

Civic Centre, Riverside, Stafford

Contact Andrew Bailey
Direct Dial 01785 619212
Email abailey@staffordbc.gov.uk

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 22 June 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

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ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

22 JUNE 2021

Chair - Councillor W J Kemp

AGENDA

1	Minutes of 8 February 2021 as published in Digest No 274 on 5 March 2021.						
2	Apologies						
3	Public Question Time - Nil						
4	Councillor Session - Nil						
5	Members' Item - Nil						
6	Called In Items - Nil Page Nos						
7	Officers' Reports						
	ITEM NO 7(a)	Quarter 4 Performance Reporting	3	-	10		
		CORPORATE BUSINESS AND PARTNERSHIPS MANAGER					
	ITEM NO 7(b)	Business Planning Report	11	-	13		
		HEAD OF LAW AND ADMINISTRATION					
	ITEM NO 7(c)	Work Programme - Economic Development and Planning Scrutiny Committee	14	-	17		

HEAD OF LAW AND ADMINISTRATION

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:	Corp Business and Partnerships Manager
Contact Officer:	Tracy Redpath
Telephone No:	01785 619 195
Ward Interest:	Nil
Report Track:	Econ Dev and Plg 22/06/21

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE 22 JUNE 2021

Quarter 4 Performance Reporting

1 Purpose of Report

1.1 To provide an update to members regarding performance reporting for Quarter 4 2020 – 2021 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 4 2020 2021 for the Economic Development and Planning Scrutiny Committee is detailed in the **APPENDIX**.
- 3.2 The last quarter has been very challenging as we entered a full lockdown in January so officers have continued with providing additional support to residents and businesses, at the same time as delivering 'business as usual'.
- 3.3 The performance report reflects this and also the level of work that has been undertaken in the last reporting quarter to deliver business as usual activities. The performance at a glance demonstrates a position of performance targets reported as being on track for the majority of indicators in guarter 4.

4 Relationship to Corporate Business Objectives

4.1 Performance reporting interlinks with all corporate business objectives.

5 Report Detail

- 5.1 As many of you will be aware the Covid-19 pandemic continues to have a huge impact on residents living in the Borough and also businesses operating in the Borough. Officers across the whole Council have been working exceptionally hard to ensure that a broad range of support continues to be provided to residents and businesses at the same time as continuing to keep all of our critical services operating in a third lockdown.
- 5.2 Both the Development Management and Land Charges teams continue to deal with high numbers of incoming applications and local searches and Planning Committees have continued to be scheduled fortnightly (rather than the pre-Covid three weekly pattern) to deal with increased caseloads, although this will change from May due to updated Government guidance.
- 5.3 The Borough Council has already distributed more than £35 million in grants to hundreds of local businesses who have suffered financial hardship during the pandemic. The Economic Growth and Revenues and Benefits team continue to promote and pay out across the suite of business support grants currently available. Recent schemes have seen nearly 200 people who were self-employed apply for around £400,000 of financial help, £750 payments made to all taxi drivers, 'Restart' grants to eligible businesses, and money to suppliers of goods and services to the retail, hospitality and leisure industry.
- As we move through the roadmap out of lockdown the messaging of the ERDF funded Our Beautiful Borough campaign for the high streets in Stafford, Stone and Eccleshall has been updated to reflect the changing restrictions in our area. The Staffordshire Ironman event has been confirmed to take place on 18 July, having been postponed during 2020.
- 5.5 Narrative updates are contained within the **APPENDIX**.

6	Implications
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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 Recommendations 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.

