

**To: The Deputy Leader and Members of the
Planning and Development Board**

**(Councillors Bell, L Dirveiks, Henney,
Humphreys, Jarvis, Jenns, Jones, Lea, Morson,
Moss, Phillips, Simpson, Smitten, Sweet and
A Wright)**

For the information of other Members of the Council

This document can be made available in large print and electronic accessible formats if requested.

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For enquiries about specific reports please contact the officer named in the reports

PLANNING AND DEVELOPMENT BOARD AGENDA

8 FEBRUARY 2016

The Planning and Development Board will meet in The Council Chamber, The Council House, South Street, Atherstone, Warwickshire CV9 1DE on Monday 8 February 2016 at 6.30 pm.

AGENDA

- 1 **Evacuation Procedure.**
- 2 **Apologies for Absence / Members away on official Council business.**
- 3 **Disclosable Pecuniary and Non-Pecuniary Interests**

**PART A – ITEMS FOR DISCUSSION AND DECISION
(WHITE PAPERS)**

4 Corporate Plan 2016 – 17 - Report of the Chief Executive

Summary

The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan Key Actions for which it is responsible and to agree the 2016-17 Service Plans for Development Control and Forward Planning.

The Contact Officer for this report is Jerry Hutchinson (719200).

5 General Fund Fees and Charges 2016/2017 - Report of the Assistant Director (Corporate Services) and the Assistant Chief Executive and Solicitor to the Council

Summary

The report covers the fees and charges for 2015/16 and the proposed fees and charges for 2016/17.

The Contact Officer for this report is Nigel Lane (719371).

6 General Fund Revenue Estimates 2016/17 - Report of the Deputy Chief Executive

Summary

This report covers the revised budget for 2015/16 and an estimate of expenditure for 2016/17, together with forward commitments for 2017/18, 2018/19 and 2019/20.

The Contact Officer for this report is Nigel Lane (719371).

7 Planning Applications – Report of the Head of Development Control.

Summary

Town and Country Planning Act 1990 – applications presented for determination

The Contact Officer for this report is Jeff Brown (719310).

8 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - December 2015 - Report of the Deputy Chief Executive

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Planning and Development Board for April to December 2015.

The Contact Officer for this report is Robert Beggs (719238).

PART C – EXEMPT INFORMATION (GOLD PAPERS)

9 Exclusion of the Public and Press

Recommendation:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

10 Breaches of Planning Control – Report of the Head of Development Control.

The Contact Officer for this report is Jeff Brown (719310).

JERRY HUTCHINSON
Chief Executive

Agenda Item No 4

Planning and Development Board

8 February 2016

Report of the Chief Executive

Corporate Plan 2016 - 17

1 Summary

- 1.1 The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan Targets for which it is responsible and to agree the 2016-17 Service Plans for Development Control and Forward Planning.

Recommendation to the Executive Board

- a That those Corporate Plan Targets as set out in Appendix A to the report for which the Planning and Development Board is responsible be agreed; and**

Recommendation to the Board

- b That the Service Plans as set out in Appendix B to the report be agreed.**

2 Consultation

- 2.1 Councillors with responsibility for the relevant areas have been involved in discussions relating to issues contained within the Appendices.

3 Report

- 3.1 Corporate Plan Targets and Divisional Service Plans are normally agreed in the January/February cycle of meetings and adopted by Full Council in February at the same time as the Budget.

- 3.2 At its September 2015 meeting the Council agreed a new Vision Statement for the Council and a revised Corporate Plan for the remainder of 2015-16 based on the Council's six new priorities. This report sets out proposals for taking forward those priorities in 2016-17.

- ... 3.3 Appendix A sets out proposals for those Corporate Targets which fall within the remit of the Planning and Development Board. Members are requested to recommend to the Executive Board that the Corporate Targets set out in Appendix A are agreed.

- 3.4 A report will be presented to Boards/Sub-Committees after the end of the financial year to show the year end out-turn on the 2015-16 Key Actions. Proposals for 2016-17 will form part of the 2016-17 Corporate Plan which covers the Council's top level priorities.
- 3.5 It is also important, however, that Members are aware of and agree the significant amount of work carried out within the Divisions to provide services to local people. This information appears in a single document for each Division, the Divisional Service Plan, which is the key management tool for ensuring that services deliver their annual work programme.
- ... 3.6 The Service Plans for Development Control and Forward Planning comprise Appendix B to this report, as most of these programmes relate to work carried out for this Board.
- 3.7 Where there are any budget implications for another Board/Sub-Committee arising out of this work programme, those implications will be drawn to the attention of the relevant Board/Sub-Committee in the Budget report going to this cycle of meetings. Similarly, any budgetary implications for this Board from Divisional Plans being reported to other Boards/Sub-Committees are dealt with in the Budget Report also on this agenda.
- 3.8 Once the Corporate Plan Targets and Divisional Service Plans have been agreed, they will all be subject to the following reporting procedures for monitoring performance:-
- Monthly reports are considered by Management Team;
 - A traffic light warning indicator is used:-
 - Red – target not likely to be achieved.
 - Amber – target currently behind schedule and requires remedial action in order to be achieved.
 - Green – target currently on schedule to be achieved;
 - Progress reports to each Board/Sub-Committee meeting.

4 Report Implications

4.1 Finance and Value for Money Implications

- 4.1.1 Where possible, Targets and indicators for 2016-17 will be achieved from within existing Board/Sub-Committee resources. Details of any additional funding are included in the right hand column of the table in Schedule A and in the Budget report and will be in appropriate cases, the subject of reports to the Board.

4.2 Human Resources Implications

4.2.1 Any Human Resources implications resulting from the proposals in the Schedule will be the subject of further reports to the Board.

4.3 Risk Management Implications

4.3.1 The main risk is ensuring that the Council prioritises its resources to enable it to deliver its priorities. The performance monitoring arrangements set out above provide the mechanism to ensure that remedial action can be taken to review progress and ensure that priority outcomes are delivered.

4.4 Links to Council's Priorities

4.4.1 These are set out in the Appendices.

The Contact Officer for this report is Jerry Hutchinson (719200).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

PRIORITIES AND KEY ACTIONS

<p>PRIORITY 3</p> <p>PROTECTING OUR COUNTRYSIDE & HERITAGE</p>	<p>Protecting and improving our countryside and heritage in times of significant growth challenges and opportunities.</p>
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Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To continue to:-</p> <p>(a) Manage development so as to deliver the priorities on the Council's Corporate Plan and in the Sustainable Community Strategy;</p> <p>(b) Use the Design Champions to ensure the best achievable designs are implemented and developed; and</p> <p>(c) To seek to secure the protection of the best of the Borough's built and rural heritage.</p> <p>To report on Growth pressures on the Borough and how to protect the Green Belt as far as possible by February 2017 and at least annually thereafter.</p> <p>To report on these approaches and their impact on sustaining the rurality of the Borough by March 2017.</p>	<p>Planning & Development Board/Design Champions/ACE&StC</p>	<p>To be met within existing budgets.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>(a) Whilst continuing to oppose HS2 in principle, to press for maximum mitigation and benefits for the Borough, required as a consequence of the HS2 proposal, in partnership with other affected Councils and community action groups; and</p> <p>(b) To continue to oppose the principle of Opencast Mining.</p>	Executive Board/ACE&StC	Should any additional funding be required, this will be subject to further report.
To maintain a very high standard of street cleanliness (95%) throughout the Borough and target those areas of highest community value to deliver as efficient and cost-effective service as possible and to continue to raise awareness (both of the public and other agencies) of the problems of litter, fly-tipping and dog fouling, using suitable enforcement measures where appropriate and report on progress annually in March.	Community & Environment Board/AD (S)/AD (H)	Any requirement for additional funding will be reported.
To work in partnership with the Highways Authority, Highways England and other partners to improve both the appearance and safety of the Borough's main roads (see also Safer Communities priorities).	Community & Environment Board/AD (S)/Safer Communities Sub-Committee/CE	Any financial implications will be reported as part of the decision-making process.

