rented sector property becoming available, will be able to accept this.

Accepted homeless households that are assessed as able to accept a private rented home will be made an offer of a suitable home in the following order:

1. Households that have specific needs (e.g. location or size) that are satisfied by the private rented sector offer but which may be difficult to meet in social housing
2. Households whose specific needs are or will be difficult to meet in temporary accommodation
3. Families who have been housed in Bed and Breakfast accommodation
4. The household with the oldest acceptance date

This approach provides most households with some opportunity to secure a social rented home while dissuading applicants from 'holding out' for the home they would consider ideal. In accordance with the Allocations Policy accepted homeless households that have failed to take up bidding opportunities that would meet their housing need will have bids placed on their behalf by their case worker.

6.1 *Refusals of offers of accommodation*

The Council has a duty to make one reasonable offer of either social or privately rented property to discharge its duty to an accepted homeless household.

If the applicant either refuses or fails to respond to a suitable offer of accommodation the Council can end its statutory duty to provide accommodation. All applicants will have this explained to them in writing at the time of acceptance.

Where the applicant refuses or fails to respond to an offer, the Council will explain:

- Their right to a review of the suitability of the offer of accommodation (see section 8)
- That they may lose their right to temporary accommodation.

This will be confirmed in writing and the letter handed to the applicant.

7. New approaches from applicants previously housed into the private rented sector (the “reapplication duty”)

Under section 195A Housing Act 1996, should the applicant approach the Authority as homeless within a period of two years following acceptance of the private rented sector offer under s.193 (7AA) Housing Act 1996, irrespective of whether the approach is from the offer property or elsewhere, the Council will treat the applicant as being homeless from the date of expiry of any valid notice. A landlord will not therefore be required to apply to court to regain possession.

The Council will not reinvestigate the priority need of the household as the priority need of the applicant will be retained from the date of the original acceptance of a homelessness duty irrespective of any changes in circumstances or household composition.

The Council will satisfy itself that the applicant is:

- Still eligible for assistance
- Actually homeless or threatened with homelessness within 28 days, including that a notice to quit is valid
- Did not become homeless intentionally from their last settled accommodation.

Where the duty revives and the applicant applies to a different local authority, the applicant can be referred back to the original local authority, unless there is an identified risk of harm to the household.

The revived duty may again be discharged through a further offer of private rented accommodation, in accordance with this policy, or through an offer of social rented housing.

This duty applies only once, on the basis that each offer must be a minimum of a one-year tenancy. Where a tenancy is no longer available by reason of emergency (fire, flood etc.) the Council will consider a further application under these different circumstances.

8. Reviews on the suitability of accommodation offered

As part of the offer process and in accordance with Tamworth Borough Council's policies and procedures, applicants will be advised of their right to request a review on the suitability of the accommodation offered. Applicants will also be advised of services from which independent advice can be obtained.

8.1 Accommodation options during and after a review decision

During the review process TBC is not legally obliged to provide the applicant with temporary accommodation. Applicants will be advised to accept the final offer of accommodation whilst the review is being considered. This is because the applicant will have somewhere to stay during the review process and there is no guarantee of a further offer of accommodation following the outcome of the review.

During the review process the property originally offered may, at the landlord's discretion, be held open whilst the review is considered.

If the review is unsuccessful and the property is still available, the applicant may be offered the property again. In this instance Tamworth BC will consider its homelessness duty discharged.

An applicant to whom the statutory homeless duty has ended as a result of their refusal or failure to respond will be able to stay on the housing register but their application will need to be adjusted to reflect their new living circumstances and their priority will be adjusted in line with the Allocations Policy.

Review process

Applicants can request a review within 21 days of the local authority telling them that the Council considers an offer to be suitable and that it has discharged its duty under homeless legislation.

Review requests can be made in writing or verbally to the local authority. Tamworth Borough Council will advise the applicant of the full procedure and process for completing a review of

the suitability of the accommodation offered and will also provide this to the applicant in writing.

The Council will consider review requests received after 21 days, but will not be obliged to agree to carry out the review.

Once a review request has been received, the Council will write to the applicant to acknowledge the request.

Tamworth Borough Council will complete the review within 56 days of receiving the applicant's original review request (unless a longer period is agreed with the applicant) and a senior officer who was not involved in the original decision will carry out the review.

