

Dear Members

Economic Development and Planning Scrutiny Committee

A meeting of the Economic Development and Planning Scrutiny Committee will be held in the **Craddock Room, Civic Centre, Riverside Stafford** on **Tuesday 9 November 2021 at 6.30pm** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Administration

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

9 NOVEMBER 2021

Chair - Councillor W J Kemp

A G E N D A

- 1 Minutes of 7 September 2021 as previously published on the Council's website.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Members' Items - Nil
- 6 Called In Items - Nil

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Membership

Chair - Councillor W J Kemp

C A Baron	W J Kemp
J A Barron	P A Leason
B M Cross	D McNaughton
A S Harp	M Phillips
E G R Jones	M J Winnington

Cabinet Members:-

Councillor F Beatty - Economic Development and Planning
Councillor J M Pert - Community and Health

ITEM NO 7(a)

ITEM NO 7(a)

Report of:	Head of Development
Contact Officer:	John Holmes
Telephone No:	01785 619302
Ward Interest:	Nil
Report Track:	Eco Dev and Plg Scrutiny 08/11/21 (Only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE
8 NOVEMBER 2021
Development Management Update

1 Purpose of Report

- 1.1 To provide an update on the Development Management service as requested at the Scrutiny Committee meeting of 7 September 2021.

2 Recommendation

- 2.1 That the report be noted

3 Key Issues and Reasons for Recommendation

- 3.1 The key issues are:
- A sustained increase in demand for the service (both planning applications and enforcement)
 - Delays in validating planning related applications
 - Higher officer caseloads (both planning applications and enforcement)
 - Staffing
 - Performance
 - An increase in the number of complaints about the service

4 Relationship to Corporate Business Objectives

- 4.1 Objective 1: To deliver sustainable economic and housing growth to provide income and jobs.
- 4.2 Objective 2: To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing.

5	Report Detail
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- 5.1 Against a background of a global pandemic and all of the difficulties that created in providing an efficient and responsive Development Management service, the Council experienced a 28% rise in the number of planning related applications received in the second half of 2020 compared with the same period in 2019.
- 5.2 Whilst the increase has not continued at the same rate, the number of applications received in 2021 to date is 9.3% higher than the same period in 2020 and 17.3% higher than the same period in 2019.
- 5.3 This is part of a national trend where many local planning authorities outside London have received significantly higher volumes of new applications in the last 18 months.
- 5.4 The rise in the number of applications received, together with difficulties in dealing with applications through national lockdowns has created a situation where there is a significant backlog of planning related applications awaiting validation, together with a significant (approximately 50%) rise in the caseload of applications being handled by case officers.
- 5.5 The Council has struggled to maintain a full complement of case officers, and in common with other councils nationally has advertised posts for which no suitable applicants have applied. It has therefore had to employ agency supplied temporary staff to cover for existing vacancies.
- 5.6 To assist with the backlog of applications awaiting validation, some work previously undertaken by the Validation Officers has for the last year been undertaken by other staff. More recently two further additional temporary staff have been taken on, one to register applications and the other trained to validate applications for house extensions, which currently make up about 50% of the applications received. Whilst this has helped bring down the backlog from a peak of almost 12 weeks to approximately 10 weeks, we continue to find a very high percentage of the applications submitted are invalid, and many take a significant amount of time for the applicant / agent to submit the necessary information to validate applications.
- 5.7 Partly as a result of the increased number of applications being received, there has been an increase in the number of applications called in by members for determination by Planning Committee. As a result of this and due to the additional time being taken to consider applications at virtual Planning Committee meetings, the frequency of Planning Committee meetings was increased from three-weekly to fortnightly between May 2020 and September 2021 and has only in October 2021 reverted to a three-weekly frequency.
- 5.8 As a result of the national lockdowns and many more people working from home the number of enforcement complaints also increased. Many of these

complaints related to the use of residential properties and extensions to, or new buildings in the curtilage of, residential properties.

5.9 The national lockdowns prevented the on-site investigation of enforcement complaints and created a backlog of enforcement visits, which was compounded by staffing difficulties, which for a period of time left only one Enforcement Officer in post. Two new Enforcement Officers have been recruited and are making their way through the new complaints, and an experienced agency supplied temporary Enforcement Officer is tackling some of the more complicated cases covering for a temporary vacancy.