Target	Board/Lead Officer	Additional Training/ Financial Implications
To submit final Development Plan documents relating to Development Management Community Infrastructure Levy and Gypsy and Travellers by November 2016.	Executive Board/Planning & Development Board/LDF Sub-Committee/ACE&StC	To be met within existing budgets.
To continue to take action to reduce the Council's carbon footprint and carbon emission in the Borough, in accordance with the Climate Change Strategy and Action Plan, and to report annually in March on progress. This will include acting on any Government led initiatives for domestic properties.	Community & Environment Board/ACE&StC	To be met within existing budgets.

<p>PRIORITY 6</p> <p>SUPPORTING EMPLOYMENT & BUSINESS</p>	<p>Supporting employment and business to grow the local economy in terms of access to work, skills improvement and wider business development opportunities.</p>
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Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To develop an action plan based on the Economic Review and Impact Assessment and report on progress by March 2017.</p>	<p>Executive Board/ACE&StC</p>	<p>To be identified as part of consideration of the LGA report.</p>
<p>To continue to work with partner organisations in the Coventry, Warwickshire and Hinckley Joint Committee and to consider further options for joint work in the light of Central Government proposals for greater devolution, if this proves beneficial to the local economy.</p>	<p>Executive Board/CE/ACE&StC</p>	<p>To be identified as part of the negotiating process.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
<p>To:-</p> <p>(a) Work with the County Council, Job CentrePlus and other partners to provide apprenticeships/training, including reporting by December 2016 on the feasibility and cost of directly employing more apprentices; and</p> <p>(b) Administer funding provided by developers and through other funding sources to maximise opportunities for employment of local people including employment engagement activity, development of work clubs and bespoke training.</p>	<p>Planning and Development Board/ACE&StC/ ACE (CS)</p>	<p>Use of Section 106 funding and any financial implications identified in the report on employing apprentices.</p>
<p>To encourage new active rural businesses and, in particular, in partnership with the Local Action Group and Hinckley & Bosworth Borough Council, ensure the successful delivery of the second year of engagement with the new LEADER programme (2015 to 2020) in accordance with the priorities identified in the approved Local Development Strategy and Business Plan and to report on progress by March 2017.</p>	<p>Community & Environment Board/AD (L&CD)</p>	<p>LEADER is a predominantly externally funded programme.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications
Looking to improve transport links to local employment and report on progress by March 2017.	Planning & Development Board/ACE&StC	Section 106 funding.
To work to improve broadband access for the people and businesses of North Warwickshire through the work of the Council and specifically the Coventry, Solihull and Warwickshire BDUK Project and report on progress by December 2016.	Resources Board/AD (CS)	BDUK funding and approved Council matched funding.

**Development Control Service Plan
2016/17**

Introduction

The last year saw the adoption of the Core Strategy and thus greater weight and certainty being given to our strategic decision making. However the continuing growth agenda from Government and the housing requirements from our neighbouring Authorities are already beginning to place this under strain. Increased flexibility in permitted development rights too has broadened the scale of new development seen in the Borough.

The year saw a substantial increase in planning submissions accompanied by significant fee income. The nature of those applications shows much larger proposals – developments of hundreds of houses and large scale employment provision – unseen in the Borough previously. There have also been a noticeable number of renewable energy projects which has added a further dimension. All of these cases are leading to large numbers of objections – again not seen regularly in the Borough before. There is a growing mis-match between the forthcoming growth agenda and the need to protect rural character and to mitigate impacts on rural infrastructure.

The service has prepared draft Development Management Policies which have been put forward for consultation. If adopted in 2016, these will add weight to our decision making.

There have again been high profile enforcement investigations including support in the Courts and at appeal.

The review of the service continues with substantial gains in determination periods particularly, but it is difficult to progress rapidly given the increasing number of substantial contentious applications being dealt with.

The Building Control Partnership needs to be reviewed in the forthcoming year.

1. A Review of Last Year

What has gone well?

- Overall performance remains strong
- The review has led to significant improvement of service for minor applications.
- Significant Planning Decisions made: eg. the Taylor Wimpey development in Polesworth
- Variety of applications submitted remains wide – housing; employment and renewable energy projects
- Large number of “difficult” applications being dealt with sensitively
- Appeal record remains good
- Section 106 Agreements providing contributions
- Affordable housing being permitted and delivered
- Draft Development Management policies prepared
- High profile enforcement work – the Ansley Common case
- Speaking at Planning Board continues to be positive
- New Planning Members settling in and taking an active interest
- Training sessions commenced for new Members
- Post – development site visits undertaken
- Member involvement at pre-application presentations
- Substantial increase in planning fee income
- Building Control Partnership progressing but Agreement due for renewal in 2015/16
- New Homes Bonus likely to increase as a consequence of housing approvals.

What has not gone well?

- Increase in workload – particularly for major cases.
- Review not fully expanded into the whole of the service.
- Support from Central Services coming under strain
- Continuing poor quality of some application submissions.
- High profile cases requiring almost full time officer input.
- A vacant Investigation officer post remains causing delay in resolving cases

Staffing

- Retirement of an Investigation Officer

2. Service Plan for Next Year

External Assessments

- Planning Performance targets to be widened to include “minor” applications.
- Decision making diverted to the Inspectorate for “under-performing” Authorities.

New Legislation

- The Housing and Planning Bill – the “crusade” for more housing and a different approach to affordability
- 2017 deadline for adoption of Core Strategies
- Brownfield Land zoning
- Government to extend permitted development rights
- “Automatic” planning permissions to be given.

New Practice or Codes

- New Housing Standards

Value for Money/Efficiency

- Fee income remains high and very likely to continue
- Review leading to quicker decisions and savings on post etc.
- Other application performance steadily increasing – particularly on majors
- Web-site to be updated

Performance Indicators

- Government has tightened indicators for determinations and appeal decisions.
- Well established audit systems in place to audit performance
- Annual Report to Planning Board as well as quarterly updates.