Review outcome

The review outcome can be:

Unsuccessful – in this situation Tamworth Borough Council's original decision will stand and the authority will have made a suitable offer and discharged its housing duty

Successful – in this situation TBC will amend its original decision, and place the applicant back in Band 1 to commence bidding on Council properties again, but the Council can also make a further private rented sector offer.

Once the review has been completed TBC will write to the applicant informing them of the review decision. The outcome letter will explain the review decision, how the local authority reached this decision, and the right to appeal the review decision to the County Court if the applicant believes the decision is legally incorrect. An appeal must be made within 21 days of being notified of the review decision. (For further information on the appeals process, see below).

County Court appeals

An applicant can appeal to the County Court if they feel the review decision is legally incorrect. All appeals must be made to the County Court within 21 days of the review decision. Applicants considering an appeal to the County Court are advised to obtain independent legal advice. The local authority is not legally obliged to provide the applicant with accommodation during an appeal process.

9. Policy Review

This document will be subject to on-going review to reflect any changes in Legislation or operational need, but must be reviewed at least every 12 months. Minor changes can be agreed by the Director of Communities, Partnerships and Housing. Where there are significant changes, or changes to legislation then this will require the appropriate governance.

10. Monitoring the Policy

The policy will be reviewed annually or sooner if there are any changes to legislation that may impact on the policy and its delivery

11. Complaints and Compliments

Tamworth Borough Council operates a policy known as Tell Us so everyone can be clear about how to compliment, comment and complain about services provided by the Council and what will happen to those comments once they are received. A copy of this policy can be found here:

http://www.tamworth.gov.uk/sites/default/files/misc_docs/Tell Us policy.DOC

12. More Information

If you would like further information about this policy please contact Tamworth Borough Councils Housing Solutions Service

In writing:

Marmion House,
Lichfield Street,
Tamworth,
Staffordshire,
B79 7BZ

By telephone:

01827 709709

Email:

Housingsolutions@tamworth.gov.uk

Appendix A: Screening form for discharge into private rented sector

Separate document

Appendix B: Financial Statement

Income and expenditure form			
Date Sent:			
Name:			
Address:			
Application number:			
Personal budget			
Your income (We need to see proof of all your income.)	Weekly	Monthly	
Your wages	£	£	Please provide your employers full name and address on page 3
Your partner's wages	£	£	
Company pension	£	£	
Income Support	£	£	
Jobseeker's Allowance	£	£	
Child Benefit	£	£	
Working Tax Credit	£	£	
Child Tax Credit	£	£	
Incapacity Benefit	£	£	
Pension Credit	£	£	
Bereavement benefit	£	£	
Carers' allowance	£	£	
Other state benefits-please specify	£	£	
Maintenance	£	£	
Money from anyone who lives	£	£	

with you		
Housing Benefit	£	£
Council Tax Benefit	£	£
Student loan/grant	£	£
Insurance Payments	£	£
Other – please specify	£	£
<hr/>		
Total income	£	£
Your spending (We need to see proof of all regular spending.)	Weekly	Monthly
Mortgage payments	£	£
Mortgage protection policy	£	£
Second mortgage or a loan which your home is security for	£	£
Life assurance or endowment premiums	£	£
Rent	£	£
Council Tax	£	£
Ground Rent	£	£
Buildings and contents insurance	£	£
Utilities:		
Water Charges	£	£
Electricity	£	£
Gas	£	£
Other fuel or heating costs	£	£
Groceries & Toiletries	£	£
TV rental	£	£
TV Licence	£	£
Maintenance payments	£	£
Travelling expenses	£	£

School meals and meals at work	£	£
Clothing and shoes	£	£
Laundry	£	£
Phone	£	£
Prescriptions, dentist and glasses costs	£	£
Child's pocket money	£	£
Child minding costs	£	£
Pension payments including additional voluntary contributions (AVCs)	£	£
Pet costs	£	£
Other – please specify	£	£
Total expenses	£	£
For office use		
	Weekly	Monthly
Total income	£	£
Minus total expenses	£	£
Balance	£	£

Your debts/arrears – please show the amounts you are paying towards any debts you have.			
	Weekly	Monthly	Total Bill
Rent arrears	£	£	£
Mortgage arrears	£	£	£
Unpaid Council Tax	£	£	£
Credit card debts	£	£	£
Catalogue debts	£	£	£
Overdue water rates	£	£	£
Fuel debts: gas	£	£	£

electricity	£	£	£
other	£	£	£
Magistrates' fines	£	£	£
Unpaid maintenance	£	£	£
Other (Please list below)	£	£	£
	£	£	£
	£	£	£
	£	£	£
	£	£	£
Total debts	£	£	£

Bank and building society accounts – If you have any bank or building society accounts or other savings, tell us about them here.		
Name of bank or building society	Account number	Amount held
		£
		£
		£
		£

Further information – In the space below, give us any other information you think we need.