Previous Consideration - Nil

Background Papers – File available in Corporate Business and Partnerships

Economic Development & Planning

Q4 Performance Indicators

No	Indicator	Responsible Officer	ls good high or low	Q1 Actual	Q1 Target	Q1 Performance	Q2 Actual	Q2 Target	Q2 Performance	Q3 Actual	Q3 Target	Q3 Performance	Q4 Actual	Q4 Target	Q4 Performance	Year End forecast	Year end target	Direction of Travel
LI1	% Compliance with individual Project Plans	Michelle Smith	Н	N/A	100%	Information not collected, service area involved in the response to Covid-19	N/A	100%	Information not collected, service area involved in the response to Covid-19	100%	100%	©	100%	100%	\odot	100%	100%	<u></u>
LI2	% increase in footfall associated with major events in Stafford Town Centre	Michelle Smith	Н	N/A	15%	Information not collected, service area involved in the response to Covid-19	N/A	15%	Information not collected, service area involved in the response to Covid-19	N/A	15%	No major town centre events are currently taking place due to the pandemic	N/A	15%	No major town centre events are currently taking place due to the pandemic	15%	15%	:
LI3	Stafford Retail premises occupancy rates %	Michelle Smith	Н	N/A	88%	Information not collected, service area involved in the response to Covid-19	N/A		Information not collected, service area involved in the response to Covid-19	N/A	88%	Retail premises are subject to national Covid restrictions therefore some current closures are temporary	N/A	88%	Retail premises are subject to national Covid restrictions therefore some current closures are temporary	89%	88%	(1)
LI4	Stone Retail premises occupancy rates %	Michelle Smith	Н	N/A	92%	Information not collected, service area involved in the response to Covid-19	N/A		Information not collected, service area involved in the response to Covid-19	N/A	92%	Retail premises are subject to national Covid restrictions therefore some current closures are temporary	N/A	92%	Retail premises are subject to national Covid restrictions therefore some current closures are temporary	94%	92%	(1)
LI5	Completion of Preferred Options Report January 2021	Alex Yendole	N/A	Apr-20	Jan-21	<u> </u>	Apr-20	Jan-21	(1)	Apr-20	Jan-21	<u> </u>	Apr-20	Jan-21	<u> </u>	Jan-21	Jan-21	(1)
LI6	Area of open space to new houses approved	Michelle Smith	Н	N/A	100%	Information not collected, service area involved in the response to Covid-19	N/A	100%	Information not collected, service area involved in the response to Covid-19	100%	100%	\odot	100%	100%	\odot	100%	100%	(1)

Performance direction of travel - Key

Performance 10% or more above target

(i) (ii) (iii) (iii) (iii)