Use of Technology

- Protocols set up for procedures with Statutory consultations
- Further digital plotting of constraints added during the year.
- New scanning/printing machine within Capital programme
- Electronic submission of applications up to 60%
- Look at hand-held technology for out of office work

Risk Management

- Annual Moderation of Service Risks
- Risks identified in Board reports
- Fraud Awareness raised during work on the review
- Audit requirements considered through work on the review

Customer Surveys/Consultations

- Nothing formal undertaken but feedback from the review cases has been positive
- Formal complaints still need to be investigated
- However none found to result in change of practice or procedure

Corporate Working

- Close links with other services in delivery of Corporate priorities – affordable housing; open space enhancement, access to job opportunities – either directly in proposals or in Section 106 Agreements
- Corporate Plan objectives – links to the Council priorities – protection of the rural character; access to job opportunities and affordable housing at the forefront
- Close links and good progression with Forward Planning on preparation Development Management Policies and on support in planning appeals
- Infrastructure planning taking a more pronounced role

Sustainable Community Strategy 2009/2026

- Raising Aspirations – use of Section 106 at Birch Coppice having an impact
- Developing Healthier Communities – design of new developments and the use of 106 contributions
- Improving Access to services – design of new developments and the use of 106 public transport contributions at Birch Coppice to assist unusual shift patterns

Vision/Strategies

- Delivery of Corporate and Community Plan priorities
- Development Management and not development control
- Delivery of Core Strategy

Climate Change

- Core Strategy sets out the approach

Workforce Planning Issues

- Overall sickness record is good
- Exceptionally stable staff
- Succession Planning
- Cascading technical information through Central Support within the review
- Skills Gaps – ie. climate change and “master – planning”
- Increased pressure because of increase in the number of applications and complaints

Process and Policy

- Continuing legislative reform and change
- Climate change and CIL issues still to be developed

Health and Safety

- No significant issues

Equalities

- Issues covered where appropriate in Board reports – particularly on enforcement work

Data Quality

- Written procedures for all Indicators with audit checks
- Written procedures for use of software
- Digital constraint mapping from Statutory consultees constantly updated

Communications

- Weekly List of applications – a virtual list too
- Accessible website – planning news items
- Press releases on significant outcomes
- Public Speaking at Planning Board
- Planning Issues raised at Area Fora –eg Daw Mill

Previous Year

- Action 1 – To prepare Development Management Policies. Development Management Issues and Options consultation completed and drafting of preferred policies commenced during the year such that these are able to go to initial consultation in 2015/16. Progress made.
- Action 2 – To continue to “roll-out” the service review. Substantial progress on dealing with minor cases showing efficiencies and good customer feedback. Delays on widening these procedures to majors caused by substantial increases in difficult cases, and on preparing central support staff for initial point of contact by lack of capacity. Slow but steady progress.

3. Resource Implications

- Substantial increase in fee income this year could well be sustained as knowledge of and confidence in the Core Strategy and Site Allocations becomes more widespread
- High profile cases are resource hungry in officer time
- Building Control Partnership comes up for review
- Vacant post – including that of the Heritage Officer
- New Homes Bonus likely to rise.

4. Performance Indicators for 2016/17

Our current PI's reflect our past performance against the former National Indicators of the time take to determine planning applications. They are 60 % of all major applications to be determined within 13 weeks; 80% of all minor applications within eight weeks and 90% of other applications also within 8 weeks.

These enable us, if met, to remain unaffected by the Government's Performance criteria for under-performing Authorities.

**PLANNING AND DEVELOPMENT DIVISION
SUMMARY SERVICE PLAN 2016/17**

Action	Corporate Priorities	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
1) To work towards adoption of the Development Management Policies	Countryside and Heritage Supporting Employment and Business Promoting Sustainable Communities	Head of Development Control	Already underway	Spring 2017	1	<ul style="list-style-type: none"> • Adoption of the Policies • Training Sessions 	<ul style="list-style-type: none"> • No unusual implications- already progressed to publication
2) To continue with the review of the service	Responsible Financial and Resource Management	Head of Development Control	Already underway	Spring 2017	1	<ul style="list-style-type: none"> • Over half of officers working in the review • Quicker determination times for major applications • Initial Point of contact changed • Better user satisfaction 	<ul style="list-style-type: none"> • Heavy staff involvement at all levels • Central Support Services heavily involved • Involvement of regular users
3) To review the Building Control Partnership	Responsible Financial and Resource Management.	Head of Development Control	Autumn 2015	Summer 2017	1	<ul style="list-style-type: none"> • Review completed and action taken • Preliminary options report to Board • Remaining within budget 	<ul style="list-style-type: none"> • Involvement of senior management in other divisions.

Workforce Implications of the Corporate and Service Plan

Workforce Area	Long Term Objectives	Objectives 2016/17	Action By	Performance Measure	Milestone Dates
Skills	<ul style="list-style-type: none"> • All staff more knowledgeable • Better resilience • Widen range/base of knowledge/skills 	<ul style="list-style-type: none"> • Greater general planning knowledge in Central Support 	Within 2016/17	<ul style="list-style-type: none"> • Less avoidable contact 	
Jobs and Job Roles	<ul style="list-style-type: none"> • Greater variety of work 	<ul style="list-style-type: none"> • Involvement by different members of staff 	Within 2016/17	<ul style="list-style-type: none"> • DM Policies published • Explore job satisfaction in staff appraisals 	
Equalities					
Recruitment & Retention	<ul style="list-style-type: none"> • Retain experienced staff • Challenge staff • Delegation of responsibilities • Widen skills base 	<ul style="list-style-type: none"> • Look at “management skills” for the service 	Within 2016/17	<ul style="list-style-type: none"> • Appraisals 	
Learning & Development	<ul style="list-style-type: none"> • Training integral to work • Training focused on known gaps 	<ul style="list-style-type: none"> • Focused Training Plan 	Within 2016/17	<ul style="list-style-type: none"> • Training completed • Evidence of knowledge in reports 	

Workforce Implications of the Corporate and Service Plan

Workforce Area	Long Term Objectives	Objectives 2016/17	Action By	Performance Measure	Milestone Dates
Succession & Career Planning	<ul style="list-style-type: none"> • Challenging work • Increase variety 	<ul style="list-style-type: none"> • Increase variety and challenge • Introduce “management skills” 	Within 2016/17		
Employee Relations					
Health Safety & Welfare	<ul style="list-style-type: none"> • Safe office environment • Safe out of office procedures • Annual risk assessments 	<ul style="list-style-type: none"> • Regular safety audits 	Within 2016/17	<ul style="list-style-type: none"> • Annual Risk Assessments 	
Pay & Rewards					
Flexible Working	<ul style="list-style-type: none"> • More flexible working (in office) • Electronic case files 	<ul style="list-style-type: none"> • Expand electronic case files • On-site hand held technology 			

Forward Planning & Economic Strategy Team Service Plan 2016

Summary

The coming year will be challenging in terms of maintaining progress on a number of projects and ensuring they are delivered in a timely manner whilst maintaining work on the Cross-border Partnership and HS2.

1 A Review of Last Year (2015)

What went well?

