

Open

Overview & Scrutiny Committee

Agenda

6pm
Thursday, 9th October 2014
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor E Davies
Vice-Chairman: Councillor J Phillips

Councillor J Greener

Councillor V Higgs

Councillor T L Onslow

Councillor M Rayner

Councillor A M Sewell

Councillor P V Hayward

Councillor L Hyde

Councillor M Price

Councillor C Rogers

Councillor M J Wrench

Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.

Information for Members of the Public:

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct ("the Code") requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct as set out in Section 14 of this constitution for full details.

Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)

DPI's and ODI's are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council's Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

Co-opted Members

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their meetings in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.

- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

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 Louisa Bright, Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email louisa.bright@wyreforestdc.gov.uk

Wyre Forest District Council
Overview & Scrutiny Committee

Thursday, 9th October 2014

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1 - Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Solicitor of the Council, together with the name of the Councillor for whom he/she is acting.	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on the 10th September 2014.	6
5.	Design Supplementary Planning Document - Consultation Draft To consider a report from the Policy and Monitoring Officer which updates Members on the Design Guidance Supplementary Planning Document (SPD) Early Engagement consultation and presents a summary of responses. The report also outlines the content of the Draft Design Guidance SPD and seeks Members comments on the draft document.	10
6.	Feedback from Cabinet To note the content of the Cabinet action list, following consideration of the recommendations from its meeting on 16 th September 2014	31
7.	Work Programme To review the work programme for the current municipal year with regard to the Sustainable Community Strategy Theme, Corporate Plan Priority, Annual Priorities and the Forward Plan.	32

8.	<p>Press Involvement</p> <p>To consider any future items for scrutiny that might require publicity.</p>	
9.	<p>To consider any other business, details of which have been communicated to the Solicitor of the Council 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.</p>	
10.	<p>Exclusion of the Press and Public</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>	

Part 2 - Not open to the Press and Public

11.	<p>New Leisure Centre Update</p> <p>To receive a report from the Cultural Services Manager which updates Members on the progress made on the project.</p>	-
12.	<p>To consider any other business, details of which have been communicated to the Solicitor of the Council 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.</p>	

WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

WEDNESDAY, 10TH SEPTEMBER 2014 (6PM)

Present:

Councillors: E Davies (Chairman), J Phillips (Vice-Chairman), R Bishop, P B Harrison, M Rayner, C Rogers, A M Sewell, J A Shaw, S J Williams, M J Wrench and G C Yarranton.

Observers

Councillors: N Desmond, M J Hart, M J Stooke and P W Wooldridge.

OS.25 Apologies for Absence

Apologies for absence were received from Councillors: J Greener, P V Hayward, V Higgs, L Hyde, T L Onslow and M Price.

OS.26 Appointment of Substitutes

Councillor R Bishop was appointed as a substitute for Councillor M Price.
Councillor P B Harrison was appointed as a substitute for Councillor T L Onslow.
Councillor J A Shaw was appointed as a substitute for Councillor V Higgs.
Councillor S J Williams was appointed as a substitute for Councillor P V Hayward.
Councillor G C Yarranton was appointed as a substitute for Councillor J Greener.

OS.27 Declarations of Interests by Members

No declarations of interest were made.

OS.28 Minutes

Decision: The minutes of the meeting held on the 3rd July, 10th July and 23rd July 2014 be confirmed as a correct record and signed by the Chairman.

Councillor N Desmond entered the meeting at this point, (6.08pm).

OS.29 Wyre Forest Health Action Plan Update

The Committee considered a report from the Principal Health and Sustainability Officer which provided Members with an update on the work undertaken to improve health and wellbeing in Wyre Forest. The report also sought endorsement of the new Wyre Forest Health Action Plan 2014/15.

Councillor C Rogers entered the meeting at this point, (6.12pm).

The Strategic Housing Services Manager led Members through the report and tabled several additional pages to the 2013/14 and 2014/15 action plans which had

been omitted from the original report.

The Committee scrutinised each page of the action plans in turn and agreed the health data (where available) for the District could be used to identify 'hotspot' areas within the District to enable a more targeted approach to the projects undertaken to tackle specific health related issues subject to the agreement of the Health Improvement Co-ordinator.

The Strategic Housing Services Manager also agreed to distribute a list of projects funded by the Clinical Commissioning Group (CCG) Health Funding to date to the committee.

Agreed:

- **The Strategic Housing Services Manager to distribute a list of projects funded by the Clinical Commissioning Group (CCG) Health Funding to date to the Committee.**

Recommend to Cabinet:

- **That the Wyre Forest Health Action Plan 2014/15, as attached at Appendix 2 to the report to the Overview and Scrutiny Committee, be approved.**
- **The Health Data for the District be used to identify 'hotspot' areas within the District (where available) to enable a more targeted approach to specific projects subject to the agreement of the Health Improvement Co-ordinator.**

Councillor M Hart left the meeting at this point, (6.35pm).

OS.30

How Are We Doing? Performance Update (Q1)

The Committee received an update report on the performance of the Council for quarter 1, from 1st April 2014 to 30th June 2014.

The Business Improvement Officer led Members through the report and appendices. A Member raised a question about the Bewdley Medical Centre action (WFF 14/15 15), a request for an update on what interim parking arrangements would be in place whilst the work was being undertaken, was made. Members also queried the Public Toilets action (WFF 14/15 43), it was felt the update on the Bewdley community toilet scheme was out of date and a Member requested further information on the Broadwaters project.

