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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 Suite, Civic Centre, Riverside, Stafford on Tuesday 12 November 2019 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.

A handwritten signature in black ink, appearing to read "I. Curran".

Interim Head of Law and Administration

**ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE -
12 NOVEMBER 2019**

Chair - Councillor W J Kemp

A G E N D A

- 1 Minutes of 27 August 2019 as published in Digest No 259 on 6 September 2019
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Members' Item - Nil
- 6 Called In Items

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INTERIM HEAD OF LAW AND ADMINISTRATION	

Membership

Chair - Councillor W J Kemp

J A Barron	P A Leason
A G Cooper	B Mckeown
B M Cross	G P K Pardesi
A S Harp	M Phillips
W J Kemp	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:	Alex Yendole
Telephone No:	01785 619536
Ward Interest:	Nil
Report Track:	Econ Dev and Plg 12/11/19 (Only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE**12 NOVEMBER 2019****New Local Plan - Introduction****1 Purpose of Report**

- 1.1 To provide Members with an introduction and presentation on the New Local Plan 2020-2040 including the statutory and policy context, progress to date and on-going Member involvement.

2 Recommendation

- 2.1 That the content of this report and the presentation at Committee be noted.

3 Key Issues and Reasons for Recommendation

- 3.1 The Council has an adopted local plan to meet legislative requirements, which provides the framework for development until 2031 including housing and employment provision. The main development strategy and supporting policies reflected the short to medium term needs of Stafford Borough but new development opportunities are now being created since the Plan was adopted in June 2014.
- 3.2 In July 2017 the Council agreed to progress with a New Local Plan 2020-2040 in order to reflect new investment opportunities arising through the Constellation Partnership's Growth Strategy (formerly the Northern Gateway Development Zone) that maximises the benefits of HS2 to 2050, beyond the scope of the adopted Plan for Stafford Borough 2011-2031. Furthermore a strong market across the Borough has meant that housing and employment development sites are being delivered, meaning that more land is now required to provide for future growth.

- 3.3 It is important for the Borough Council to make progress on the New Local Plan for Stafford Borough in order to provide for future development across the Borough through strategic planning policies and specific land allocations, to deliver the new strategy over the Plan period from 2020 to 2040.

4 Relationship to Corporate Priorities

- 4.1 As a key strategic document for the Council the New Local Plan will deliver on the Corporate Business Plan's vision, in particular the key objectives:

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

“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.”

“To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.”

5 Report Detail

- 5.1 This report sets out background context for the New Local Plan, which will be supported by a presentation to Members at the Economic Development and Planning Scrutiny Committee including the following key elements:-

- Statutory legislative and national policy framework for preparing Local Plan
- The process of preparing a Local Plan
- The currently adopted Local Plan for Stafford Borough including Neighbourhood Plans
- Progress to date on the New Local Plan 2020-2040 and key future stages

- 5.2 Since the Plan for Stafford Borough 2011-2031 was adopted (Part 1 in June 2014 and Part 2 in January 2017) significant changes have occurred both at a national and local planning context, including the following:

- An increased Corporate focus on delivering new economic growth
- Changes in Government policy including for housing development
- Announcement of a potential Garden Community in the Borough to be investigated and assessed through the New Local Plan process
- Reviewing Gypsy and Traveller pitch provision past 2027

- 5.3 Following the decision to progress with a new Local Plan was taken in July 2017 a number of key areas of work have been completed:

- Sustainability Appraisal Scoping Report published and consulted upon
- Settlement Assessment questionnaire to Parish Councils processed

- On-going 'Call for Sites' exercise including new development, brownfield land and Local Green Space. Issues and Options stage reflects sites submitted up to the end of September 2019
- Authority Monitoring Report published and evidence gathering from key stakeholders, including confirmation of a 5 year housing land supply
- Analysis of the revised National Planning Policy Framework (February 2019) to reflect local implications for the New Local Plan process
- Scoping the Issues Report alongside the Settlement Assessment methodology and the associated settlement profiles.

5.4 In March 2012 the National Planning Policy Framework was published, and subsequently additional information through the Planning Practice Guidance, which sets out the national context for preparing policies in new Local Plans. The purpose of planning was defined as achieving sustainable development, with this approach amplified through core planning principles and a general approach requiring that Local Plans should bring forward sufficient land of a suitable quality in appropriate locations to meet objectively assessed needs. In February 2019 the revised National Planning Policy Framework was published, alongside associated documents, with details of a new methodology for establishing the future housing provision for Stafford Borough and details about new evidence based requirements for the New Local Plan.