- 1.1 The focus for 2015 has been on the progression of the Site Allocations Plan and under the Duty to Co-operate making sure that work is progressed to ensure the continuation of other Local Plans.
- 1.2 The list of work includes:
- Preparation and consultation on Development Management Plan including Sustainability Appraisal and HRA for the Development Management Plan
 - Attending and preparing for hearings for other Local Plans
 - Ongoing work to refine the Infrastructure Delivery Plan
 - Evidence base:
 - Commissioning and delivery of an up to date Joint Strategic Housing Market Assessment with the local authorities from the CWLEP area
 - Commissioning of Economic Impact Assessment with HBBC
 - Commencement of Stage 2 Green Belt Joint Study
 - Commencement of the updating of the Strategic Land Availability Assessment
 - Continued meetings with stakeholders, landowners and agents
 - Assisting the progression of a number of Neighbourhood Plans
 - Submission of Arley Neighbourhood Plan
 - Servicing and attending the LDF Sub-committee
 - Work on Cross-border Partnership including assisting to host a supply chain event for businesses at MIRA
 - Continuation of the Cross-border Employment & Skills Group meetings
 - Continuing to seek ways of achieving economies of scale to reduce pressure on the budget
 - Continued input into regional and sub-regional working with particular reference to the Duty to Co-operate and the Joint Committee
 - The progression of a Memorandum of understanding to deal with the emerging housing numbers in the Coventry & Warwickshire area and dealing with a redistribution from Coventry.
 - Working with officers from the GB & BC HMA area to develop a Memorandum of Understanding
 - Work on HS2 at national, sub-regional and local levels
 - Submission of petitions on AP2 and AP4 and subsequent assistance in the negotiations of issues with HS2

Forward Planning & Economic Strategy Team Service Plan 2016

- Working with the LEP through the Growth Hub and the Planning & Business Group
- A consultation on the Preliminary Draft Charging Schedule for the Community Infrastructure Levy (CIL)
- Worked with partners to submit Expressions of Interest on potential projects for LEP and other sources of funding
- Timely responses to planning applications
- Input into Planning Appeals
- Monitoring completed on time
- National and regional figures completed on time
- Five year housing supply updated
- Assistance in the negotiation of S106 especially for affordable housing and open space provision

What has not gone quite so well?

- 1.3 Although there have been many success in the past year there have been some issues. These are:
- Staff capacity to keep on top of all the current work as well as changes in legislation and aspirational work
 - Information relating to infrastructure is not always easily to arrive at
 - No progress on Conservation Area Appraisals
 - Due to the increase in planning applications this has had a knock on effect on the progress of the Gypsy & Travellers Plan

Work for the coming year

- 1.4 The list below gives an indication of the work expected to be delivered by the team during 2016:
- Consultation and then submission of the Site Allocations Plan
 - Hearings for Site Allocations Plan
 - Consultations on the next stages of the Gypsy & Travellers Plan and Development Management Plan
 - Continuing work on HS2
 - Work towards becoming a Qualifying Local Authority
 - Work on Phase 2 will intensive once the route has been announced
 - Submission of comments on Phase 2 of HS2
 - Work proactively with Economic Development partners to consider the economic development role of the Borough and to develop a strategy to achieve the desired outcomes
 - Continue to develop projects that can be put forward for a range of funding sources
 - Publication and, if required, an examination into the CIL charging schedule. Will then work with finance, development control and central services to ensure a smooth introduction.

Staffing issues

**Forward Planning & Economic Strategy Team
Service Plan 2016**

- 1.6 It will be important to keep under review the capacity of staff to keep the momentum going and ensuring the timely delivery of projects.
- 1.7 The Heritage and Conservation post is a joint post with Nuneaton and Bedworth BC (75 / 25). The post will need to be re-assessed. A report will be considered in due course about staffing levels generally and options for the future within the Directorate.

2 Service Plan for the coming Year

External Influence

- The development of a Combined Authority could have an impact either directly or indirectly in how we work with partners within the sub-regional and wider area.

External Assessment

- None expected

New legislation

- Continuing understanding of National Planning Policy Framework
- Neighbourhood Planning
- Introduction of Community Infrastructure Levy
- Further changes to LEP status
- Changing funding opportunities for a range of projects including infrastructure and economic projects.

New Practice or Codes

- The Planning Advisory Service continually updates their Best Practice Guidance which will need to be reviewed on a continual basis.

Resource implications

- A lot of changes expected over a relatively short time
- Infrastructure Delivery Plan will need to be updated
- Neighbourhood Planning is more staff resource intensive

Value for Money/Efficiency

- Continuing to seek partnership working to reduce costs wherever possible.

Resource Implications

- Implications on the need to maintain in-house monitoring resources

Performance Indicators

Table 1: National Indicators that apply to the Service

**Forward Planning & Economic Strategy Team
Service Plan 2016**

Number of additional homes provided (net)	2014 - 2015	223
Number of affordable homes delivered (gross)	2014 - 2015	47
Supply of ready to develop housing sites	As at 30 September 2015	7.6 years

Table 2: NWBC will be monitored on but reported elsewhere

Flood and coastal erosion risk management	Environment Agency
Improved local biodiversity – active management of local sites	Local Sites Partnership

Table 3: *Local Targets*

Has the local planning authority met the milestones which the current Local Development Scheme (LDS) sets out? :	Yes	Yes	Green	
Percentage of new homes built on previously developed land. :	69%	80%	Red	See note below

Note: The last target will need to be reassessed as 80% completions on brownfield sites is now unlikely to be achieved in the future due to the type of sites coming forward through planning permissions and the Site Allocations Plan

Use of Technology

- The Local Plan is interactive on-line but could be improved and hosted on Council's own servers – issue that GIS is no longer updated and cost of bringing back Local Plan in a printable version.
- New web pages have been finalised and web links extended
- Due to costs web based consultation has not be pursued.

Risk Management

- Annual Moderation of Risks

Customer Surveys/Consultation

- Consultations will be carried out in relation to the development of the various Planning Policy documents but not directly about the service that Forward Planning provides. These will be both formal consultation periods as well informal meetings with key stakeholders.
- There are resource implications in terms of staff time that it takes to organise and then run events. The LDF Budget covers the financial costs.

Corporate Working

- Close links with other teams and departments in delivery of Corporate priorities – affordable housing, open space, other planning policy documents as well as development and delivery of projects
- Member training
- Future corporate work will be around the introduction of the Community Infrastructure Levy

Forward Planning & Economic Strategy Team Service Plan 2016

Community Plan

- The three key themes are interlinked to the work of the team

Vision

- The teams work is cross cutting but mainly it is through the Development Plan policies and delivery of outcomes, community links, implementing National and Regional Policy, joint working with other Agencies and Authorities.
- Forward Planning cuts across practically all of the Council's current seven priorities if objectives are to be delivered.

Strategies

- The service is grounded in long term strategic planning most of which shapes Council activity
- It heeds and takes up internal Corporate Strategies
- Its focus is external strategic working and linkages
- The service links with all Corporate Priorities

Workforce Planning

- Sickness levels have improved generally within the team.
- The amount and pressure of the momentum of work needs to be assessed on a regular basis to ensure that team morale is not adversely affected.

Process and Policy

- LDS updated programme needs to be agreed on a regular basis with the LDF Sub-committee
- Electronic service delivery programme in place but could be improved
- Identified gap in respect of climate change issues being addressed

Health and Safety

- Risk Assessments undertaken
- Audits need to be undertaken

Communication

The FP Team have the Statement of Community Involvement (adopted January 2007), which it uses when consulting the public, stakeholders and other organisations. As a result of comments made during the consultation of the Core Strategy and Site Allocations Plan improvements have been made to the processes undertaken.