The Business Improvement Officer agreed to obtain updates from the relevant Directors for circulation to the Committee. It was also agreed that for future meetings the Business Improvement Officer would produce a report with the latest updates for circulation at the meeting.

Agreed:

- **The progress in performance for quarter 1 be noted.**
- **The Business Improvement Officer to obtain an update on the queries raised for circulation to the Committee.**

- For future meetings, the Business Improvement Officer to produce a report with the latest updates for the Committee.

**OS.31 Recommendations from Treasury Management Review Panel:
Consideration of Annual Report on Treasury Management Service, Actual Prudential Indicators 2013/14 and Technical Revision to the Treasury Management Strategy Statement 2014/15**

The Committee received a report from the Chief Financial Officer which provided a review of the treasury management activities for 2013/14, in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code).

The Chief Financial Officer led Members in-depth through the report. The Chairman of the Treasury Management Review Panel, Councillor P Harrison, advised the Committee that the report had been fully scrutinised by the Panel at its meeting on 1st September 2014, following a comprehensive training session from the Council's Treasury Management Advisors, Capita.

A discussion ensued regarding the importance of Members attending the Treasury Management training sessions. The Chief Financial Officer agreed to look at the possibility of arranging a later start time for the January 2015 training session to enable more Members to attend.

Agreed:

- The Chief Financial Officer to circulate the Treasury Management Training Presentation from 1st September 2014 to Members and endeavour to arrange a later start time for the January 2015 training session.

Recommend to Council to:

1. Approve the actual 2013/14 prudential and treasury indicators as set out in the report to the Overview and Scrutiny Committee.
2. Note the annual treasury management report for 2013/14.
3. Note the technical revision to the Investment Policy and Strategy Statement 2014/15, set out in Appendix 2 to the report to the Overview and Scrutiny Committee.

OS.32 Feedback from Cabinet

Agreed: The content of the Cabinet action list, following consideration of the recommendations from its meeting on 22nd July 2014 be noted.

OS.33 Work Programme

The Chairman asked Members to send any suggestions for the work programme to the Committee and Member Services Officer.

OS.34 Press Involvement

There were no future items for scrutiny that might require publicity.

There being no further business, the meeting ended at 7.10pm.



Overview and Scrutiny Committee

Briefing Paper

Report of: Heather Stone
Policy and Monitoring Officer
Date: 9th October 2014
Open

Design Guidance Supplementary Planning Document – Consultation Draft

1. Summary

1.1 The purpose of this report is to update Members on the Design Guidance Supplementary Planning Document (SPD) Early Engagement consultation and to present a summary of responses. The report also outlines the content of the Draft Design Guidance SPD and seeks Members comments on the draft document. Arrangements for further consultation are also outlined.

2. Background

2.1 The Local Development Framework Panel (now known as the Local Plan Review Panel) considered a report in November 2013 setting out the requirement to update the 2004 Design Guidance SPG to reflect revised planning policies at both a national and local level.

2.2 Regulation 12 of The Town and Country Planning (Local Planning) (England) Regulations 2012 requires that before a Local Planning Authority adopts an SPD, it prepares and publishes a draft. Alongside this draft, it is necessary to publish details of the early engagement consultation undertaken, the responses received and how those responses have been considered within the draft SPD. This information can be found in a consultation statement at Appendix 1.

3. Key Issues

3.1 Early Engagement consultation was undertaken between 23rd January and 21st February 2014. A total of 40 representations were received from 14 respondents. 13 of these were organisations with only 1 individual responding. The responses were all supportive of the preparation of a revised SPD. The consultation responses, together with details of how they have been addressed within the draft SPD, are set out within the Consultation Statement at Appendix 1.

3.2 A stakeholder workshop was held on February 13th 2014. Invitations were sent to local developers, planning agents/architects, RSLs, town and parish councils, civic societies and to West Mercia Police as well

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as relevant officers at the County and District Council. The workshop was facilitated by a planning consultant. The workshop began by looking at examples of good design locally and then split into groups to discuss experiences of using the existing design guidance SPG, what the revised SPD should cover and finally what format the new document should take. The overall consensus was that officers should go for a web-based document containing web links to more detailed information. A summary of the stakeholder workshop is also set out within the Consultation Statement at Appendix 1.

- 3.3 The Draft Design Guidance SPD has been informed by comments received in response to the early engagement consultation. The SPD covers the following issues:
- Overarching design objectives.
 - The design process.
 - Design guidance for residential development.
 - Town centres.
 - Rural development.
 - Commercial development.
- 3.4 The draft Design Guidance SPD can be found at Appendix 2. Members are invited to make comments on the document.
- 3.5 The revised Design Guidance SPD is more streamlined than the existing SPG in order to provide a more concise and accessible document with technical guidance placed in appendices. The SPD cannot set out any new policy; it can only expand on relevant design policies in the Adopted Core Strategy, the Site Allocations and Policies Local Plan and the Kidderminster Central Area Action Plan.
- 3.6 Regulations 12 and 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012 require that a Local Planning Authority provides an opportunity for people to comment on a draft SPD before it is adopted. Therefore, it is intended to make the Draft Design Guidance SPD available for consultation for six weeks from the end of October. The Draft document will be available to view on the planning policy web pages and be available in hard copy at the Worcestershire Hub and in local libraries. Representations can be made by email or by post.
- 3.7 The Draft SPD was reported to members of the Local Plans Review Panel on 16th September 2014. Discussions centred around a few key topics:
- Street design – how to encourage lower traffic speeds, criteria for road adoption by County Highways, designing estates that are easy to find your way around and that integrate well into existing development. Much of this is covered by the Building for Life 12 criteria which is outlined in the draft spd.