5.10 Performance of the Council's determination of planning applications is based on quarterly reports to Government which are published on a quarterly basis and compare councils in England on a rolling two year period. In the last published statistics the Council's performance on major applications is 86.5% of applications determined within 13 weeks or agreed time, and on non-major applications is 91.1% of applications determined within 8 weeks or agreed time. The threshold under which councils would be designated for special measures is currently 60% and 70% respectively.

5.11 The published statistics, which are reported regularly to Committee under Quarter x Performance Reporting, does not cover all planning related applications, and as referred to above is calculated using a rolling two year period. To put more recent performance into context, the performance for the last two quarters is:

Q1 (April – June 2021)	Major	80%	Non Major	77.2%
Q2 (July – September 2021)	Major	100%	Non Major	76.1%

5.12 It is acknowledged that the additional volume of applications received and the delays in being able to validate and subsequently determine applications causes dissatisfaction with applicants. Whilst most agents understand the situation, and find a similar situation in other councils, not all communicate this to their clients and as a result elected members are sometimes approached by applicants dissatisfied with the delay, who are looking for members to intervene.

5.13 We have used the Council website to communicate the extent of the delay in validating applications, and update the webpage to reflect the current approximate backlog. When applicants and agents contact us directly officers are explaining the challenges we continue to face and this honest communication is welcomed. We are also writing to agents to explain the current situation in more detail, tell them how the issue is being addressed and explain how they can assist themselves in ensuring that the applications they submit are complete. We are also pointing out that our staff should be respected and that shouting at them or being abusive will not give any quicker service.

6	Implications
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6.1	Financial	Additional agency staffing costs being monitored
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment Recommendations	<p>Impact on Public Sector Equality Duty: The planning process is land and property focussed and assessments are made in accordance with national and local policy and guidance. Any interested party has the opportunity to interact with the process.</p> <p>Wider Community Impact: The planning process is subject to statutory consultation periods that offer a range of access channels for our customers and stakeholders. Material planning considerations include impact on local amenity and infrastructure and form part of the assessment process.</p>
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Previous Consideration – Nil

Background Papers – Nil

ITEM NO 7(b)

ITEM NO 7(b)

Report of:	Head of Finance
Contact Officer:	Emma Fullagar
Telephone No:	01543 464720
Ward Interest:	Nil
Report Track:	Com Wellbeing 16/11/21 Resources 11/11/21 Econ Dev & Plg 09/11/20 Council 23/11/20 Cabinet 04/11/20

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE
9 NOVEMBER 2021
Fees and Charges Review 2022

The following report was considered by Cabinet at its meeting held on 4 November 2021 and is submitted to this Committee for consultation.

1 Purpose of Report

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges for 2021.

2 Decision of the Cabinet

- 2.1 That the proposed Fees and Charges for 2022 which are outside the tolerance level of 3% are recommended to Council for approval.

3 Key Issues

- 3.1 The report sets out the proposed changes to Fees and Charges for 2022. As previously communicated the report is on an exception basis and therefore only the following items are included:
- Where a new charge has been introduced
 - The proposed increase is above the annual level of inflation
 - Where the power to set fees and charges has been specifically reserved by the Council

4 Relationship to Corporate Priorities

- 4.1 This report supports all of the Council's Corporate Priorities.

5 Background

- 5.1 The fees and charges process for 1 January 2022 reflects the exception based reporting requirements. Therefore the booklet only includes the following items:
- Where a new charge has been introduced
 - The proposed increase is above the annual level of inflation
 - Where the power to set fees and charges has been specifically reserved by the Council
- 5.2 The parameter for fees and charges inflation is determined as part of the Financial Plan. An inflation requirement of 3% is recommended. The proposed increases to Fees and Charges to take effect from 1 January 2022 above the 3% tolerance (excluding rounding to the nearest 5 or 10 pence) are contained within the **BOOKLET** as circulated with this agenda.
- 5.3 For Council run services the guidance that has been given is that inflation is currently running at 3%. However, the increases should be with regard to what the market can bear and set prices accordingly. This may involve charges being frozen or less than the 3% inflation which are not included within the exception report attached.
- 5.4 There are a number of fees that have been frozen for 2022. For Economic Scrutiny this includes Land Charges, Parking Fees and Market Rents. Land Charges have been frozen due to significant service change which is expected to complete in 2021/22. Parking Charges continue to remain at 2021 levels and Market Rents have seen no increase due to the recent trading environment and the covid pandemic.
- 5.5 A full copy of Fees and Charges will be available on the Members Portal.