Climate Change

Officers have met other officers from neighbouring local authorities to discuss further joint renewable energy work.

Previous Years

**Forward Planning & Economic Strategy Team
Service Plan 2016**

As the work of the team is long ranging most actions from the previous year need to be carried forward

Resources

The team is busy. Work is escalating in the Cross-border partnership and with it economic development work, as well as HS2 proposals. Realistic timescales therefore need to be ensured to maintain a good delivery rate that means work is accurate and delivered on time. This means that the timetable for the team needs to have an element of flexibility within it.

**Forward Planning & Economic Strategy Team
Service Plan 2016**

SUMMARY ACTION PLAN

Action	Community Plan / Corporate Priorities	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
1 To take Site Allocations Plan through Examination process	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan 	Forward Planning & Economic Strategy Manager	2012	2017	1	<ul style="list-style-type: none"> Additional sites be consulted on Site Allocations Plan adopted 	<ul style="list-style-type: none"> This will take up a lot of staff time
2 To assist the Development Control team in preparing the Development Management Plan	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan 	Head of Development Control	Underway	2017	1	<ul style="list-style-type: none"> Adopted documents 	<ul style="list-style-type: none"> Development Control staff time as well as Forward Planning staff time – use of the LDF budget
2 To assist the Development Control team in preparing the Gypsy & Travellers Plan	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan 	Head of Development Control	Underway	2018	1	<ul style="list-style-type: none"> Adopted documents 	<ul style="list-style-type: none"> Development Control staff time as well as Forward Planning staff time – use of the LDF budget
3 To keep the Infrastructure Plan up to date	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan 	Forward Planning & Economic Strategy Manager	Underway	Ongoing	1	<ul style="list-style-type: none"> Regular updates be presented to Board 	<ul style="list-style-type: none"> Staff time initially

**Forward Planning & Economic Strategy Team
Service Plan 2016**

4 To bring forward CIL	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan 	Forward Planning & Economic Strategy Manager	October 2013	Summer 2017	1	<ul style="list-style-type: none"> Implementation of scheme 	<ul style="list-style-type: none"> Staff time initially but will require consultancy assistance
5 Monitoring, including keep under review the five year housing supply	<ul style="list-style-type: none"> Community Plan: Improving access to services Corporate Plan 	Forward Planning & Economic Strategy Manager		Ongoing basis	1	<ul style="list-style-type: none"> Maintaining a robust evidence base Maintaining information on our five year supply 	<ul style="list-style-type: none"> Keeping up to date with changing monitoring requirements both nationally and regionally Staff time
6 Cross-Border Partnership	<ul style="list-style-type: none"> Community Plan: Raising aspirations, educational attainment and skills Improving access to services Corporate Plan 	Forward Planning & Economic Strategy Manager		ongoing	1	<ul style="list-style-type: none"> Delivery of projects that deliver results hitting the SCS targets 	<ul style="list-style-type: none"> Staff resource and possible future budget issues
7 Maintain advice on planning control matters including policy advice	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan 	Forward Planning & Economic Strategy Manager		ongoing	1	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Forward Planning & Economic Strategy Team
Service Plan 2016

<p>8 Involvement in specialist projects such as HS2, Tame Valley Partnership.</p>	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan 	<p>Forward Planning & Economic Strategy Manager</p>		<p>ongoing</p>	<p>1</p>	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
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**Forward Planning & Economic Strategy Team
Service Plan 2016**

Workforce Implications of the Corporate and Service Plan

Workforce Area	Long Term Objectives	Objectives 2013/14	Action By	Performance Measure	Milestone Dates
Skills	<ul style="list-style-type: none"> All staff more knowledgeable Better resilience Widen range of knowledge / skill 	<ul style="list-style-type: none"> Continued understanding of policy changes 	All	Training undertaken	Within 2016
Recruitment & Retention	<ul style="list-style-type: none"> Retention of experienced staff Challenge staff Delegation of projects Widen skills base 	<ul style="list-style-type: none"> Look at work and opportunities within it 	D Barratt	Appraisals	Within 2016
Learning & Development	<ul style="list-style-type: none"> Training integral to work Training focused on known gaps 	<ul style="list-style-type: none"> Focused training plan 	All	Training completed Evidence of knowledge in reports	Within 2016
Health & Welfare	<ul style="list-style-type: none"> Safe office environment Annual risk assessments 	<ul style="list-style-type: none"> Regular safety audits 	All	Annual Risk Assessments	Within 2016
Flexible Working	<ul style="list-style-type: none"> To ensure the health & wellbeing of the team 	<ul style="list-style-type: none"> To continue to allow working from home 	All	To improve the sickness records even further	Within 2016

Agenda Item 5

Planning and Development Board

8 February 2016

Report of the Assistant Director (Corporate Services) and the Assistant Chief Executive and Solicitor to the Council General Fund Fees and Charges 2016/2017

1 **Summary**

- 1.1 The report covers the fees and charges for 2015/16 and the proposed fees and charges for 2016/17.

Recommendation to the Board

That the schedule of fees and charges for 2016/17, set out in the report be accepted.

2 **Consultation**

- 2.1 The Chairman, Vice Chairman and Opposition Spokesperson for the Planning Board have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

3 **Introduction**

- ... 3.1 Attached for the Board's consideration at Appendix A are details of present and proposed fees and charges for the financial year 2016/17. Prices have been increased by 2% in line with the budget strategy for 2016/20 as agreed by this Board in September 2015, except for Land Charges which have some small reductions in pricing from the 2015-16 prices, to stay competitive and to comply with the need to only breakeven on the cost of service provision.
- 3.2 Although Planning Control is under the control of this Board, the fees and charges have not been included in this report as they are set nationally by Government.

4 **Report Implications**

4.1 **Financial Implications**

- 4.1.1 The pricing structure contained in this report is expected to generate an additional £150 of income on Street Naming and Numbering in 2016/17. No further allowance for fee increases has been budgeted for. The revised

fees are contained within the Deputy Chief Executive's report on the General Fund estimates 2016/17, presented elsewhere within the agenda for this meeting.

- 4.1.2 A 1% change in income generated by services reporting to this Board would result in an increase or decrease in income of £80 (Street Naming and Numbering).