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- Inclusive access for all ages and abilities – with particular relevance to conversion schemes.
- Encouraging renewable technologies with roof orientation and pitch being important for photovoltaics.
- Residential extensions other than to the rear and what is allowed.
- Play spaces and private amenity space standards – supported by panel.
- Flooding issues caused by large areas of hardstanding and impact of changes in legislation regarding loss of front gardens to parking areas.

3.8 Since then, the Draft has been further updated based on comments received from internal colleagues and issues raised by the Panel. The Full Draft SPD is set out at Appendix 2 to this report.

4. Options

4.1 The Committee may wish to:

- Make comments or suggest further amendments for Officers to include within both the Consultation Report and the draft SPD for Cabinet's consideration.
- Recommend to Cabinet that the Design Guidance SPD Consultation Draft as attached at Appendix 2 be approved for public consultation at the end of October for six weeks.

5. Consultation

5.1 Early Engagement consultation was undertaken between 23rd January and 21st February 2014 and consultation on the Draft SPD will be undertaken for a six week period commencing at the end of October 2014.

6. Related Decisions

6.1 Local Development Framework Panel – 26th November 2013.
Local Plans Review Panel – 16th September 2014.

7. Relevant Council Policies/Strategies

- 7.1 Adopted Core Strategy (December 2010).
- 7.2 Site Allocations and Policies Local Plan (July 2013).
- 7.3 Kidderminster Central Area Action Plan (July 2013).

8. Implications

- 8.1 Resources: The costs of preparing the SPD will be met from existing Planning Policy budgets.
- 8.2 Equalities: N/A .
- 8.3 Partnership working: N/A.

- 8.4 Human Rights: N/A.
- 8.5 E-Government: N/A.
- 8.6 Transformation: N/A.

9. Equality Impact Assessment

- 9.1 An Equality Impact Assessment will be completed for the Final SPD.

10. Ward Affected

- 10.1 All wards.

11. Appendices

- 11.1 Appendix 1 –Consultation Report.
Appendix 2 – Draft Design Guidance SPD.

12. Background Papers

- 12.1 None.

Officer Contact Details:

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Design Guidance
Supplementary Planning Document
Statement of
Early Engagement
Consultation
2014



1. Introduction

- 1.1 This consultation statement has been prepared in accordance with Regulation 12 of the Town and Country Planning (Local Planning) (England) 2012. The statement sets out who was consulted, when and how, and summarises the representations received and how they have influenced the Draft Design Guidance Supplementary Planning Document (SPD).

2. Name and Purpose of the SPD

Name

- 2.1 Design Guidance Supplementary Planning Document (SPD)

Purpose

- 2.2 The aim of this SPD is to provide detailed advice on the District Council's expectations for delivery of high quality development. The SPD will clearly set out how the District Council's design policies should be interpreted. This will provide certainty and clarity for those bringing forward development within the District. Wyre Forest District Council's Development Plan is made up of the Adopted Core Strategy (2010), the Site Allocations and Policies Local Plan (2013) and the Kidderminster Central Area Action Plan (2013). The following District Council planning policies relate to design:

- Adopted Core Strategy - CP01 Delivering Sustainable Development Standards; CP03 Promoting Transport Choice and Accessibility; CP11 Quality Design and Local Distinctiveness; CP13 Providing a Green Infrastructure Network; CP14 Providing Opportunities for Local Biodiversity and Geodiversity
- Site Allocations and Policies Local Plan - SAL.UP7 Quality Design and Local Distinctiveness; SAL.UP8 Design of Extensions; SAL.UP9 Landscaping and Boundary Treatment
- Kidderminster Central Area Action Plan – KCA.UP1 Urban Design Key Principles; KCA.UP2 Public Realm

- 2.3 The Design Guidance SPD is being prepared to provide more detailed guidance on the District Council's expectations for the delivery of good development in accordance with adopted policy. It explains how developers should interpret the District's design policies.

3. Who was consulted on the SPD?

- 3.1 The Early Engagement consultation was targeted towards those organisations and individuals with an interest in design issues. The statutory consultees set out within Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 were also consulted.

Appendix 1 lists those organisations consulted at the Early Engagement stage. A collaborative approach has been taken to preparing the SPD. Colleagues within a number of Council departments have been directly involved with the preparation of the SPD.

4. How Were People Consulted?

4.1 The consultation period ran from 23rd January to 21st February 2014. A leaflet was prepared which covered the following issues:

- Why is a Revised Design Guidance Supplementary Planning Document Needed?
- Which are the Current Relevant Planning Policies?
- List of proposed Issues to Be Addressed
- Need for high quality design which will complement and enhance local distinctiveness within new developments
- Positive management of the historic environment and heritage assets
- Need to combine active frontages and private spaces
- Creating ownership of an area's sense of place
- Community safety and crime prevention
- Encouraging non-car-based journeys and ensuring any parking is well integrated into development and does not dominate
- Need to ensure that features such as rivers and canals are integrated into design
- Landscaping to be integral to all developments, both hard and soft
- Use of sustainable designs to lower energy consumption eg. orientation of buildings etc. and inclusion of renewable energy schemes
- Requirements for Design and Access Statements
- Should there be minimal dwelling space standards across all tenures and should there be minimum standards for private amenity space?
- Should all new residential development incorporate biodiversity measures?