5.5 The following table sets out the latest programme for the New Local Plan 2020-2040, agreed in September 2019:

Process Stage	Proposed Completion Date
Commencement	July 2017
Issues and Options Report	July 2018 to March 2020
Preferred Options Report	January 2021
Formal publication of the proposed new plan	June 2021
Submission of the proposed new plan to the Planning Inspectorate	December 2021
Examination of the proposed new plan	March 2022
Adoption of the new local plan	October 2022

5.6 A key element of preparing the New Local Plan is community involvement and engagement to ensure all of those who live and work in the Borough, as well as businesses, landowners, key partners, and local and national organisations are made aware of future proposals and policies. In November 2018 the Council agreed the Statement of Community Involvement which sets out how, when and who will be engaged in the New Local Plan process. Members have a key role in preparing the New Local Plan as well as involving local communities, not least through the Parish Councils alongside the following mechanisms used by the Borough Council, including:

- Notify Parish Councils, Members and key stakeholders of publication of the documents and provide an opportunity to make responses.
- Copies of the documents provided to all libraries and at the Civic Centre.

- Availability to view the documents and the related evidence base via the Council's website.
- Parish Councils engagement event at key stages
- The opportunity to make representations via the website, by email or on paper.

5.7 In terms of next steps the New Local Plan will be consulted upon through the Issues and Options Report in early 2020. This will subsequently lead to the New Local Plan - Preferred Options stage of consultation prior to the Council progressing to the Publication formal statutory consultation stage for a six week period, as required by the Town and Country Planning (Local Planning) (England) Regulations 2012.

5.8 The New Local Plan will then be assessed through an independent Examination process to determine if the Plan is 'appropriate' based on the NPPF's latest tests of soundness. Following the Examination process the Council will hope to adopt the New Local Plan, which will replace the adopted Plan for Stafford Borough 2011-2031.

6 Implications	
6.1 Financial	<p>The New Local Plan has been allocated a total of £536,000 from Council resources to meet anticipated costs. Delivery of the New Local Plan is envisaged within the resources available.</p> <p>The main costs incurred in preparing and finalising the New Local Plan includes the evidence base, community engagement and consultation, and the independent Examination process prior to adoption.</p>
Legal	The New Local Plan to be subject to relevant Planning Acts and Regulations as well as subject to decision by Full Council prior to publication and adoption in line with the Constitution.
Human Resources	In the first instance the New Local Plan will be delivered by existing staff from within Development Department and the wider organisation. These internal resources are supported by specialist expert consultants to complete key aspects of the evidence base.
Human Rights Act	None identified
Data Protection	All consultation responses through the New Local Plan process to be subject to the latest General Data Protection Regulations brought into effect from May 2018 onwards.

<p>Risk Management</p>	<p>Adopted Plan for Stafford Borough in place. However without progressing with a New Local Plan there is a risk of not having an up-to-date Plan which would lead to Government planning policies overriding local policies. Whilst the adopted Plan for Stafford Borough is currently more than 5 years old, due to the Council having a 5 year housing land supply it continues to be used for making planning decisions. A delay and / or uncertainty at the local level without a New Local Plan could lead to Legal Challenges and / or Appeals with significant costs for the Council.</p> <p>Whilst the Council will seek to ensure that the New Local Plan is progressed in accordance with the latest timetable and minimise any risks of delay it should be noted that the following factors may have an impact:</p> <ul style="list-style-type: none"> • Changes in Government legislation, regulations and policy • Unanticipated scale and nature of consultation responses received including new evidence submitted unexpectedly. • Failure of key partners and other agencies to deliver evidence on time and make responses to key elements of the process • Staff turnover, recruitment difficulties and sickness absences leading to inadequate skill base • Programme amendments and procedural slippage due to poor project management or inadequate resources identified to secure delivery • Political changes, procedural delays or failure to meet Council dates • Unanticipated delays in external events such as resource capacity of the Planning Inspectorate (PINS) for the Examination process or failure to deliver robust arrangements for this process • Non-conformity and failure in the tests of soundness for new planning policy documents

<p>6.2 Community Impact Assessment Recommendations</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>The New Local Plan will deliver a statutory development plan which is designed to be inclusive to all residents and those interested in planning the future for the Borough.</p> <p>Throughout the process of preparing the New Local Plan a thorough consultation and engagement process will enable residents and interested parties to be involved in its preparation, including 24/7 access to key documents through the Borough Council's web-site.</p>
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Previous Consideration - Nil

Background Papers - File available in Development

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:	Econ Dev and Plg 12/11/19 Comm Wellbeing 14/11/19 Resources 18/11/19 Council 19/11/19 Cabinet 7/11/19

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE
12 NOVEMBER 2019
Fees and Charges Review 2020

The following report is due to be considered by Cabinet at its meeting on 7 November 2019 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 2020.