4.2 Risk Management Implications

- 4.2.1 Changes to fees and charges may impact on the level of demand. However, this has been considered in proposing the revised charges.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

NORTH WARWICKSHIRE BOROUGH COUNCIL
PLANNING AND DEVELOPMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2016

	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	VAT RATING
LAND CHARGES			
Official Land Charges Register search (LLC1)	32.30	32.00	Outside Scope
Each additional parcel of land	3.10	3.00	"
Con29 R Search	85.20	85.00	Outside Scope
Each additional parcel of land	8.20	8.00	"
Additional Question (Con2 90 / Con29 R) - first question	17.80	17.00	Outside Scope
Every additional question	1.00	1.00	"
Common Land Enquiry (if submitted as part of search)	11.70	11.00	Outside Scope
Personal searches by appointment	Free	Free	N/A
STREET NAMING & NUMBERING			
Add a new property name	57.60	58.80	Outside Scope
Correct an address anomaly	28.60	29.20	"
New development (per plot up to 10 plots)	114.20	116.50	"
New development (per plot above 10 plots)	14.30	14.60	"
Rename/renumber	57.60	58.80	"
Name a new street	114.20	116.50	"
Amend development layout (per plot)	28.60	29.20	"
Commercial property (per unit)	28.60	29.20	"
Rename a street	Price upon request	Price upon request	"
Building conversions per unit (minimum charge 2 units)	N/A	60.00	"
Confirmation letters to solicitors/others	N/A	25.00	"

PHOTOCOPYING AND PRINTING CHARGES	2015/2016 TOTAL CHARGE £	2016/2017 TOTAL CHARGE £	VAT RATING
Planning decision notice (domestic)	0.20	0.20	Including VAT at standard rate
Planning decision notice (commercial) (Including building regulation completion certificate)	0.20	0.20	"
Correspondence	0.20	0.20	"
Committee report	0.20	0.20	"
Copies of letters	0.20	0.20	"
A4 plans	0.20	0.20	"
A3 Plans	0.20	0.20	"
A2 Plans	1.40	1.45	"
A1 Plans	1.40	1.45	"
A0 Plans	1.40	1.45	"
Tree Preservation Order	0.20	0.20	"
Section 106 ,52 & 38	0.20	0.20	"
Weekly List (copy charge) per list	0.20	0.20	"
Listed Building Extract	0.20	0.20	"
Planning Site History (Domestic)	0.20	0.20	"
Planning Site History (Commercial)	0.20	0.20	"
Detailed Information Requests/Research (any other request not incorporated in above charges)	29.10	29.70	"

PLANNING AND ADVERTISEMENT APPLICATIONS

These charges are set by central government and are contained within the Town and Country Planning Regulations.

Details of current charges can be obtained from the Council's Development Control section :

Telephone	01827 715341
Fax	01827 719363
e-mail	planningcontrol@northwarks.gov.uk
Web site	www.northwarks.gov.uk

Agenda Item No 6

Planning and Development Board

8 February 2016

Report of the Deputy Chief Executive

General Fund Revenue Estimates 2016/17

1 Summary

- 1.1 This report covers the revised budget for 2015/16 and an estimate of expenditure for 2016/17, together with forward commitments for 2017/18, 2018/19 and 2019/20.

Recommendation to the Board

- a To accept the revised budget for 2015/16; and
- b To accept or otherwise vary the Estimates of Expenditure for 2016/17, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 9 February 2016.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Planning and Development Board have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

3 Introduction

- 3.1 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2016/17 and this, together with a revised budget for 2015/16, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service, the actual figures for 2014/15 are shown.

...

- 3.2 At its meeting in September, the Executive Board agreed the budget strategy for 2016-2020 which required savings of £1.71 million over a four year period. This required budget savings of £535,000 in 2016/17 with additional savings of £475,000, £350,000 and £350,000 in 2017/18, 2018/19 and 2019/20 respectively. Some limited provision for growth was built into the strategy in specific areas.

- 3.3 Assistant Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income.

3.4 A subjective analysis of the Board's requirement is shown below:

	Approved Budget 2015/16 £	Revised Budget 2015/16 £	Original Budget 2016/17 £
Employee Costs	466,970	379,460	458,400
Supplies and Services	137,810	152,300	132,350
Earmarked Reserves	(30)	0	0
Gross Expenditure	604,750	531,760	590,750
Income	(573,630)	(636,290)	(678,390)
Net Controllable Expenditure	31,120	(104,530)	(87,640)
Departmental Support	87,170	109,110	118,540
Central Support	177,200	174,780	179,640
Capital Charges	16,390	16,390	16,390
Net Expenditure	311,880	195,750	226,930

3.5 The Council values all of its assets using a five year rolling programme, and this can affect the level of capital charges that are made to services and can therefore significantly affect the net service cost. Although few assets are used for the services within this Board, changes in net service expenditure that are as a result of increases or decreases in capital charges are shown below net operating expenditure in the following pages.

4 **Comments on the 2015/16 Revised Budget**

4.1 The revised budget for 2015/16 is estimated to be £195,750; a decrease of £116,130 on the approved provision. The main reasons for variations are set out below:

4.2 **Planning Control (€113,050)**

4.2.1 Employee expenditure has decreased, due to the vacant Senior Site Investigation post and a reduction in hours of a Central Services Officer. Planning fee income has increased as a result of higher volume of applications in the year, partially offset by a small increase in professional fees resulting from the increased planning activity.

4.3 **Building Control (€11,540)**

4.3.1 A reduction in costs is anticipated from the Building Control Partnership agreement with Nuneaton and Bedworth Borough Council.

4.4 **Conservation and Built Heritage (€10,320)**

4.4.1 Salaries have reduced by £41,770 due to the vacant Heritage and Conservation Officer post. There is a corresponding reduction in income of £11,200 as a proportion of the post is recharged to Nuneaton and Bedworth

Borough Council. Some of these savings have been offset by an increase in consultancy costs of £20,000.

4.5 Departmental and Central Support £19,520

4.5.1 Departmental support recharges have increased as a result of changes in Development Control allocations.

5 Comments on the 2016/17 Estimates

5.1 The 2016/17 estimate has been prepared, taking into account the following assumptions:

- A 2% pay award from 1 April 2016;
- Increases in the Council's pension contribution rate for current employees of 0.75% per annum up to 2019/20;
- An increase in income to reflect the increases included in the fees and charges report elsewhere on this agenda
- Savings set out in Appendix D have been included within the estimates.

5.2 The total estimated net expenditure for 2016/17 is £226,930; a decrease of £84,950 on the 2015/16 approved budget and an increase of £31,180 on the revised 2015/16 budget. The main variations from the revised estimate are given below.

5.3 Planning Control £4,820

5.3.1 Employee costs have increased by £34,860 due to re-instatement of the vacant Senior Site Investigation post from 2015/16. This has been partially offset by an increase in income of £30,000.

5.4 Conservation and Built Heritage £12,230

5.4.1 Full year budget provision for the vacant Heritage and Conservation Officer post has been included, together with the recharge made to Nuneaton and Bedworth Borough Council for the work undertaken on their behalf.

5.5 Departmental and Central Support £14,290

5.5.1 Departmental support recharges have increased due to reinstatement of vacant post and salary increases. Central Support has increased due to the assumed pay award.

6 Growth Items

6.1 Limited provision for growth was built into the Council's Budget Strategy, approved in September 2015 by this Board, to cover additional haulage costs faced by the recycling service, an increase in insurance premium tax, the move to the national living wage and additional funding for BDUK. There are no growth items relating to the services covered by this board.

7 **Risks to Services**

7.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- The need to hold Public Inquiries into Planning Developments. Inquiries can cost the Council around £50,000 each.
- A change in the level of planning applications received. A fall in applications would lead to a reduction in planning income, whilst an increase in applications would increase the pressure on staff to deal with applications in the required timescales.
- The Government require all planning applications to be dealt with within 26 weeks. If this is not achieved, the costs of the application must be borne by the authority. Whilst the Planning team deal with almost 100% of current applications within this time, there is a potential that some may slip, leading to a decline in the Planning income level.

