

**Exempt**

# **Cabinet**

# **Agenda**

**6:00pm**  
**Tuesday, 24th November 2009**  
**The Earl Baldwin Suite**  
**Duke House, Clensmore Street, Kidderminster**



## Cabinet

### **The Cabinet Members and their responsibilities:-**

<b>Councillor J-P Campion</b>	<b>Leader of the Council</b>
<b>Councillor M J Hart</b>	<b>Deputy Leader, Community &amp; Partnership Services</b>
<b>Councillor S J M Clee</b>	<b>Planning &amp; Economic Regeneration</b>
<b>Councillor N J Desmond</b>	<b>Resources</b>
<b>Councillor Mrs A T Hingley</b>	<b>Legal &amp; Corporate Services</b>
<b>Councillor Mrs T L Onslow</b>	<b>Housing &amp; Environmental Services</b>

### **SCRUTINY OF DECISIONS OF THE CABINET**

The Council has three Scrutiny Committees that have power to investigate policy issues and question members of the Cabinet who have special responsibility for a particular area of the Council's activities. The Cabinet also considers recommendations from these Committees.

In accordance with Part 4 of the Council's Constitution, Overview and Scrutiny Procedure Rules, and Standing Order B4, any item on this agenda may be scrutinised by the Scrutiny Committees if it is "called in" by the Chairman or Vice-Chairman of the Corporate Services Scrutiny Committee and any other three non-Cabinet members.

*The deadline for "calling in" Cabinet decisions is Wednesday 2<sup>nd</sup> December 2009.*

Councillors wishing to "call in" a decision on this agenda should contact Diana Glendenning, Committee Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732763 or email [diana.glendenning@wyreforestdc.gov.uk](mailto:diana.glendenning@wyreforestdc.gov.uk)

### **Urgent Key Decisions**

If the Cabinet needs to take an urgent key decision, the consent of the Scrutiny Committee Chairman must be obtained. If the Scrutiny Committee Chairman is unable to act the Chairman of the Council or in his/her absence the Vice-Chairman of the Council, must give consent. Such decisions will not be the subject to the call in procedure.

### **DECLARATIONS OF INTEREST - GUIDANCE NOTE**

Code of Conduct - Members are reminded that under the Code of Conduct it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

Section 106 of the Local Government Finance Act 1992 - If any Member is two months or more in arrears with a Council Tax payment, they may not vote on any matter which might affect the calculation of the Council Tax, any limitation of it, its administration or related penalties or enforcement.

### **For further information: -**

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Diana Glendenning, Principal Committee Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732763 or email [diana.glendenning@wyreforestdc.gov.uk](mailto:diana.glendenning@wyreforestdc.gov.uk)

Documents referred to in this agenda may be viewed on the Council's website - [www.wyreforestdc.gov.uk/council/meetings/main.htm](http://www.wyreforestdc.gov.uk/council/meetings/main.htm)

Wyre Forest District Council

Cabinet

Tuesday, 24th November 2009

The Earl Baldwin Suite, Duke House, Clensmore Street, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
1.	<b>Apologies for Absence</b>	
2.	<b>Declarations of Interest</b> In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered.  Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992.  (See guidance note on cover.)	
3.	<b>Minutes</b> To confirm as a correct record the Minutes of the meeting held on the 27 <sup>th</sup> October 2009. <a href="#">Agenda Item 3 Minutes 27th October 2009</a>	8
4.	<b>CALL INS</b> A verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	<b>Items Requiring Urgent Attention</b> Any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	<b>Public Participation</b> In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 9 am on Friday 20 <sup>th</sup> November 2009. (See front cover for contact details).	