4.2 The consultation leaflet was sent with a covering letter to those consultees listed within Appendix A in time for the start of the consultation. The leaflet was also posted on the District Council's web-site and consultation portal which allowed electronic responses. Copies of the leaflet were placed in the Worcestershire Hub in Kidderminster and the libraries in Kidderminster, Stourport-on-Severn and Bewdley. A press release was prepared to mark the start of the consultation.

4.3 A stakeholder workshop was held during the consultation period and local planning agents and developers were invited to attend. Appendix B sets

out summary notes from the workshop.

5. Summary of Responses

- 5.1 A total of 40 representations were received from fourteen respondents. Thirteen of these were organisations with only one individual responding.
- 5.2 All of the responses were either in support of the SPD or raised comments in relation to its proposed content. No objections to the SPD were received.
- 5.4 Summaries of all representations received and the District Council's response to each can be found in Appendix C.

6. Summary of the Main Issues Raised

- 6.1 The main issues raised were:
 - Desire to integrate Green Infrastructure into new development with its many benefits and opportunities to enhance local distinctiveness
 - Guiding principles for development adjacent to waterways
 - Opportunities for water re-use within developments
 - Designing out crime / fire prevention
 - SUDs and water management
 - Biodiversity measures
 - Salvage of local stone for reuse within historic development
 - Water efficiency and flood risk guidance
 - Need for SPD promotional leaflets

7. How have those Issues been addressed in the SPD?

- 7.1 The table at Appendix C sets out how each of the comments made has been considered within the Draft SPD.

Appendix A: List of Consultees

National Bodies

Canal & River Trust
English Heritage
Environment Agency
Homes & Communities Agency
Highways Agency
Inland Waterways Association
Natural England
Network Rail
Office of Rail Regulation
The Coal Authority

Neighbouring Authorities

Bromsgrove and Redditch
Dudley Metropolitan Borough Council
Malvern Hills District Council
Shropshire County Council
South Staffordshire District Council
Staffordshire County Council
Wychavon District Council
South Worcestershire Development Plan
Worcestershire County Council

Parish and Town Councils

Bewdley Town Council
Broome Parish Council
Chaddesley Corbett Parish Council
Churchill & Blakedown Parish Council
Kidderminster Foreign Parish Council
Kidderminster Chartered Trustees
Rock Parish Council
Rushock Parish Council
Stone Parish Council
Stourport-on-Severn Town Council
Upper Arley Parish Council
Wolverley & Cookley Parish Council

Regional Bodies

Severn Trent Water
South Staffs Water
Central Networks
Greater Birmingham and Solihull Local Enterprise Partnership
Worcestershire Partnership
Worcestershire Primary Care Trust
Worcestershire Regulatory Services
Worcestershire Local Enterprise Partnership

Local Interest Groups

Bewdley Civic Society
Bewdley Development Trust
CPRE
Core11

Disability Action Wyre Forest
Kidderminster Civic Society
Kidderminster Town Centre Partnership
Stourport-on-Severn Civic Society
Stourport Forward
Stourport-on-Severn Town Centre Forum
Worcestershire Wildlife Trust

Local Developers

Foley Park Estates
Blue Square Kidderminster
Clive Fletcher Developments
Hillberry Homes Ltd
Key Homes (Midlands) Ltd
Kier Partnership Homes Ltd
Lioncourt Homes
Lockett Property Holdings
M & G Builders Ltd
Norgrove Developments
Warren Developments
The Community Housing Group
Jephson HA
Marches HA
Nexus HA
Rooftop HA
Thomas Vale
Vestia Community Trust

Local Agents/Architects

Michael Baynton
Andrew Plank
Haydn Green
Robert Taylor Associates
Central Building Design
Simon Fletcher Architects
Engineering & Building Design
Robert Swan Architects
TJ Preece & Associates
Howl Associates
Julian Barnett
Bernard Eacock
Grace Plant

Appendix B

Notes from Stakeholder Workshop held 13th February 2014

List of attendees:

Andrew Clarke	Taylor Young (design consultant)
Steve Greybanks	Central Building Design
Emma Anning	WFDC (development control)
Mike Preston	Wyre Forest Community Housing
Heather Stone	WFDC (planning policy)
Jess Greybanks	Central Building Design
Steve Braggington	Kidderminster Civic Society
Paul Allen	WFDC (countryside conservation)
Julia Mellor	WFDC (development control)
Rebecca Mayman	WFDC (planning policy)
David Keogh-Smith	Stourport Town Council
Kirsten Huizer	North Worcestershire Water Management
Pete Bassett	WFDC (conservation)
Paul Round	WFDC (development control)

The workshop started with a discussion of what makes good design and people were asked to write down examples of good and bad design locally and also good examples from further afield. Examples of what are considered to be well-designed developments within the District were then shown in a presentation.

Attendees were then split into 4 groups to consider the existing Design Guidance – what works well, what doesn't work well and how could it be improved. The general consensus was that the current document is very comprehensive but too lengthy and not user friendly. The revised document should have a much simpler layout and incorporate key principles, together with pictures and diagrams. It was also suggested that a web-based document which could be split into a series of smaller documents to allow use at site meetings and at appeal hearings would be useful. This format would also allow for easy updating if Government policy changed and for more detailed guidance to be signposted via web-links. The current document has no information on biodiversity issues or water management. Building for Life 12 will also be central to the revised document. It is important that the new document is linked to other documents such as Green Infrastructure Strategy, Conservation Area Character Appraisals, Landscape Character Assessment, Local Transport Plan 3 as well as Secured by Design.