Employers Address:
Employers Telephone number:
Employers email address:

Contact telephone number:
Email address:

Please read and sign the declaration and return to:

Housing Solutions Team
Tamworth Borough Council
Marmion House
Lichfield Street
Tamworth
Staffordshire
B79 7BZ

Declaration

Please read the following statements and sign below. We cannot deal with your application if you have not signed it.

- The information I have given is true and complete.
- I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.
- I understand that you may check the information I have given on this form.
- I understand that you may use the information I have given in connection with this and any other claim I have made or may make for state benefits
- You may give some information to other organisations, such as government departments, local authorities and private companies such as banks and organisations that may lend me money, if the law allows this.
- I know that I must tell you if my circumstances change after I make this claim.

Your signature:	
Date:	/ /

Your partner's signature:	
Date:	/ /

If someone else has filled in this form for you they must fill in the section below.
Please tell us why you are filling in this form for someone else.

I declare that I have read the information in this form back to the claimant and they have confirmed that it is a true statement of what the person asked me to write.

Name of person who filled in this form:	
Their signature:	
Relationship to you:	

Appendix C: Procedure for assessing suitability for discharge into private rented sector

1. Introduction

Each application for assistance with housing will be assessed on its individual merits and no blanket policy will be applied.

All applicants must be added to the housing register, if not already registered, and the case details updated in line with the allocation policy.

Each household must complete an initial screening form (appendix A) and an income and expenditure form (appendix B). It is from these details that the case officer will make a recommendation on suitability for discharge into the private rented sector.

2. Assessment Process

It is essential that at assessment stage it is discussed with the applicant that the Councils Homeless Duty can be discharged with an offer into the private rented sector. It is also advisable to discuss that this offer could be out of the Borough and this in itself does not make any offer unsuitable. Using the information provided in the initial screening form the case officer will make contact with any organisation or person named on the form and confirm the level of interaction with the applicant or household member, the frequency and how the home address of the applicant is affected by this contact.

For example if the contact is all via telephone this is not location dependent, however if an applicant is required to be at a specific location frequently or at a fixed time, home address and transport must be considered when determining the suitability of any particular property. Where the specific location is outside of the Borough, for example a specialist hospital or college with a particular course that is not available locally, this can be disregarded.

Where the support can be maintained but is dependent on the additional use of transport, the cost and of this must be included in the financial statement. Officers must consider all forms of transport and this could include Community Transport.

Using the financial statement the case officer must determine if the applicant can afford a private rented sector tenancy at LHA, even if this requires the support of housing benefit.

A case officer must make sufficient allowance for day to day living costs but may disregard costs associated with additional TV packages, or particularly expensive hobbies or interests. In any case where the content of the financial statement is incomplete, inaccurate, confusing or potentially misleading the applicant must be referred to the Councils approved money advice provider for a complete statement to be provided, making clear to the applicant and the advisor the reason for the referral and cause of concern. For example this may be in a case where no rent arrears have been reported by the existing landlord but the financial statement suggests that the current address is unaffordable.

The case officer must apply common sense in determining suitability for discharge into private rented sector accommodation and must record the reason(s) for their decision on the initial screening form.

3. Decision

The decision on suitability for discharge must be made by the Senior Housing Solutions Officer or Housing Solutions Manager. Using the information provided by the case officer the deciding officer will either:

1. approve the recommendation made by the case officer;
2. seek additional information from the case officer to enable a decision to be made; or
3. Make an alternative decision to that of the case officer.

4. On approval for private rented sector discharge.

The case officer will advise the applicant that they have been approved for a private rented sector discharge in writing. This letter must provide details of how the decision has been reached, details of the available private rented sector access schemes to enable the applicant to source their own accommodation and what the Council will be doing to find private rented sector accommodation for the applicant, along with details of how to request that this decision be reviewed.