7.	<i>Leader of the Council</i>	<i>John-Paul Campion</i>
7.1	<b>Leader's Announcements</b>	
7.2 (a)	<p><b>Draft Mobile and Flexible Working Policy</b>            To consider a report from the Interim Chief Executive that recommends to Council that the Draft Mobile and Flexible Working Policy be adopted for implementation from 1<sup>st</sup> January 2010.            Agenda Item 7  <a href="#">Agenda Item 7 2 Mobile and Flexible Working Policy</a>  <a href="#">Agenda Item 7 2 App 1</a>  <a href="#">Agenda Item 7 2 Policy App 2</a></p> <p><i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details).</i></p>	<b>13</b>
7.2 (b)	<p><b>Recommendations from Corporate Resources Scrutiny Committee 12<sup>th</sup> November 2009 regarding the Draft Mobile and Flexible Working Policy</b>  <a href="#">Agenda Item 7 2 b Recs from Corporate Services</a></p>	<b>18</b>

8.	<i>Resources</i>	<i>Nathan Desmond</i>
8.1	<p><b>Budget Monitoring – Second Quarter 2009/2010</b>            To consider a report from the Director of Resources regarding the monitoring of the Revenue Budget and Capital Programme in accordance with the Local government Act 2003 and Comprehensive Performance Assessment (CPA) guidelines.  <a href="#">Agenda Item 8 1 Budget Monitoring</a>  <a href="#">Agenda Item 8 1 Appendices</a></p>	<b>19</b>
8.2.	<p><b>Housing Benefit Overpayment Debt Position as at 30<sup>th</sup> September 2009</b>            To consider a report from the Director of Resources that informs Members of the Housing Benefit Overpayment debt position as at 30<sup>th</sup> September 2009, together with details of performance against targets.  <a href="#">Agenda Item 8 2 HB Overpayment Debt Position</a></p>	<b>40</b>
8.3.	<p><b>Future of Waste and Recycling Services and the Joint Municipal Waste Management Strategy</b>            To consider a report from the Director of Resources that recommends to Council that a revised method of collecting recyclable materials be introduced.  <a href="#">Agenda Item 8 3 Future of Waste and Recycling</a>  <a href="#">Agenda Item 8 3 Appendix</a></p>	<b>47</b>

<b>9. Community &amp; Partnership Services</b>		<b>Marcus Hart</b>
<b>9.1</b>	<p><b>Tree and Woodland Management Plan</b></p> <p>To consider a report from the Director of Community and Partnership Services that recommends to Council that the Tree and Woodland Management Plan be adopted by Council and the Action Points be implemented.</p> <p><a href="#">Agenda Item 9 1 Tree and Woodland Management Plan</a></p> <p><i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details).</i></p>	<b>54</b>

<b>10. Planning &amp; Economic Regeneration</b>		<b>Stephen Clee</b>
<b>10.1.(a)</b>	<p><b>Draft Ribbesford Conservation Area Appraisal – Consultation Proposals</b></p> <p>To consider a report from the Director of Planning and Regulatory Services that presents the draft Conservation Area Appraisal for the Ribbesford Conservation Area and seeks authority to undertake a public consultation on proposals.</p> <p><a href="#">Agenda Item 10 1 a Ribbesford Conservation Area Appraisal</a></p> <p><i>The appendix to this report has been circulated electronically and a public inspection copy is available on request. (See front cover for details).</i></p>	<b>59</b>
<b>10.1.(b)</b>	<p><b>Recommendations from Community and Regeneration Scrutiny Committee 11<sup>th</sup> November 2009 regarding the Draft Ribbesford Conservation Area Appraisal – Consultation Proposals</b></p> <p><a href="#">Item 10.1 b Ribbesford Rec</a></p>	<b>62</b>
<b>10.2(a)</b>	<p><b>Wyre Forest District Local Development Framework Core Strategy – Submission</b></p> <p>To consider a report from the Director of Planning and Regulatory Services that seeks the endorsement of Cabinet of the Core Strategy and its accompanying sustainability appraisal for pre-submission publication and submission to the Secretary of State. The Cabinet is also asked to authorise officers to undertake the necessary arrangements for pre-submission publication and submission.</p> <p><a href="#">Agenda Item 10 2 a LDF Core Strategy Submission</a></p> <p><i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details).</i></p>	<b>63</b>
<b>10.2(b)</b>	<p><b>Recommendations from Community and Regeneration Scrutiny Committee 11<sup>th</sup> November 2009 regarding the Wyre Forest District Local Development Framework Core Strategy – Submission</b></p> <p><a href="#">Item 10.2 b LDF Core Strategy Submission Rec</a></p>	<b>70</b>