6 Implications

6.1	Financial	As set out in the report
	Legal	As set out in the report
	Human Resources	As set out in the report
	Human Rights Act	As set out in the report
	Data Protection	As set out in the report
	Risk Management	<p>The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.</p> <p>The level of income generated by the Council from fees and charges is a key risk as a number of the Council's main income streams are sensitive to adverse economic conditions and can vary significantly as a result.</p>

6.2 Community Impact Assessment Recommendations	Impact on Public Sector Equality Duty: The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:- Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Recommendations Wider Community Impact: Detailed above.
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Previous Consideration - Cabinet - 4 November 2021



**FEES AND CHARGES
2022**

**ECONOMIC DEVELOPMENT AND
PLANNING SCRUTINY COMMITTEE
09/11/2021**

Planning and Regeneration Portfolio

Stafford Borough Council

Fees and Charges 2022 - Proposed Charges

<u>TOWN CENTRE SERVICES</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-22 £ - p	Increase %	
<u>MARKET SQUARE, STAFFORD</u>						
<u>Hire of Area in Front of Santander Bank</u>		E		112.27	New	
<u>FARMERS MARKET</u>						
(a) Rent of one stall	44.30	E	01/01/20	DELETE	-	

VAT S = standard rated - charges shown are inclusive of VAT
 ZR = zero rated - no VAT to be applied

E = exempt - no VAT to be applied
 NB = non-business - outside the scope of VAT

ITEM NO 7(c)**ITEM NO 7(c)**

Report of:	Corporate Business and Partnerships Manager
Contact Officer:	Tracy Redpath
Telephone No:	01785 619 195
Ward Interest:	Nil
Report Track:	Econ Dev and Plg - 09/11/21(Only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE**9 NOVEMBER 2021****Quarter 2 Performance Reporting****1 Purpose of Report**

- 1.1 To provide an update to members regarding performance reporting for Quarter 2 2021 - 2022 for Economic Development and Planning Scrutiny Committee.

2 Recommendation

- 2.1 That the information is noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The performance reporting for Quarter 2 2021 - 2022 for the Economic Development and Planning Scrutiny Committee is detailed in **APPENDIX 1**.
- 3.2 The Economic Growth team have continued to support local businesses by assessing and paying Business Support Grants, with support still available for business start-ups, rural 'business to business' funding and hospitality and leisure grants. Total payments to businesses since March 2020 now exceed £47 million.
- 3.3 Cabinet agreed next steps on both the Future High Streets Fund programme and the Stafford Station Gateway project and a further £360,000 Government Funding has been awarded to the Council to progress the proposed garden community at Meecebrook.
- 3.4 Incoming planning applications remain at a higher than anticipated level. During the quarter issued decisions include the demolition of the former Magistrates Court at South Walls which forms part of the Eastgate regeneration scheme being led by Staffordshire County Council.

4 Relationship to Corporate Business Objectives

- 4.1 Performance reporting interlinks with all corporate business objectives.

5 Report Detail

- 5.1 Whilst lockdown restrictions eased during July 2021 the effects of the Covid-19 pandemic continue to have a huge impact on residents living in the Borough and also businesses operating in the Borough.
- 5.2 In terms of Development Management and Economic Growth, the teams continue to be in the response phase of the pandemic and this remains a hugely challenging time for all.
- 5.3 The Development Management team continue to deal with high numbers of incoming applications and additional staff are now trained and in place supporting the validation element of the process. This is in addition to consultants covering the existing vacancies within the Case Officer teams.
- 5.4 The Land Charges team have turned around a significant volume of new local searches and response times have dropped considerably since Quarter 1.
- 5.5 The Borough Council has now distributed more than £47 million in grants to hundreds of local businesses who have suffered financial hardship during the pandemic. During Quarter 2 the Economic Growth team have been delivering three funding streams as follows:

(i) Hospitality and Leisure Grants

£500,000 has been set aside of Additional Restriction Grant funding to support the hospitality sector with grants of up to £5,000 available to businesses in the Hospitality, Tourism and Leisure sector who have plans to develop and grow their businesses in 2022. The purpose of the grant is to increase visitor numbers to venues that provide in person services. Applications will be open until 1 March 2022.

(ii) Rural Business to Business Funding

Grants of between £2000 and £10000 will be available to eligible businesses in rural areas who have plans to develop new products and services to support their recovery. Businesses will need to demonstrate a loss in turnover due to the impact of Covid-19 on their business and also evidence of the commercial viability of their business plan or proposal before going to the next stage of the process.