Appendix C

Design Guidance Supplementary Planning Document Early Engagement

Respondent	ID	Response type	Summary - Please summarise your response here	Officer Response
The Coal Authority	DGEE1	Comment	No specific comments to make at this stage.	Noted
Natural England	DGEE2	Comment	Natural England welcomes the opportunity to comment and provide general advice on opportunities that design related SPDs offer in relation to the natural environment.	Noted
Natural England	DGEE3	Comment	<p>SPD should, where possible, provide clear focus in relation to Green Infrastructure provision. If possible, GI should be incorporated into new development. Urban green space allows species to move around and between towns and rural areas. GI is also effective tool for managing challenges of climate change such as flooding and higher temperatures. Greener neighbourhoods and access to nature can improve health and quality of life. Urban greenspace can also contribute to resilient ecological networks. GI has multi-functional benefits. (see TCPA Good Practice Guidance for Green Infrastructure and Biodiversity) See also http://www.naturalengland.org.uk/Images/GI-signposting_tcm6-11961.pdf</p> <p>Also opportunities to retrofit green infrastructure - green roofs and roof gardens, green walls to provide insulation or shading/cooling, new tree planting or managing highway verges to enhance biodiversity.</p> <p>Air quality, ground/surface water and soil protection needs consideration in all urban design plans.</p>	Agree that green infrastructure should, if possible, be incorporated into new development. Include reference to Natural England's signposting document in SPD. Multi-functional benefits of GI will be outlined in SPD together with potential retrofitting of GI into urban environments.
Natural England	DGEE4	Comment	SPD should encourage opportunities to incorporate features which are beneficial to wildlife into development proposals eg. bat/bird boxes. (NPPF para.118 and NERC Section 40).	Suggestions are noted.

Respondent	ID	Response type	Summary - Please summarise your response here	Officer Response
Natural England	DGEE5	Comment	SPD may provide opportunities to enhance character and local distinctiveness of surrounding natural and built environment. Landscape characterisation and townscape assessments provide tools to consider new development and ensure it makes positive contribution to landscape character. eg. trees species chosen to exceed building height and managed to do so, and where mature trees retained, need succession planting in place.	Suggestions for how SPD can help enhance character and local distinctiveness are noted.
Natural England	DGEE6	Comment	Impact of lighting on landscape and biodiversity (NPPF para.125) should be covered in SPD.	Agree that lighting impacts should be covered by SPD
Natural England	DGEE7	Comment	SPDs do not usually need to be subjected to Strategic Environmental Assessment or Habitat Regulations Assessment as they normally do not introduce new policies or proposals.	Noted.
Homes & Communities Agency	DGEE8	Comment	No comments at this stage.	Noted.
Canal & River Trust	DGEE9	Comment	<p>We note reference in consultation leaflet to need to ensure canals and rivers are integrated into design. Canal & River Trust has following guiding principles for design of developments adjacent to waterways:</p> <ul style="list-style-type: none"> • individual waterways and water spaces should be viewed as part of wider network • water is a space and leisure/commercial resource in its own right. • need to consider development views both towards the water and also from the water • tow path should be integral part of public realm • siting, configuration and orientation of buildings must optimise views of water with natural surveillance and encourage and improve access to/from and along water • waterside development needs to be considered holistically with opportunities for water-based development, use and enhancement 	Guiding principles for design of developments near canals and rivers are noted and will be integrated into SPD. Comments re biodiversity measures and potential for renewable energy are noted.

Respondent	ID	Response type	Summary - Please summarise your response here	Officer Response
			<ul style="list-style-type: none"> improve site appearance from both tow path and from water itself and enhance environmental quality of waterway corridor appropriate boundary treatment and access issues may be different for tow path side and offside of waterway <p>Examples of biodiversity measures which developments along waterways could contribute to include bioengineering (where none in place), hedge planting and linear orchards, provision of bird nesting/bat boxes, sowing of wildflower seeds to improve towpath flora and tackling pollutant discharges.</p> <p>Canals are also potential energy resource - use of water for heating/cooling of buildings - potential for CHP - can be viable in large single managed residential schemes.</p>	
Severn Trent Water Ltd	DGEE10	Comment	Mitigation of flooding risk - greater emphasis needs to be paid to consequences of extreme rainfall. Surface water needs to be managed responsibly to avoid property damage.	Comments are noted.
Severn Trent Water Ltd	DGEE11	Comment	Developers need to contact Severn Trent Water direct to ensure there is available capacity in sewerage and water supply network.	Developers will be alerted to this in SPD
Severn Trent Water Ltd	DGEE12	Comment	STW supports opportunities for water retention and reuse by encouraging installation of grey water systems and water butts.	Noted. SPD can encourage this.
Severn Trent Water Ltd	DGEE13	Comment	STW would like the opportunity to work closely with WFDC to ensure that water infrastructure can be planned in line with the Local Development Plan or to discuss matters of concern relating to water issues	Noted.
Herefordshire & Worcestershire Earth Heritage Trust	DGEE14	Comment	If possible, schemes should promote biodiversity and at some locations there may be opportunities for the conservation of geodiversity. HWEHT can advise on this.	Suggestions are noted.
Herefordshire & Worcestershire	DGEE15	Comment	H&WEHT are running HLF project looking at building stones across area, detailing their properties and uses in buildings and structures.	SPD will include reference to local building stone and potential sources.