...

7.2 A risk analysis of the likelihood and impact of the risks identified above are included in Appendix C.

8 **Future Year Forecasts**

8.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2016/17. The following table provides a subjective summary for those services reporting to this Board:

	Forecast Budget 2017/18 £	Forecast Budget 2018/19 £	Forecast Budget 2019/20 £
Employee Costs	469,850	481,580	493,600
Supplies and Services	135,000	135,050	137,760
Gross Expenditure	604,850	616,630	631,360
Income	(691,060)	(703,970)	(717,150)
Net Controllable Expenditure	(86,210)	(87,340)	(85,790)
Departmental Support	120,750	122,670	124,980
Central Support	183,850	187,580	192,030
Capital Charge	16,390	16,390	16,390
Net Expenditure	234,780	239,300	247,610

8.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2017/18 to 2019/20, increases in contracts and general increases in supplies and services of 2% in 2017/18 and 2019/20. In total, net expenditure is expected to increase by 3.5% in 2017/2018, by 1.9% in 2018/19 and by 3.5% in 2019/2020.

8.3 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However, these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

9 Report Implications

9.1 Financial Implications

9.1.1 As detailed in the body of the report.

9.2 Environment and Sustainability Implications

9.2.1 Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of essential services.

9.3 Risk Management Implications

9.3.1 There are a number of risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using past experience and knowledge, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

The Contact Officer for this report is Nigel Lane (719371).

APPENDIX D

SAVINGS INCLUDED WITHIN 2016/17

Board	Description	2016/17 £
P&D	Charge for pre-planning advice	2,000
P&D	Reduced contribution to the Building Control Partnership	11,450
	Planning and Development Total	13,450

NORTH WARWICKSHIRE BOROUGH COUNCIL

PLANNING AND DEVELOPMENT BOARD

SUMMARY OF GENERAL FUND REVENUE ESTIMATES

Code	Description	Actual 2014/2015 £	Approved Budget 2015/2016 £	Revised Budget 2015/2016 £	Original Budget 2016/2017 £
4009	Planning Control	(312,143)	(28,020)	(141,070)	(136,250)
4010	Building Control	76,607	61,540	50,000	50,000
4012	Conservation and Built Heritage	452	30,320	20,000	32,230
4014	Local Land Charges	(35,697)	(33,880)	(34,520)	(34,520)
4018	Street Naming and Numbering	(1,030)	1,160	1,060	900
	Net Controllable Expenditure	(271,811)	31,120	(104,530)	(87,640)
	Departmental Support	86,734	87,170	109,110	118,540
	Central Support	178,537	177,200	174,780	179,640
	Capital Charges	13,434	16,390	16,390	16,390
	Planning and Development Board Total	6,894	311,880	195,750	226,930

4009 - PLANNING CONTROL

A statutory service which determines planning and listed building applications submitted to the Council and the enforcement of contraventions of the Planning Acts.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2014/2015	2015/2016	2015/2016	2016/2017
Employee Expenditure	433,303	425,500	379,460	414,320
Supplies and Services	76,704	48,510	51,470	51,470
Earmarked Reserves	281,078	(30)	-	-
GROSS EXPENDITURE	791,085	473,980	430,930	465,790
GROSS INCOME	(1,103,228)	(502,000)	(572,000)	(602,040)
NET CONTROLLABLE EXPENDITURE	(312,143)	(28,020)	(141,070)	(136,250)
Departmental Support	58,920	53,730	81,460	79,700
Central Support	152,697	150,040	143,200	146,940
Capital Charge	13,086	13,090	13,090	13,090
NET EXPENDITURE	(87,440)	188,840	96,680	103,480

Contributes to corporate priorities :

- Protecting our countryside and heritage
- Promoting sustainable and vibrant communities
- Supporting employment and business

KEY PERFORMANCE INDICATORS

Number of Planning Applications	870	800	900	900
Gross cost per application	£ 1,152.53	£ 847.19	£ 728.43	£ 769.37
Net cost per application	-£ 100.51	£ 236.05	£ 107.42	£ 114.98
Caseload per officer	161	148	167	167

4010 - BUILDING CONTROL

A statutory service which ensures the health and safety of the occupants of buildings by achieving acceptable standards of building work through the enforcement of the Building Regulations. The Building Control service has been provided in Partnership with Nuneaton and Bedworth Borough Council since November 2007.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2014/2015	2015/2016	2015/2016	2016/2017
Employee Expenses	387	-	-	-
Supplies and Services	76,220	61,540	50,000	50,000
NET CONTROLLABLE EXPENDITURE	76,607	61,540	50,000	50,000
Departmental Support	1,490	1,460	1,530	1,520
Central Support Services	13,070	13,230	13,490	13,540
NET EXPENDITURE	91,167	76,230	65,020	65,060

Contributes to corporate priorities :

- Protecting our countryside and heritage

4012 - CONSERVATION AND BUILT HERITAGE

This service looks to maintain the historical built heritage within the Borough

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	452	41,470	-	44,080
Supplies and Services	-	50	20,000	50
GROSS EXPENDITURE	452	41,520	20,000	44,130
GROSS INCOME	-	(11,200)	-	(11,900)
NET CONTROLLABLE EXPENDITURE	452	30,320	20,000	32,230
Departmental Support	2,120	7,540	-	10,720
Central Support	3,735	4,630	4,210	4,920
NET EXPENDITURE	6,307	42,490	24,210	47,870

Contributes to corporate priorities :
- Protecting our countryside and heritage

4014 - LOCAL LAND CHARGES

The Council is obliged to maintain a register relating to its area which includes any details of developments, road proposals, closing orders etc., which may affect properties and details of any charge (financial or otherwise) that is registered against each property. In addition the Council provides details on enquiries made by solicitors acting on behalf of prospective purchasers. The income received from search fees is based upon charges that the Council is free to set itself.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	704	-	-	-
Supplies and Services	21,257	18,820	21,940	21,940
GROSS EXPENDITURE	21,961	18,820	21,940	21,940
GROSS INCOME	(57,658)	(52,700)	(56,460)	(56,460)
NET CONTROLLABLE EXPENDITURE	(35,697)	(33,880)	(34,520)	(34,520)
Departmental Support	17,852	17,640	18,960	19,260
Central Support	8,200	8,470	13,030	13,390
Capital Expenditure	348	3,300	3,300	3,300
NET EXPENDITURE	(9,297)	(4,470)	770	1,430

KEY PERFORMANCE INDICATORS

Number of Local Land Charge Searches	579	450	530	530
Gross cost per search	£ 82.92	£ 99.84	£ 101.75	£ 103.00
Net cost per search	-£ 16.06	-£ 9.93	£ 1.45	£ 2.70

4018 - STREET NAMING & NUMBERING

This function covers naming and numbering of new and existing properties and streets, to ensure consistency and reliability of addressing, which then feeds into the Council's Land and Property Gazetteer.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2014/2015	BUDGET 2015/2016	BUDGET 2015/2016	BUDGET 2016/2017
Employee Expenditure	349	-	-	-
Supplies & Services	4,145	8,890	8,890	8,890
GROSS EXPENDITURE	4,494	8,890	8,890	8,890
GROSS INCOME	(5,524)	(7,730)	(7,830)	(7,990)
NET CONTROLLABLE EXPENDITURE	(1,030)	1,160	1,060	900
Departmental Support	6,352	6,800	7,160	7,340
Central Support	835	830	850	850
NET EXPENDITURE	6,157	8,790	9,070	9,090

Contributes to corporate priority :
- Creating safer communities

Appendix C

Risk Analysis

	Likelihood	Potential impact on Budget
Need for public enquiries into planning developments	Medium	Medium
Decline in planning applications leading to a reduction in Planning Income.	Low	Medium
Applications not dealt with within 26 weeks, resulting in full refund to applicant.	Low	Medium

Agenda Item 7

8 February 2016

Planning Applications

To view the planning application reports see the separate file downloads.