Applications will be open until 14 February 2022.

(iii) Start-Up Grants (closed 30 September 2021)

Stafford Borough residents looking to start a business could have applied for a grant of up to £5,000 in the latest round of funding. A team of business advisors were on hand to help applicants as part of the process.

Further details are available on from www.staffordbc.gov.uk/business-recovery-grants.

5.6 Narrative updates are contained within **APPENDIX 1**.

5.7 General Fund Budget Monitoring information up to 30 September 2021 is contained within **APPENDIX 2**.

6 Implications	
6.1 Financial	The financial implications of individual actions are being reviewed by the lead organisation for each workstream.
Legal	Nil
Human Resources	Nil
Human Rights Act	Nil
Data Protection	Nil
Risk Management	Nil
6.2 Community Impact Assessment	Impact on Public Sector Equality Duty: There are no known impacts.
Recommendations	Wider Community Impact: There are no known impacts.
Previous Consideration - Nil	
Background Papers - File available in Corporate Business and Partnerships	

Economic Development & Planning
Q2 Performance Indicators

No	Indicator	Responsible Officer	Is good high or low	Q1 Actual	Q1 Target	Q1 Performance	Q2 Actual	Q2 Target	Q2 Performance	Year End forecast	Year end target	Direction of Travel
LI1	Number of existing business in commercial premises retained	Martyne Manning	H	Update from Q2	20	N/A	14	10	On Track	TBC	TBC	N/A
LI2	Number of new start-ups in commercial premises, shared space or domestic properties	Martyne Manning	H	Update from Q2	20	N/A	20	10	Good	TBC	TBC	N/A

PLEASE NOTE: The target for Q1 was set pre because of Covid impacts, for Q2 the indicators have been amended in line with economic data.

Performance direction of travel - Key	
Performance 10% or more above target	Good
Doing Well	On Track
Performance 10% or more below target	Below Target