<p>10.3(a)</p> <p>10.3(b)</p>	<p><b>Wyre Forest District Local Development Framework Annual Monitoring Report 2008/09</b>          To consider a report from the Director of Planning and Regulatory Services that informs Cabinet members about the production and content of the Annual Monitoring Report for 2008/09 and seeks approval for submission.  <a href="#">Agenda Item 10 3 a LDF annual monitoring report</a></p> <p><i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details).</i></p> <p><b>Recommendations from Community and Regeneration Scrutiny Committee 11<sup>th</sup> November 2009 regarding the Wyre Forest District Local Development Framework Annual Monitoring Report 2008/09</b>  <a href="#">10.3 b LDF Annual Monitoring Report Rec</a></p>	<p>71</p> <p>75</p>
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11.	<b>Housing and Environmental Services</b>	<b>Tracey Onslow</b>
<p>11.1 (a)</p> <p>11.1(b)</p>	<p><b>Temporary Accommodation Reduction Action Plan</b>          To consider a report from the Director of Planning and Regulatory Services that asks the Cabinet to approve the Temporary Accommodation Reduction Action Plan and Mortgage Rescue Action Plan.  <a href="#">Agenda Item 11 1 Temp Accom Reduction Action Plan</a>  <a href="#">Agenda Item 11 1 a Appendix 1</a></p> <p><i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details).</i></p> <p><b>Recommendations from Community and Regeneration Scrutiny Committee 11<sup>th</sup> November 2009 regarding the Temporary Accommodation Reduction Action Plan</b>  <a href="#">Item 11.1 b Temp Acomm Reduction Action Plan Rec</a></p>	<p>76</p> <p>81</p>

<p>12.</p>	<p><b>To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b></p>	
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<p>13.</p>	<p><b>Exclusion of the Press and Public</b></p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	
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<b>14. Legal and Corporate Services</b>		<b>Anne Hingley</b>
<b>14.1</b>	<p><b>Property Matters</b>                      To receive a report from the Director of Legal and Corporate Services that seeks approval for the freehold transfer of a small parcel of land in Stourport.  <a href="#">Agenda Item 14 1 Property Matters</a>  <a href="#">Agenda Item 14 1 Appendix 1</a>  <a href="#">Agenda Item 14 1 Appendix 2</a></p>	<b>82</b>
<b>14.2</b>	<p><b>Property Rationalisation Strategy</b>                      To consider a report from the Director of Legal and Corporate Services that recommends to Council the Property Rationalisation Strategy be adopted.  <a href="#">Agenda Item 14 2 Property Rationalisation Strategy</a>  <a href="#">Agenda Item 14 2 Appendix 1 Property Rationalisation Strategy</a></p>	<b>87</b>
<b>15.. Resources</b>		<b>Nathan Desmond</b>
<b>15.1.</b>	<p><b>Housing Benefit Overpayment Debt – Write Off of Amounts Outstanding</b>                      To consider a report from the Director of Resources that asks the Cabinet to give consideration to writing off a sum in respect of Housing Benefit Overpayment debts.  <a href="#">Agenda Item 15 1 Housing Benefit Write Off Report and Appendix</a></p>	<b>98</b>
<b>15.2.</b>	<p><b>Council Tax and National Non Domestic Rates Write Off</b>                      To consider a report from the Director of Resources that asks the Cabinet to write of an amount relating to outstanding Council Taxes and to note the write off of an amount in respect of National Non-Domestic Rates.  <a href="#">Agenda Item 15 2 Council Tax and NNDR Write Off Report</a>  <a href="#">Agenda Item 15 2 Appendix 1</a></p>	<b>102</b>
<b>16.</b>	<p><b>To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</b></p>	