Planning Applications File 1

- Land at Crown Stables, Nuneaton Road, Mancetter.

Planning Application File 2

- Barge and Bridge PH, 79 Coleshill Road, Atherstone.
- Land North of Eastlang Road, Fillongley.

Planning Application File 3

- Land North of 19 Southfields Close, Coleshill.
- 52 New Street, Baddesley Ensor
- Dordon Ambulance Station, Watling Street, Dordon.

Agenda Item No 8

Planning and Development Board

8 February 2016

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - December 2015

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Planning and Development Board for April to December 2015.

Recommendation to the Board

That Members consider the performance achieved and highlight any areas for further investigation.

2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

3 Background

- 3.1 This report shows the third quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2015/16. This is the third report showing the progress achieved so far during this year.

4 Progress achieved during 2015/16

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the agreed local performance indicators during April to December 2015/16 for the Planning and Development Board.
- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target not being achieved (shown as a red triangle)

Amber – target currently behind schedule and requires remedial action to be achieved (shown as an amber circle)

Green – target currently on schedule to be achieved (shown as a green star)

5 Performance Indicators

- 5.1 The current performance indicators have been reviewed by each division and Management Team for monitoring for the 2015/16 year.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 100% of the Corporate Plan targets and 33% of the performance indicator targets are currently on schedule to be achieved. The report shows the individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Number	Percentage
Green	6	100%
Amber	0	0%
Red	0	0%
Total	6	100%

Performance Indicators

Status	Number	Percentage
Green	1	33%
Amber	2	67%
Red	0	0%
Total	3	100%

7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

8 Report Implications

8.1 Safer Communities Implications

- 8.1.1 Major applications are considered by the Police Architectural Liaison Officer who is looking to ensure that Secure by Design principles are applied for new developments.

8.2 Legal and Human Rights Implications

8.2.1 The national indicators were specified by the Secretary of State for Communities and Local Government. They were replaced by a single list of data returns to Central Government from April 2011.

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. The action to improve employment opportunities for local residents at Birch Coppice is contributing towards the Raising aspirations, educational attainment and skills priority of the North Warwickshire Sustainable Community Strategy 2009 – 2026.

8.4 Risk Management Implications

8.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

8.5 Equality Implications

8.5.1 The action to improve employment opportunities for local residents at Birch Coppice is contributing to equality objectives and is a positive impact in terms of the protected characteristics for age through the young people employment programme.

8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators included relating to supporting employment and business, protecting our countryside and heritage, and promoting sustainable and vibrant communities.













The Contact Officer for this report is Robert Beggs (719238).

Background Papers







Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

NWCP Planning and Development Board 15/16

	Action	Priority	Reporting Officer	Update	Quarter 2 Update	Quarter 3 Update	Status	Direction
NWCP 012	Manage development so as to deliver the priorities on the Council's Corporate Plan and in the Sustainable Community Strategy and report by March 2016	Protecting our Countryside & Heritage	Jeff Brown	To be reported March 2016	To be reported March 2016	To be reported March 2016	 Green	
NWCP 013	To report on Growth pressures on the Borough and how to protect the Green Belt as far as possible by February 2016 and at least annually thereafter	Protecting our Countryside & Heritage	Jeff Brown	To be reported March 2016	To be reported March 2016	To be reported March 2016	 Green	
NWCP 014	Use the Design Champions to ensure the best achievable designs are implemented and developed and report by March 2016	Protecting our Countryside & Heritage	Jeff Brown	To be reported March 2016	To be reported March 2016	To be reported March 2016	 Green	
NEW	To see to secure the best of the Borough's built and rural heritage	Protecting our Countryside & Heritage	Jeff Brown		Planning & Development board has requested a report to be brought to early meeting looking at Heritage issues	Planning & Development board has requested a report to be brought to early meeting looking at Heritage issues	 Green	
NWCP 051	a) work with the County Council, Job CentrePlus and other partners to provide apprenticeships/training, including reporting by December 2015 on the feasibility and cost of directly employing more apprentices; and b) to administer funding provided by the developers and through other funding sources to maximise opportunities for employment of local people including employment engagement activity, development of work clubs and bespoke training	Supporting Employment & Business	Steve Maxey/Bob Trahern	Schemes funded by s.106 money continue as well as the work of the Cross Border Partnership. The remaining Birch Coppice money is being held back to be used as match funding for skills/employment training that may emerge from ESIF money, in order to at least double what is currently available.	Schemes funded by s.106 money continue as well as the work of the Cross Border Partnership. The remaining Birch Coppice money is being held back to be used as match funding for skills/employment training that may emerge from ESIF money, in order to at least double what is currently available.	Schemes funded by s.106 money continue as well as the work of the Cross Border Partnership. The remaining Birch Coppice money is being held back to be used as match funding for skills/employment training that may emerge from ESIF money, in order to at least double what is currently available.	 Green	
NWCP 070(1)	Looking to improve transport links to the local employment	Supporting Employment & Business	Jeff Brown	We are always looking to do this with all large scale commercial developments	We are always looking to do this with all large scale commercial developments	We are always looking to do this with all large scale commercial developments	 Green	

NWPI Planning Board 15/16

Ref	Description	Section	Priority	Year End Target	April - Dec Performance	Traffic Light	Direction of Travel	Comments
@NW:NI157a	Processing of planning applications in 13 weeks for major application types	Development Control	Countryside and Heritage	60%	95.00%	 Green		Shows impact of giving priority to these applications. However we have had a situation this qtr where an applicant refused to agree to an extension of time
@NW:NI157b	Processing of planning applications in 8 weeks for minor application types	Development Control	Countryside and Heritage	80%	71.52%	 Amber		Shows impact of increase in planning applications
@NW:NI157c	Processing of planning applications in 8 weeks for other application types	Development Control	Countryside and Heritage	90%	88.84%	 Amber		Shows impact of increase in planning applications

Agenda Item No 9

Planning and Development Board

8 February 2016

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

Agenda Item No 10

Breaches of Planning Control - Report of the Head of Development Control.

Paragraph 6 – by reason of the need to consider appropriate legal action

The Contact Officer for this report is David Harris (719222).