Economic Development & Planning

Q2 Narratives

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.1.1	Monitor the Economic Growth Strategy/Implementation plan	Michelle Smith	From April 2021 and then on-going	On Track	A significant element of the implementation plan relates to major projects and these continue to progress in line with project plans.
1.1.2	Review and assess all key programmes and major projects	Michelle Smith	From April 2021 and then on-going	On Track	All projects are progressing in line with individual project plans.
1.1.3	Review all land ownership, maintenance and strategic car parking	Michelle Smith	From July 2021 and then on-going	On Track	Workshops held, research and data requirements identified ahead of engagement with SCC (parking strategy)
1.2.1	Complete five year land supply statement	Alex Yendole	July 2021	On Track	Five year housing land supply statement completed and published
1.2.2	Work with Registered Providers, Developers and Homes England to deliver 210 affordable homes per year	Anna Nevin	On-going	On Track	36 affordable units were delivered in Q2, bringing the annual cumulative total to 91 completions. 160 units are forecast to be delivered in Q3, which would exceed the annual completions target of 210 units.
1.2.3	Improve and maintain performance of development management	John Holmes	On-going	On Track	Development Management performance is subject to a national league table which is published on a rolling 2 year snapshot. As at 30/09/21 performance is as follows: 90% Major applications processed on time (an increase from 88% in Q1; national target 60%); 89% of non-Major applications processed on time (a decrease from 91% in Q4; national target is 70%). Since June 2020 there has been a sustained increase in incoming applications of around 30% the impact of which is now being evidenced in the more recent performance data, although additional staff have been recruited to support the team.
1.2.4	Improve and maintain performance of local land charges	Victoria Barraclough	On-going	On Track	This represents the end of a backlog period due to the change in stamp duty levy which created unprecedented levels of new searches. At the start of the period around 170 searches were on hand but as of 06/10/21 there are 25 with oldest being 6 days.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.3.1	Delivery of the Stafford Town Centre Transformation Programme	Michelle Smith	31/03/2024	On Track	Three large procurement exercises are reaching their conclusion with evaluations and appointments due for completion by the end of Q3
1.3.2	Delivery of the Stafford Station Gateway	Tara Hollingsworth	Commences June 2021 until February 2022	On Track	A scope of works has been agreed by the partners for a Strategic Regeneration Framework (SRF) for the Stafford Gateway area. Approval has been given by all partners to progress with the SRF. A Governance structure has been agreed with creation of a Board and Delivery Team beneath.
1.3.3	Supporting the development of Meecebrook Garden Community	Maxine Turley	On-going	On Track	Cabinet approval for financial spend secured. Water studies consultant appointed. Rail tender ready for market. Transport Strategy priorities identified and agreed. Communications brief in draft. Focus on procurement of technical studies during Q3.
1.3.4	Provide support for Stafford Western Access Route	John Holmes	Due for completion Autumn 2021	On Track	The first phase from Martin Drive to Doxey Road opened in February 2021. The Doxey Road railway bridge reopened July 2021. The final phase from Doxey Road to Stone Road is on track for completion Autumn 2021.
1.3.5	Strategic car parking in Stafford and Stone Phase 1	Michelle Smith	Sept 2021 Jan 2022 June 2022	On Track	Workshop held, research and data requirements identified ahead of engagement with SCC.
1.3.6	Stone Leisure	Karen Tierney	TBC	On Track	As of the 30th September. Cabinet report prepared for consideration at 7th October Cabinet to authorise budget for works; topographical survey complete and updated masterplan prepared which will be subject to consultation following consideration of Cabinet report.
1.3.7	Monitor land sales for potential new Gypsy and Traveller site	Tara Hollingsworth	Dependent on availability of a suitable site	On Track	A site was identified, but was sold by agreement just prior to auction in July. Regular searches continue to be undertaken.
1.3.8	Identify and prioritise sources of external funding for economic growth projects	Tara Hollingsworth	On-going	On Track	This is ongoing and regularly monitored.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.3.9	Compliance with individual Project Plans	Michelle Smith	On-going	On Track	All projects are progressing in line with individual project plans.
1.4.1	Develop Stafford as a hub of productivity to help businesses develop, grow and thrive	Martyne Manning	On-going	On Track	Financial support provided by the launch of the start up business grant offering £5000 to entrepreneurs who want to start a business in the Borough. Applications received – 67. Closed for applications on 30/9/2021
1.4.2	Promote our visitor economy to demonstrate the offer in the Borough	Martyne Manning	On-going	On Track	Financial support provided by the Hospitality Tourism & Leisure restart grant of £5000. Venues in the Borough can access a grant to help drive more visitors to their venues and raise awareness of the Borough in 2022. 57 applications received. Target is 200.
1.4.3	Unlock economic opportunities in our rural areas	Martyne Manning	October 2021	On Track	Funding provided to our Rural businesses via the above 2 mentioned schemes. New fund to be released focused on Business to Business Rural businesses of £300k. Dedicated Business Advisor currently mapping out target audience.
1.4.4	Support the facilitation of lifelong learning to create a local workforce with specialist skills that can respond to growth ambitions	Martyne Manning	September 2021	On Track	Our contribution to the Staffordshire Skill and Apprenticeship programme is oversubscribed and we are looking at alternative funding via our existing ARG available fund. In addition we are working closely with Pets At Home to support their recruitment drive for the new distribution centre focusing on retention, relocation, recruitment and upskilling the relevant workforce. As part of the Countywide Redundancy Task force we are working alongside the group to look at the skills gap and where we can support to fill some of those sectors that are desperately short of workers such as logistics, manual labourers, construction workers and HGV drivers.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.5.1	Revise and refresh the Local Plan	Alex Yendole	On-going	On Track	Responses published following New Local Plan issues and options consultation and site assessment studies for evidence base progressing. Planning White Paper proposals and changes to current planning system including July 2021 NPPF being assessed for implications on next stage of the New Local Plan.
1.5.2	Embed high quality design into Planning Policy to ensure that Stafford is an attractive place that people want to live in, promoting healthy lifestyles and supporting future investment	Alex Yendole	On-going	On Track	Site assessment evidence based work progressing to inform the New Local Plan, with the Government's published National Model Design Code considered at the local level.

Explanation for Narrative Performance
Exceptional - Good
Doing well - On Track
Below what it should be - Below Target

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE**9 NOVEMBER 2021****Performance Update****GENERAL FUND - BUDGET MONITORING TO 30 SEPTEMBER 2021**

The Council agreed a Net Portfolio Spend for 2021/22 of £15.529 million in January 2021 when the Council Tax was set for the year. Of this figure, the net Revenue Budget covered by this committee is £249,000. The monitoring position for 2021/22 is illustrated in the following table with a full year forecast:

Portfolio	Original Budget 2021/22	Approved Budget 2021/22	Forecast to March 2022	Variance from budget
	£000	£000	£000	£000
Planning and Regeneration	249	249	1,455	1,206

There is provision within Items for Allocation under the Resources Portfolio for a loss of some of the income identified within the forecast. The provision includes £404,000 for a loss of parking income and £20,000 for a loss of market income thus reducing the overall variance to budget by £424,000 to £782,000.