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Earth Heritage Trust			Project will also look at quarries from where these stones were sourced and possibility for obtaining stones for building repairs and extensions. Online database of quarries will be available from 2015 - need to encourage its use in SPD.	
West Mercia Police	DGEE16	Support	<p>These representations should be considered as joint submission by Warwickshire Police, West Mercia Police and Hereford and Worcester Fire and Rescue Service.</p> <p>We support identification of following important issues:</p> <ul style="list-style-type: none"> • community safety and crime prevention • need to combine active frontages and private spaces • creating ownership of an area's sense of place • requirements for Design and Access Statements <p>Above are all integral part of crime reduction and if combined with detailed security standards via SPD they will help to drive down crime rates. This is encouraged by paragraph 58 of NPPF.</p>	Noted. Issues which can together help to reduce crime will be encouraged in SPD.
West Mercia Police	DGEE17	Support	<p>Secured By Design principles and standards will need to be included in new developments. SPD should specify this.</p> <ol style="list-style-type: none"> 1. Secured By Design objective is the designing out of crime and anti-social behaviour during the planning process. 2. Implementation of Secured By Design has led to significant and sustainable reductions in crime. Through better planning, the well-being of residents, occupiers and visitors to development is improved. This will help to ensure that building stock is fit for purpose for the future. Future Homes Commission report (Oct.2012) - 43% view security as most important aspect. <p>If security is not fully considered in design process, then extra police resources are likely to be required after development to tackle crime</p>	Secured By Design standards will be specified in SPD.

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			and anti-social behaviour.	
West Mercia Police	DGEE18	Comment	We would also like to see fire safety measures and prevention (Buildings Regulations (Approved Document B - Fire Safety) included in the SPD. This would help to reduce deaths, injuries and property damage as a result of fire. Following would need to be covered - fire alarm provision, means of escape, restriction of fire spread within and between buildings, building stability in event of fire, and access for fire appliances to buildings.	Noted. Fire safety and prevention will be covered in SPD.
West Mercia Police	DGEE19	Comment	Design and Access Statements should be used to show how new development will achieve Secured By Design principles and fire safety design measures. This is referenced in CP11 (developers will be required to demonstrate how proposals address community safety and crime prevention), SAL.UP7 vii (maximise natural surveillance and incorporate principles of Secured By Design and consider incorporating fire safety measures), SAL.UP9 ii (use of thorny plants to help prevent crime and vandalism), KCA.UP1b (create positive built frontages that provide enclosure and natural surveillance), KCA.UP1j (create safe and secure environment that minimises opportunities for crime and anti-social behaviour) and Churchfields Masterplan SPD - Design Principle 7 (5th point - incorporate Secure By Design principles to reduce opportunities for crime and anti-social behaviour.	SPD will outline what Design and Access Statements need to include.
West Mercia Police	DGEE20	Comment	Given support already shown by the Council for Secured By Design and fire safety measures, it is imperative that the SPD signposts people to research current best practice.	Noted. SPD will signpost current best practice.
West Mercia Police	DGEE21	Comment	We suggest that the SPD recommends that developers consult with WMP/HWFRS at the earliest opportunity as it is much easier to incorporate Secured By Design and fire safety measures early on in the design process. Promoting good design is central to the NPPF's principles of sustainable development. This will ensure the viability of the development for the future. Poorly designed development will require future refurbishment or even demolition.	Noted. SPD will encourage developers to contact WMP/HWFRS early on in the design process.
Worcestershire	DGEE22	Comment	Agree that site design should integrate rivers and canals (but would add	Comments noted.

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Wildlife Trust			that all habitats should be considered as relevant), that landscaping should be integral to all applications and that all development should incorporate biodiversity enhancement measures.	
Worcestershire Wildlife Trust	DGEE23	Comment	Recommend that SPD refers to Sub-Regional GI Strategy and Wyre Forest GI Strategy and provides guidance on how new development can contribute to GI networks and be resilient to effects of climate change and extreme weather events. Poorly designed sites can disrupt existing green corridors with knock on effects for wildlife, drainage and pollution.	Comments noted. SPD will include references to GI Strategies.
Worcestershire County Council - Environmental Policy & Strategic Planning	DGEE24	Comment	Concerned there is no specific reference to consideration of multifunctional and holistic approach to water management.	Comments noted. SPD will include section on water management.
Worcestershire County Council - Environmental Policy & Strategic Planning	DGEE25	Comment	Support objective that SPD should include 'Positive management of the historic environment and heritage assets.' Also suggest that all new residential developments which are able to should incorporate biodiversity measures. SPD is opportunity to provide further guidance re densities and specifications considered to be appropriate. Also refer to comments re SUDS and water management.	Support is noted. Suggestion re biodiversity measures and SUDS will also be incorporated into SPD.
Worcestershire County Council - Environmental Policy & Strategic Planning	DGEE26	Comment	Advises that SPD should take account of Waste Core Strategy, in particular policies WCS11 "Sustainable Design and operation of facilities", WCS 12 "Local characteristics" and WCS 17 "Making provision for waste in all new development."	Waste Core Strategy will be referenced in SPD
Worcestershire County Council - Environmental Policy & Strategic Planning	DGEE27	Comment	We recognise that "Local Distinctiveness" in WFD will be compromised by the lack of local sources of building stone to build new and repair existing vernacular and listed features and buildings which incorporate local stone.	Comments are noted. See response from HWEHT DGEE15
Worcestershire	DGEE28	Comment	The SPD`s support for the emerging Minerals` Local Plan proposals to	Comments re reuse of local stone