If the applicant is on the housing waiting list the case details must be updated in line with the allocation policy.

5. On refusal for private rented sector discharge.

The case officer will advise the applicant that they are not considered to be suitable for a private rented sector discharge in writing. This letter must provide details of how the decision has been reached and details of how to request the decision be reviewed.

6. Reviews.

Any applicant may request that the decision with regard to their suitability for private rented sector discharge be reviewed. The request must be made within 7 days of the decision on private rented sector suitability being notified.

The case officer must collect any and all additional information that the applicant has provided to support the review request and apply the same assessment criteria as at 2 above to the new information. A revised assessment should then be presented to the team leader or manager for decision as in 3 above.

7. Finding private rented sector offers

Both the applicant and the case officer must make every endeavour to find private rented sector accommodation for any applicant considered to be suitable for such a discharge.

Applicants should be provided with sufficient details of local estate agents with a residential lettings section, website addresses and any other suitable contact in the letter advising of the decision that they are suitable for private rented sector discharge, in addition the case officer must regularly monitor of all local press and suitable websites to check for suitable property.

When a suitable property is found, the case officer must negotiate with the landlord or agent to determine which of the private rented sector access schemes is going to be most appropriate in order to secure the tenancy for the applicant.

Where no suitable private rented sector accommodation is available within a reasonable period of time (reasonable will be dependent upon the circumstances of the household) the case officer may request the assistance of the Private sector housing team in securing either a property via a landlord who does not advertise or in taking a suitable property into management in accordance with the approved policy.



Tamworth Borough Council
Strategic Housing Service
Housing Solutions
Temporary Accommodation Policy

TEMPORARY ACCOMMODATION POLICY

Document Status:

Originator: Claire Keeling

Updated: January 2017

Owner: Rob Barnes

Version: 0.1

Date: January 2017

Approved by:

Document Location

This document is held by Tamworth Borough Council and the document owner is the Corporate Director of Communities, Partnerships and Housing

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

Revision History

Revision Date	Version Control	Summary of changes

Document Review Plans

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

Distribution

The document will be available on the Intranet and the website.

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1. Introduction and Background

This Policy sets out how Tamworth Borough Council will meet its responsibilities to people who are homeless or threatened with homelessness in Tamworth. The policy meets relevant aims set out in the Tamworth Homeless Prevention Strategy 2016 – 2020.

2. Legal Framework

The Council has a statutory duty to assist households presenting as homeless where they are eligible for assistance and in priority need. This policy relates to the placement of homeless households into temporary accommodation under Section 188 of the Housing Act 1996 Pt VII, as amended and longer term temporary accommodation placements under s.193 where a main housing duty for households has been accepted. Temporary accommodation is for an interim period and households once assessed will be moved on to permanent accommodation in the social or private rented sector.

Additionally Case Law, specifically *Nzolameso v Westminster* (2015) set out that Local Authorities must produce a policy which sets out how it will procure accommodation for households who are homeless in its district. This is Tamworth Borough Councils Policy.

3. Context

When households have been accepted as homeless or are owed a homelessness duty, or in some cases when their homeless application is being investigated the household is expected to be housed temporarily. Temporary accommodation is an umbrella term for a wide variety of accommodation which can be accessed by households and may include bed and breakfast accommodation (B&B), a Private Sector Leasing Scheme (PSL), designated housing stock or guardianship schemes. (This list is not exhaustive)

In all of these types of accommodation, it is only meant to be temporary, which is for a limited amount of time, until the household either locates their own housing in the private sector or is offered a suitable offer in permanent accommodation if homeless duty has been accepted by the local authority.

In accordance with the law and homelessness legislation, including the homelessness Code of Guidance, so far as reasonably practical, Tamworth Borough Council will seek to accommodate homeless households within Tamworth and will always consider the suitability of accommodation taking into account the circumstance of the individual. However due to a range of factors including the economic down turn, changes to the private sector rented market and the impact of welfare reform, it is increasingly difficult to acquire suitable accommodation within the borough. Therefore, where temporary accommodation cannot be secured within the locality, out of borough accommodation will be sourced, to enable placements to be made to fulfil the Council's housing obligations. The Council keeps its temporary Accommodation continually under review, and where a household is placed outside of the Borough the Council will seek to return them to the Borough at the earliest opportunity to do so.