The key issues identified in the forecast as at September monitoring are set out below:-

Planning and Regeneration

There is an unfavourable forecast variance of approximately £1,206,000 on this portfolio. This is primarily due to:

- Parking reduced income £1,034,000
- Development Management reduced income £158,000
- Markets reduced income £20,000
- Farmers markets reduced income £27,000
- Development Management agency costs £61,000

Offset by

- Staffing variations (£13,000)
- Land charges increased income (£36,000)
- Supplies and services general underspends (£45,000)

Detailed monitoring

ANNEX 1 sets out the revenue budget monitoring forecast position based on expenditure to the 30 September 2021 including explanations for individual variances that meet the monitoring criteria. It includes an analysis of services in the portfolio. In addition, capital monitoring information to the 30 September 2021 on the capital schemes is reported at **ANNEX 2**.

PERFORMANCE UPDATE- PLANNING AND REGENERATION PORTFOLIO

Budget Monitoring 2021-2022- Period 6- September

	<u>Budget to</u> <u>Date</u> <u>£</u>	<u>Forecast</u> <u>Outturn</u> <u>£</u>	<u>Variance from Budget to</u> <u>Date</u> <u>£</u> <u>%</u>	<u>Comments (variances > 10% and £5,000)</u>
Management and Support				
Expenditure	561,220	528,302	-32,918	Reduced Supplies and Services £-27k, car allowances £-4k and minor variations
Income	-28,160	-27,313	847	
Net	<u>533,060</u>	<u>500,988</u>	<u>-32,072</u>	
Building Control				
Expenditure	152,850	152,850	0	
Net	<u>152,850</u>	<u>152,850</u>	<u>0</u>	
Development Management				
Expenditure	1,095,950	1,157,202	61,252	Net agency costs £85k and reduced supplies and services £-26k
Income	-840,830	-682,795	158,035	Reduced planning fee income
Net	<u>255,120</u>	<u>474,407</u>	<u>219,287</u>	
Forward Planning				
Expenditure	331,530	424,878	93,348	Local Plan expenditure £70k and Referendum costs £20k, minor variations
Income	-54,880	-145,120	-90,240	Contributions for Local Plan £-70k and Referendum £-20k
Net	<u>276,650</u>	<u>279,758</u>	<u>3,108</u>	
Land Charges - Local Searches				

Expenditure	120,270	121,090	820	
Income	-120,270	-156,696	-36,426	Additional income due to increased activity
Net	0	-35,606	-35,606	
Off Street Parking Services				
Expenditure	1,373,650	1,372,572	-1,078	
Income	-2,696,780	-1,662,931	1,033,849	General Car Parks £486.4k, Waterfront, £294.8k and Riverside £252.6k
Net	-1,323,130	-290,359	1,032,771	
Land & Properties				
Expenditure	63,140	67,499	4,359	
Income	-53,290	-53,290	0	
Net	9,850	14,209	4,359	
Economic Growth and Strategic Projects				
Expenditure	595,850	590,848	-5,002	Minor variations
Income	-332,540	-332,538	2	
Net	263,310	258,310	-5,000	
Borough Markets				
Expenditure	343,220	316,094	-27,126	Staff vacancy £-13k, reduced premises £-2k and reduced supplies and services £-12k
Income	-261,860	-215,118	46,742	Reduced Stafford market income £20k and reduced farmers market income £27k
Net	81,360	100,976	19,616	
Portfolio Total	249,070	1,455,534	1,206,464	

* Budget to date refers to latest budget and variance from budget to date refers to the variance from latest budget

PERFORMANCE UPDATE - PLANNING & REGENERATION CAPITAL PORTFOLIO

Budget Monitoring 2021-2022 - Period 6 September						
	Latest	Budget to	Total Spend	Variance to	Forecast	Comments
	Budget	Date	to Date	Date	Outturn	
	£	£	£	£	£	
Growth Point	£50,000	£0	£0	£0	£7,500	Project to slip to 2022/23
Stafford Town Centre Enhancements	£19,000	£0	£0	£0	£19,000	
Pearl Brook Path Improvements	£75,000	£0	£0	£0	£75,000	
Gypsy and Traveller Site	£150,000	£0	£0	£0	£150,000	No viable site yet identified
Total for Planning	£294,000	£0	£0	£0	£251,500	