Respondent	ID	Response type	Summary - Please summarise your response here	Officer Response
County Council - Environmental Policy & Strategic Planning			encourage local sources of building stone would be appreciated. More practically WFDC could encourage the salvage, collection storage and re-sale of local stone produced during redevelopment and rebuilding to enable their re use locally (as encouraged by Waste Core Strategy).	salvaged from redevelopment will be referenced in SPD.
Environment Agency	DGEE29	Comment	Water Efficiency - linked to policy CP01. Recommend include section on need for water efficiency standards - perhaps use best practice examples. Also check Water Cycle Study as to whether different parts of district need more stringent targets imposed.	Comments noted. Consider use of best practice examples on water efficiency.
Environment Agency	DGEE30	Comment	Flood Risk - Have previously discussed potential to develop supporting flood risk guidance to build on existing policy. KCAAP refers to proposals to produce developer guidance note. This will include information on flood risk (mostly taken from Level 2 Strategic Flood Risk Assessment) and a pro-forma to assist developers in producing FRAs that meet policy requirements. We would welcome discussions with you on this to assist developers and decision makers with sequential test.	Comments re flood risk guidance noted. Will look to discuss further with EA.
Environment Agency	DGEE31	Comment	Water Management/Quality We would welcome a reference to SUDS design standards and options to reduce flood risk, improve water quality and improve ecology. Suggest you discuss this with North Worcestershire Water Management Team. We support suggestion that SPD will ' <i>ensure that features such as rivers and canals are integrated into design</i> '. This could also link to opening up of culverts and re-engineering of channels, inclusion of blue infrastructure, promotion of improved biodiversity and water quality, landscape enhancement and improved public amenities.	Note comments and will discuss with North Worcestershire Water Management Team. Note comments re rivers and canals and will look to explore this further in SPD.
Environment Agency	DGEE32	Comment	Delivering Sustainable Development Standards Para.6.29 of Site Allocations and Policies Local Plan refers to West Midlands Sustainability Checklist. However, we recommend WFDC produces a local 'sustainability checklist' to provide clear consistent	Suggestion to produce local sustainability checklist is noted.

Respondent	ID	Response type	Summary - Please summarise your response here	Officer Response
			approach for developers and promote delivery of high quality low carbon development. We would also encourage more ambitious responses to climate change. See Shropshire Design Guide SPD for suggested checklist.	
South Worcestershire Development Plan	DGEE33	Comment	<p>Suggest following additional issues for inclusion in SPD:</p> <ul style="list-style-type: none"> • Integration of sustainable transport opportunities within design schemes • New buildings should be fit for purpose • Well planned streets and spaces with appropriate scale, mass, proportions and materials • Provide a clear and simple basis for appraising design quality of planning applications, e.g. Building for Life and BREEAM? • Incorporation of specific case studies and 'success stories' that justify the guidance? • Inclusion of specific guidance on water management, pollution and waste management • Identify the potential for adaptation in new builds • There needs to be a caveat with respect to achieving deliverable sustainable design and minimal dwelling space standards as this is dependent on outcome of government consultation. • Question whether existing policy framework would allow for minimal space standards to be developed via SPD. Would however support their inclusion as aspirational guidance. • Agree that new residential development should incorporate biodiversity measures. 	Suggestions for topics to include in SPD are noted. Outcome of Housing Standards Review published March 2014 - standards to form part of Building Regulations.
English Heritage	DGEE34	Comment	<p>English Heritage considers that positive design principles can have positive effect on historic environment. Note and welcome following proposed issues:</p> <ul style="list-style-type: none"> • Need for high quality design which will complement and 	Welcome support for issues to be addressed.

Respondent	ID	Response type	Summary - Please summarise your response here	Officer Response
			<p>enhance local distinctiveness within new developments</p> <ul style="list-style-type: none"> • Positive management of the historic environment and heritage assets • Creating ownership of an area's sense of place 	
English Heritage	DGEE35	Comment	<p>EH would promote inclusion of following themes:</p> <ul style="list-style-type: none"> • robust set of design principles, including one specific to historic environment • recognition of design principles in different contexts - landscape, townscape, settlements, conservation areas, buildings, plots, setting of heritage assets • consideration of design in varying land uses - residential, commercial, landscape, infrastructure (including highways and street design), retail (including shop fronts and signage) • importance of understanding a place (existing and new) • role of traditional building materials and methods • assess how design can have positive strategy for historic environment and conserve/enhance heritage assets, buildings and landscape • recognition of both designated and undesignated heritage assets including archaeology • use diagrams/photos of good practice • use appendix with links to relevant guidance documents and information on traditional building materials for district <p>Welcome continued involvement in SPD preparation and SEA Screening Report.</p>	Suggestions are welcomed and noted.
Shuttes J	DGEE36	Comment	<p>SPD is opportunity to establish clearer guidelines, especially for domestic buildings. Guidance on good design has existed for long time but do not feel it is considered when granting permission. Are however several worthy commercial schemes such as new crematorium, piano building and Church House. Housing design is mostly very poor in</p>	Comments re design in district are noted. SPD will be used to encourage better design, especially of new housing.