On Track

Performance 10% or more below target

Economic Development & Planning

Q4 Narratives

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.1.1	Compliance with Housing Delivery reporting	Alex Yendole	Ongoing	<u>:</u>	Data collected, process and latest housing report published to revised timetable
1.1.2	Continue to supply affordable housing working with Registered Providers and Homes England	Anna Nevin	Ongoing	<u></u>	There were 62 affordable units delivered in Q4. The annual number of units delivered in the borough was 196. Covid-19 restrictions and regulations have changed throughout the year which has stalled works on site at various points. There is a healthy pipeline of 220 units currently forecast to be delivered in 2021-22.
1.1.3	Improve and maintain performance of development management and local land charges from April 2018 for 3 years	Michelle Smith	March 2021	\odot	Development Management performance is published based on a rolling 2 year snapshot. As at 31/03/21 performance is as follows: 94% of Major applications processed on time (an increase from 92% in Q3; national target is 60%) 93% Non-major applications processed on time (a decrease from 95% in Q2; national target is 70%).
1.2.1	Delivery of the Stafford Town Centre Strategic Framework	Karen Tierney/ Michelle Smith	March 2021	<u></u>	The Framework is being developed in conjunction with the Future High Streets Fund (FHSF) projects. A provisional FHSF award was announced on Boxing Day 2020 and a final submission made on 26/02/21. Following clarification of the FHSF programme the Framework was rescoped and commenced April 2021.
1.2.2	Delivery of the Stafford Station Gateway	Michelle Smith	Ongoing	<u></u>	An updated draft of the detailed spatial masterplan was completed March 2021 and will be reported to Cabinet following the local elections in June 2021 together with proposals for the next tranche of work.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.2.3	Supporting the development of Meecebrook Garden Community	Maxine Turley	Ongoing	<u>:</u>	Significant viability and planning strategy work commenced through retained consultancy contract. Governance and partnership expanded initial Health and Wellbeing Thematic Group meeting undertaken. Draft brief for the next stage of the masterplan received for consideration. Technical note of master planning and evidence alignment final draft being considered. Procurement of technical studies to support masterplan development at early stages. Area Impact Assessment completed. Future Mobility scoping work completed. Transport workshop with Homes England, Atkins and Telford Council arranged to plan modelling work post C19 government restrictions. Rail proposal received from Network Rail being considered in detail by SCC, procurement route agreed, GRIP1 report meeting arranged, workshop with Walsall Council re rail delivery arranged. Draft Collaboration agreement received from legal contractor. Water Strategy Framework Procurement commenced.
1.2.4	Provide support for Stafford Western Access Route From April 2018 for duration of the plan	Michelle Smith	Ongoing	<u></u>	The Borough Council's financial contribution to the scheme has been completed and officers continue to attend Project Board meetings run by the County Council. On track for scheduled completion Autumn 2021.
1.2.5	Strategic car parking in Stafford and Stone Phase 1	Michelle Smith	Summer 2021	<u>:</u>	Project scoping has begun however future parking requirements and demand are subject to change as a result of Covid-19, therefore this remains under review.
1.2.7	Source and develop new Gypsy and Traveller sites	Alex Yendole	Timescales agreed once milestones are set	<u>:</u>	Consultants progressing with a Gypsy and Traveller Needs Assessment. Officers continued work to identify a new gypsy site to deliver future need.
1.3.1	Enable new and existing businesses to grow and build confidence in Stafford as a hub of productivity	Michelle Smith	TBC		Due to national lockdown restrictions in place since January 2021 our main focus has been the delivery of the Additional Restrictions Grant and the Our Beautiful Borough Campaign. Following Cabinet approval in April 2021 we are working in partnership with Staffordshire County Council to delivery the Staffordshire Means Back to Business campaign and our own business start up programme.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.3.2	Promote our visitor economy to demonstrate the offer in the Borough	Michelle Smith	TBC	<u></u>	A draft Visitor Economy Recovery Plan has been produced for consideration as part of the wider Economic Recovery workstream.
1.3.3	Unlock economic opportunities in our rural areas	Michelle Smith	TBC	•	The focus this quarter has been supporting rural businesses in dealing with the changes brought about by the national lockdown restrictions.
1.3.4	Develop access to lifelong learning to create a local workforce with specialist skills that can respond to growth ambitions	Michelle Smith	TBC	<u> </u>	The Countywide Redundancy Task Force continues to support upskilling those facing redundancy and the Chamber of Commerce to raise awareness of potential financial support.
1.4.1	Revise and refresh the Local Plan	Alex Yendole	Adoption of new Local Plan (2022/23)	<u>•</u>	Responses process and published following New Local Plan issues and options consultation and site assessment studies for evidence base progressing. Stone Neighbourhood Plan Referendum scheduled for May 2021 due to Covid-19. Planning White Paper proposals and changes to current planning system being assessed for implications on future evidence based studies.
1.5.1	Develop and implement new Open Space Strategies	Alex Yendole	ТВС	<u></u>	Green Infrastructure evidence based work progressing. Draft Biodiversity Supplementary Planning Document (SPD) consultation responses processed & final SPD being prepared.
1.5.2	Stafford Brooks Project	Bill Waller	TBC	<u> </u>	Feasibility study is nearly complete
1.6.1	To ensure that policies and codes of practice for the construction and operation of HS2 through the Borough adequately protect residents in terms of compensation, and mitigate any adverse environmental affects and protect biodiversity	John Holmes	Awaiting Bill to be passed by Parliament	<u>:</u>	HS2 Phase 2a bill was given Royal Assent on 11 February 2021.

Ref	Key Deliverable	Responsible Officer	End Date	Performance	Commentary/Action
1.6.2	Monitoring of HS2 construction works to ensure approved policies and codes of practice has been implemented	Robert Simpson	Awaiting Bill to be passed by Parliament		Discussions are continuing with the HS2 Phase 2a Planning Forum – Environmental Health Subgroup, of which our officers are members. The purpose of the group is to discuss any potential air quality, noise, vibration and contaminated land issues associated with the construction and operation of HS2 Phase 2a, and appropriate mitigation measures. The last meeting was held on 25th March 2021 and discussions concerning controls that can be applied to construction work using section 61 of the Control of Pollution Act 1974 were discussed further.

Performance direction of travel - Key

On Track

Exceptional

Below what it should be

ITEM NO 7(b) ITEM NO 7(b)

Report of:	Head of Law and
	Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Economic
-	Development and
	Planning
	22/06/2021 (Only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE 22 JUNE 2021

Business Planning Report

1 Purpose of Report

1.1 To review the programme of business considered by the Economic Development and Planning Scrutiny Committee in 2019/21 with a view to the report being submitted to the Council.