4. Types Temporary Accommodation

The Council uses a variety of accommodation to temporarily house those who are homeless or threatened with homelessness. The accommodation includes but is not limited to the following:

Bed and Breakfast – Although there is a target to abolish the use of B&B accommodation as a form of temporary housing it is still utilised by the Council in emergencies. Tamworth Borough Council uses a number of local providers. There are costs attached to B&B which can be paid through housing benefit, but there may be additional service charges that will be need to be paid. Households may face eviction from temporary accommodation if service charges are not paid and the Council can choose then to end its duty to house the homeless household.

Private Sector Leasing Scheme – The PSL scheme offers temporary accommodation for families or individuals in a private dwelling which is managed by the council on behalf of a private landlord. Those housed in the PSL scheme can pay rent either via housing benefit or if they are working from their earnings. The PSL property is only temporary and the family or individual with support from the council will be encouraged to move on to suitable permanent accommodation when it becomes available and if a duty to accommodate has been accepted.

Hostel Accommodation – For single homeless applicants with low or no priority need an out of area hostel placement may be offered. Even though the applicant has been placed out of area the responsibility for the housing or homeless application still remains with the Council and the Housing Solutions Service to support those placed out of area to continue to engage with Tamworth Borough Council and to access housing within the borough, either in the social or private rented sector.

5. Suitability and Affordability of Accommodation

Tamworth Borough Council will endeavour to house households in suitable temporary accommodation. The Council sets a number of standards for different types of Temporary Accommodation which will be assessed periodically by the Council's Private Sector Housing Team. The temporary accommodation standards are available here:

Use of Bed and Breakfast Accommodation (B&B) - Wherever possible, the Council will limit the use of B&B accommodation placements for 16/17 year olds, families with dependent children, pregnant women and those with ill health. Where no other suitable accommodation exists and such placements are necessary, the Council will endeavour to move such households to more suitable accommodation within six weeks.

When offering longer term temporary accommodation, the Council will consider the suitability of the offer taking account of all relevant factors

including the size and location of the property and the individual circumstances of the household.

Location – Tamworth Borough Council will do all it can to accommodate families and individuals within the borough. It is unlikely that families who are homeless and have priority need will be placed outside the area into another district, unless at the request of the family, and with assistance from the Housing Solutions Team. On occasion single people who are homeless with no or low priority need may be encouraged to access direct access hostels accommodation in other areas. However Tamworth Borough Council retains the responsibility to that household.

Affordability – The Council will give due consideration to the affordability of any offer made, taking into account the homeless household's entire income including any welfare state benefits, the cost of additional travel to and from the applicants normal place of work, the cost of additional travel to and from children's school or educational institute and the cost of additional travel to access medical services for on-going treatment or aftercare. Families can be referred to Citizens Advice for further guidance and advice if this is deemed appropriate. All households will be expected to pay the current service charge weekly and where households are working then they will be expected to pay a contribution to costs, which amount to the Local Housing Allowance for the household size to ensure that the accommodation is affordable to the household and where Bed and Breakfast is utilised, cost is not a deterrent to households.

General Health Factors – The Council will consider health factors, such as ability to climb stairs, care and support provided by other statutory agencies or the need to access any specialist medical services. The Council will determine whether the medical condition itself makes certain accommodation offered unsuitable. For example problems such as depression, asthma, diabetes and / or back pain may not make a property unsuitable, as the problem may persist in any type of accommodation.

6. Accommodation Offers and Refusals

6.1 Offers and refusals under Section 188

Once a household has been assessed and it has been recognised by the Housing Solutions Service that there is a duty to accommodate temporarily in emergency accommodation the Council will make one suitable offer of interim accommodation. There is no obligation upon the Council to enable applicants to view the accommodation prior to acceptance. If an applicant refuses an offer of accommodation and the Council does not accept the reasons for refusal, and considers that the offer is suitable, the Council's duty will cease and the applicant may not be offered further temporary accommodation and may be required to make their own arrangements.

There is no right of review against the suitability of accommodation offered to applicants, although the applicant can apply for judicial review through the courts, if challenging the suitability of the offer.