Respondent	ID	Response type	Summary - Please summarise your response here	Officer Response
			district - very little distinctive detailing on recent/current developments. Feel that quality of design should be set out clearly and not just alluded to via photographs.	
Kidderminster Civic Society	DGEE37	Comment	SPD needs to be updated to reflect new local plan documents. Index needs improving. Should include Building For Life 12. Still retain a hard copy version in A4 portrait but produce leaflet to promote SPD as many unaware of its existence.	Comments are noted, especially re production of leaflet to promote SPD to wider audience.
Kidderminster Civic Society	DGEE38	Comment	Should aim to add quality to both local housing stock and local amenities - would support BfL12. New SPD should include examples of good design, both local and national to encourage quality design and promote district as good place to move to.	Agree with comments.
Kidderminster Civic Society	DGEE39	Comment	Demolition of historic and landmark buildings should be a last resort. Their retention and integration into new schemes retains connection with the past and stops a place becoming 'anytown'. Suggest a new landmark building is promoted to bring a unique feature to the district.	Comments on historic buildings and suggestion of promoting a new landmark building are noted.
Kidderminster Civic Society	DGEE40	Comment	A well designed town in which to live and work will encourage people to move into the area. Kidderminster should take advantage of the river and canal and incorporate them into designs. The district should make the most of its countryside assets and rail and road links.	Agree that good design will encourage people to both live and work in district.

WYRE FOREST DISTRICT COUNCIL

FEEDBACK FROM CABINET MEETING HELD ON
TUESDAY 16TH SEPTEMBER 2014

Agenda
Item No.

DECISION

10.1 Wyre Forest Health Action Plan Update

Decision:

- The Wyre Forest Health Action Plan 2014/15, as attached at Appendix 2 to the report to the Overview and Scrutiny Committee, be endorsed.
- The Health Data for the District be used to identify 'hotspot' areas within the District (where available) to enable a more targeted approach to specific projects subject to the agreement of the Health Improvement Co-ordinator.

Overview & Scrutiny Committee Work Programme 2014-2015

July 2014

3rd Leisure Centre Update
Housing Allocation Policy
How Are We Doing? Performance Update (Q4)
Climate Change Update
Joint WRS Task Group (Final Report)
Tracking Recommendations 2013-2014

10th Development of Council's Assets (Exempt)

23rd Joint WRS Task Group (Final Report)
Call In – Review of Hub Satellite Offices at Stourport and Bewdley

September 2014

How Are We Doing Q1 update (Enabling)
Recs from Treasury Management Review Panel (to Council)
Health Action Plan

October 2014

Leisure Centre Update
Design Supplementary Planning Document

November 2014

How Are We Doing Q2 update (Business and People)
Recs from Treasury Management Review Panel (to Council)

December 2014

Leisure Centre Update
Annual Crime & Disorder Review
Hub Update

January 2015

February 2015

Leisure Centre Update
How Are We Doing Q3 update (Place)
Recs from Treasury Management Review Panel (to Council)

March 2015

April 2015

Leisure Centre Update

2015-2016 Municipal Year

June 2015

Leisure Centre Update
How Are We Doing Q4 update (Housing and Planning)

Terms of Reference - The Overview and Scrutiny Committee

1. Reviews the policies of the Council and the Cabinet and recommends to the Council or the Cabinet:
 - (i) Whether any new policies are required.
 - (ii) Whether any existing policies are no longer required.
 - (iii) Whether any changes are required to any existing policies.
 - (iv) Whether any action is required to make the policies more effective.
2. Reviews the discharge of Cabinet functions, and recommends to the Council or the Cabinet:
 - (i) Whether any action should be taken to improve the economy, efficiency and effectiveness of those functions.
 - (ii) Whether any action should be taken to improve the co-ordination of the various functions within the Authority, or with any other person or body.
 - (iii) Whether the function should continue to be discharged or be discharged in another way.
3. Reviews any decisions or proposed decisions of the Council and of the Cabinet. In undertaking such reviews, the Overview and Scrutiny Committee shall in particular consider:
 - (i) Whether the relevant criteria were used.
 - (ii) Whether the decision is in accordance with the budget and policy framework of the Council.
 - (iii) Whether the decision or action was within the powers of the Authority.
 - (iv) Whether the decision was lawful.
 - (v) Whether the decision contributes to the efficient, effective and economic discharge of the function.
4. Recommendations should all take account of the following:
 - (i) Whether the decision should be reconsidered, and if so, what alternative decision should be taken.
 - (ii) Whether the proposed decision should be taken or taken in a different form.
 - (iii) Whether any further action should be taken in the experience of that decision to ensure proper or better implementation of decisions.
 - (iv) Whether any further actions should be taken in the experience of that decision to improve the manner or quality of decision-making for the future.

5. Considers any matters which affect the Council or its administrative area or the inhabitants of that area and makes recommendations to the Council or the Cabinet arising from that consideration.
6. External Partners

Reviews the performance and effectiveness of the Council's external partner organisations, including the duty to scrutinise the local Crime and Disorder Reduction Partnership.
7. Review Panels

Establishes time limited Review Panels which focus upon specific issues of concern raised by Members through a Scrutiny Proposal Form, consider evidence, and subsequently make recommendations to the Overview and Scrutiny Committee. A protocol for the establishment of Review Panels is attached as Appendix C at section 10 of the Constitution.
8. Review the Forward Plan

Regularly reviews the Forward Plan with a view to deciding which, if any, forthcoming items require consideration.
9. Sets and agrees an Annual Work Programme and prioritises the work of the Committee.
10. Ensures consideration is given to encouraging public participation and engagement in functions of the Committee.
11. Ensures that the views of any invitees and co-opted Members (where appropriate) are taken into account when conducting investigations.
12. Monitors the implementation of scrutiny recommendations.
13. Reviews and scrutinises relevant public bodies and partners in the District, including the Council's contribution and relationship with them. Where necessary, requesting them to address overview and scrutiny about their activities, performance, particular decisions, initiatives or projects.