2 Recommendation

2.1 The Committee is recommended to approve this report as the Annual Report to the Council.

3 Key Issues and Reasons for Recommendation

- 3.1 During the past Municipal Year (extended due to the COVID-19 Pandemic), the Economic Development and Planning Scrutiny Committee considered a wide variety of issues that has helped to embrace its continuing role to ensure that the Council delivers sustainable economic and housing growth to provide income and jobs.
- 3.3 The Committee controls its own Work Programme which is already populated with a range of issues for the forthcoming Municipal Year.

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 During the 2019/21 Municipal Year, the Economic Development and Planning Scrutiny Committee has considered a wide variety of issues that supported the Council's Business Objective of delivering sustainable economic and housing growth to provide income and jobs.
- 5.2 In order to achieve this, the Committee have received regular updates concerning the economic issues affecting both Stafford Town Centre and the wider Borough, including the following:-
 - Town Centre Development Programme Update
 - New Local Plan Introduction
 - Stafford Indoor Market
 - Future High Streets Fund Update
- 5.3 The Committee have considered a Called-in item relating to Delegated Authority for a Gypsy and Traveller Site Acquisition.
- 5.4 The Committee have considered a Councillor Session item relating to a lack of public transportation in some areas of the Borough where there were major developments.
- 5.5 The Committee have considered the following items that were referred to it directly from the Cabinet:-
 - Stafford Borough Economic Growth Strategy 2020-2025
 - Parking Orders
 - Government's Planning for the Future Consultation: Stafford Borough response
- 5.6 Other items that the Committee considered included the following:-
 - COVID19 Pandemic Recovery Panning
 - Economic Recovery Progress Update
 - Economic Recovery Local Restrictions Grant Policy
 - Corporate Business Plan 2021 2024 Consultation
- 5.7 The Committee continues to control its own Work Programme and regularly makes appropriate adjustments.
- 5.8 Under its Terms of Reference, the Committee has received details of the General Fund Revenue Budget and Capital Programme for the Economic Development and Planning Portfolio as well as receiving regular reports that monitored both operational and financial performance.
- 5.9 The Committee received details of the Economic Development and Planning Portfolio Final Accounts.

- 5.10 The Work Programme is populated with a variety of issues for the forthcoming Municipal Year.
- 5.11 It is intended that this report, with the addition of any appropriate information concerning the current meeting, be taken to the next available meeting of the Council as the report back from this Scrutiny Committee in accordance with Article 6, Paragraph 6.3 of the Constitution whereby the Committee is required to report annually to the Council on its workings and future Work Programme.

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	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.

Previous Consideration - Nil

Background Papers – File available in Law and Administration

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

Report of:	Head of Law and
	Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Economic
	Development and
	Planning 22/06/2021
	(only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE 22 JUNE 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	The Borough Council considers the effect of its
	Assessment	actions on all sections of our community and has
	Recommendations	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.

Previous Consideration - Nil

Background Papers – File available in Law and Administration

APPENDIX

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE 22 JUNE 2021

Work Programme - Economic Development and Planning Scrutiny Committee

TUESDAY 7 SEPTEMBER 2021 at 6:30 PM

Minutes of Last Meeting:	22 June 2021
Officer Items by:	Friday 20 August 2021
Call-in Deadline:	Tuesday 17 August 2021
Member/Public Items by:	Wednesday 25 August 2021
Agenda Despatch on:	Friday 27 August 2021
Officer Reports	 Final Accounts 2020/21 Head of Finance Performance Update /Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance Work Programme Scrutiny Officer

TUESDAY 9 NOVEMBER 2021 at 6:30 PM

Minutes of Last Meeting:	7 September 2021
Officer Items by:	Monday 25 October 2021
Call-in Deadline:	Tuesday 19 October 2021
Member/Public Items by:	Thursday 28 October 2021
Agenda Despatch on:	Monday 1 November 2021
Officer Reports	Fees and Charges Review 2022 Head of Finance
	Performance Update/Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance
	Work Programme Scrutiny Officer

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	Economic Development and Planning Portfolio -
	General Fund Revenue Budget 2021-22 to 2024-
	25 and Capital Programme 2021-21 - 2024-25
	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	 Performance Update/Budget Monitoring Report Corporate Business and Partnerships Manager

	FUTURE ITEMS
•	New Local Plan Update
	Head of Development
•	Stafford Station Gateway
	Head of Development
•	Garden Communities Project
	Head of Development
•	Section 106 Agreements Update
	Head of Development