6.2 Offers and refusals under Section 193

Where customers are accepted for a main housing duty under Section 193 of the Housing Act, longer term suitable temporary accommodation will be provided. The Council will make one offer of suitable accommodation. Where the Council have accepted a main housing duty and have made a suitable offer of accommodation, there is a right to request a review of the suitability of accommodation.

In such circumstances applicants will be encouraged to accept the offer of accommodation whilst a review of the suitability of the offer of accommodation is being considered. Where applicants refuse to take up the offer of accommodation whilst a review is underway, the current accommodation may only remain available at the discretion of the Housing Solutions Manager.

7. Ending of Temporary Accommodation

7.1 Discharge of Section 188 [Interim] accommodation duty

Where the Council decides that the applicant/s housed temporarily under section 188, are not owed a main housing duty or that they have breached the licence condition, they will be asked to leave the interim accommodation, usually within 28 days or earlier subject to individual circumstances and dependent on the reasons.

7.2 Discharge of Section 193 accommodation duty

The Council shall cease to be subject to the duty under section 193 [6] of the Housing Act, if the applicant:

- Ceases to be eligible for assistance
- Becomes homeless intentionally from the accommodation made available for his occupation
- Accepts an offer of accommodation under Part VI [allocation of housing]
- Accepts an offer of an assured tenancy (other than an assured short hold tenancy) from a private sector landlord
- Voluntarily ceases to occupy as their principle home, the accommodation made available for occupation
- Having been informed of the possible consequences of refusal and of his right to request a review of the suitability of accommodation, refuses a final offer
- Where the Council decides that their duty has ceased as described above, the applicants housed under Section 193, will be asked to leave the accommodation usually within 28 days or earlier subject to individual circumstances.

8. Policy Review

This document will be subject to on-going review to reflect any changes in Legislation or operational need, but must be reviewed at least every 12 months. Minor changes can be agreed by the Director of Communities,

Partnerships and Housing. Where there are significant changes, or changes to legislation then this will require the appropriate governance.

9. Monitoring the Policy

The policy will be reviewed annually or sooner if there are any changes to legislation that may impact on the policy and its delivery

10. Complaints and Compliments

Tamworth Borough Council operates a policy known as Tell Us so everyone can be clear about how to compliment, comment and complain about services provided by the Council and what will happen to those comments once they are received. A copy of this policy can be found here:

http://www.tamworth.gov.uk/sites/default/files/misc_docs/Tell_Us_policy.DOC

12. More Information

If you would like further information about this policy please contact Tamworth Borough Councils Housing Solutions Service

In writing:

Marmion House,

Lichfield Street,

Tamworth,

Staffordshire,

B79 7BZ

452

By telephone:

01827 709709

Email:

Housingsolutions@tamworth.gov.uk

RISK ASSESSMENT FORM



Organisation / department / function / project: Housing and Health/Strategic Housing/Housing Solutions

Business Objective: Cessation of the Sanctuary Scheme

Completed by: Housing Solutions Manager

Date completed: 08/10/15 – updated 28.02.17

No	Risk & Impact (Threat/Opportunity to achievement of business objective)	Assessment of Gross Risk			Risk Treatment Measures Implemented	Assessment of Current Risk [With control measures implemented]			Action Plans for Additional Treatment Measures	Timescale
		Impact (Severity) [I]	Likelihood (Probability) [L]	Risk Score [IxL]		Impact (Severity) [I]	Likelihood (Probability) [L]	Residual Risk Score [IxL]		
Page 129	As a result of the scheme ending a victim is killed or seriously injured as no measures are installed	4	2	8	Police and community Safety Teams are made aware of any high risk cases – protection of the victim does not fall within the remit of Tamworth Borough Council	4	1	4		
	Loss of a key prevention tool used to prevent homelessness resulting in the Council seeing a rise in homelessness	2	4	8	Resources are redirected to provide support to the victim, and other Homelessness Prevention Tools	1	4	4		
	Opposition from internal partners and external colleagues to the ending of the scheme	1	2	2	A period of consultation is implemented and targeted communications are distributed to colleagues and partners	1	1	1		
	Moving home may impact on the health and wellbeing of the individual or family	4	4	16	Resources are redirected to other was of preventing the perpetrator gaining access to the victim and other prevention tools are used to allow the victim to remain in their home and neighbourhood	3	3	9		

By virtue of paragraph(s) 1, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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