ITEM NO 7(d)

ITEM NO 7(d)

Report of:	Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Economic Development and Planning 09/11/2021 (only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

9 NOVEMBER 2021

Work Programme - Economic Development and Planning Scrutiny Committee

1 Purpose of Report

- 1.1 The purpose of this report is to present the Economic Development and Planning Scrutiny Committee's Work Programme.

2 Recommendation

- 2.1 That the Economic Development and Planning Scrutiny Committee considers and comments upon their Work Programme.

3 Key Issues and Reasons for Recommendation

- 3.1 The first stage in achieving a Member-led Overview and Scrutiny process is to develop a Work Programme for the Members of the Committee to own.
- 3.2 Accordingly, an up-to-date copy of the Economic Development and Planning Scrutiny Committee's Work Programme is provided for Members to consider or amend as appropriate.

4 Relationship to Corporate Business Objectives

- 4.1 This report is most closely associated with the following Corporate Business Objective 1:-

To deliver sustainable economic and housing growth to provide income and jobs.

5 Report Detail

- 5.1 Members will recall that one of the fundamental philosophies behind the creation of Overview and Scrutiny is that the process should be Member-led and the first stage in achieving this is to develop a Work Programme that is:-
- Owned by all Members of the Scrutiny Committee;
 - Flexible to allow the Committee to react to urgent items;
 - Contain aspects of both Overview and Scrutiny.
- 5.2 Therefore, at each scheduled meeting of the Economic Development and Planning Scrutiny Committee, an up-to-date copy of the Work Programme will be provided for Members to consider or amend as appropriate.
- 5.3 The Work Programme includes provision for the Committee to scrutinise appropriate items delivered through the Council's Service Delivery Plan up to twelve months in advance, whilst maintaining the flexibility to respond to any issues that may arise.
- 5.4 Accordingly, attached at **APPENDIX** is the Economic Development and Planning Scrutiny Committee's current Work Programme to consider or amend as appropriate.

6 Implications

6.1	Financial	Nil
	Legal	Nil
	Human Resources	Nil
	Human Rights Act	Nil
	Data Protection	Nil
	Risk Management	Nil

6.2	Community Impact Assessment Recommendations	<p>Impact on Public Sector Equality Duty:</p> <p>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-</p> <p>Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p> <p>Recommendations Wider Community Impact:</p> <p>Detailed above.</p>
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Previous Consideration - Nil

Background Papers - File available in Law and Administration

APPENDIX

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE**9 NOVEMBER 2021****Work Programme - Economic Development and Planning Scrutiny Committee****Tuesday 14 DECEMBER 2021 at 6:30 PM**

Minutes of Last Meeting:	9 November 2021
Officer Items by:	Monday 29 November 2021
Call-in Deadline:	Tuesday 14 December 2021
Member/Public Items by:	Thursday 2 December 2021
Agenda Despatch on:	Monday 6 December 2021
Officer Reports	<ul style="list-style-type: none"> • New Local Plan Update Head of Development • High Street and Markets Update Head of Development • Economic Development and Planning Portfolio - General Fund Revenue Budget 2021-22 to 2024-25 and Capital Programme 2021-21 - 2024-25 Head of Finance • Final Accounts 2020/21 Head of Finance • Work Programme Scrutiny Officer

Tuesday 8 FEBRUARY 2022 at 6:30 PM

Minutes of Last Meeting:	14 December 2021
Officer Items by:	Monday 24 January 2022
Call-in Deadline:	Tuesday 25 January 2022
Member/Public Items by:	Thursday 27 January 2022
Agenda Despatch on:	Monday 31 January 2022
Officer Reports	<ul style="list-style-type: none"> • Rural Strategy Head of Development • High Street and Markets Update Head of Development • Performance Update/Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Work Programme Scrutiny Officer

FUTURE ITEMS	
<ul style="list-style-type: none">• Stafford Station Gateway	Head of Development
<ul style="list-style-type: none">• Garden Communities Project	Head of Development
<ul style="list-style-type: none">• Section 106 Agreements Update	Head of Development