2 Proposal of the Cabinet

- 2.1 That the proposed Fees and Charges for 2020 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 2020. In accordance with the revised financial regulations agreed by Council on 16 September 2019 only the following items are included:-
- Where a new charge has been introduced
 - The proposed increases 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 2020 reflects the revised financial regulations as agreed by Council on 16 September 2019. This set out the criteria for fees and charges which would be reported to Cabinet and Council for approval as follows:
- Where a new charge has been introduced
 - The proposed increases 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, included earlier on the Agenda. An inflation requirement of 3% is recommended the 3% reflects the increase in the cost of service provision (prevailing CPI rate plus increase in Employers Pension Contribution) The proposed increases to Fees and Charges to take effect from 1 January 2020 above the 3% tolerance (excluding rounding to the nearest 5 or 10 pence) are contained within the **BOOKLET** as circulated with this agenda. The booklet also includes Freedom Leisure proposed increases above 4% inflation.
- 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 A full copy of Fees and Charges is available on the Members Portal.

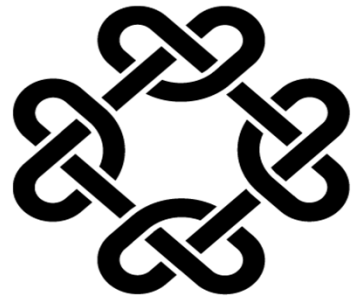
6 Implications

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	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.
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Previous Consideration - Cabinet - 7 November 2019 - Minute No xxx

Background Papers - ??



Stafford
BOROUGH COUNCIL

**FEES AND CHARGES
2020**

**ECONOMIC DEVELOPMENT
& PLANNING SCRUTINY
COMMITTEE
12/11/2019**

Planning and Regeneration Portfolio

Stafford Borough Council

Fees and Charges 2020 - Proposed Charges



PROPOSED CHARGE

	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<u>PLANNING</u>						
<u>Advice on existing BC & DC developments</u>						
per half hour	25.50	NB	01/01/19	26.50	3.9	
minimum charge	25.50	NB	01/01/19	26.50	3.9	
<u>Additional Fee for Complex Enquiries and to Cover Site Visits</u>						
per half hour	25.50	NB	01/01/19	26.50	3.9	

VAT S = standard rated - charges shown are inclusive of VAT
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Planning and Regeneration Portfolio

Stafford Borough Council

Fees and Charges 2020 - Proposed Charges



PROPOSED CHARGE

<u>PARKING SERVICES - STAFFORD</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
Short Stay Parking						
Broad Street and Doxey Road						
Monday to Saturday 8am to 6pm						
Up to 1 hour	1.00	S	01/01/08	1.10	10.0	<i>Car parking fees and charges have not increased generally since 2016, and in some cases have not increased since 2008. Additionally, past increases in the rate of VAT have not been passed onto the customer. The proposed increases are reflective of the annual increases that could have been applied during this period. Fees have not been raised annually as any increase would not have been to a whole 10p and therefore would have caused difficulties to the customer in having the correct change.</i>
Up to 2 hours	1.60	S	01/01/16	1.70	6.3	
Up to 3 hours	2.50	S	01/01/16	2.60	4.0	
Up to 4 hours	3.00	S	01/01/08	3.20	6.7	
Evening Charge - Park after 6pm out before 8am following day (Hourly charge applies if parked before 6pm)				1.00	NEW	
Sunday All day 8am to 8am Monday				1.00	NEW	New charge
Long Stay Parking - All Day						
Gaol Road and Lammascote Gyratory						
Monday to Saturday 8am to 6pm for up to 24 hours						
	4.20	S	01/01/16	4.40	4.8	<i>Christmas Day - no charge New charge</i>
Evening Charge - Park after 6pm out before 8am following day (Hourly charge applies if parked before 6pm)				1.00	NEW	
Sunday All day 8am to 8am Monday				1.00	NEW	
Long Stay Parking - Doxey Road						
1 day	4.20	S	01/01/16	4.40	4.8	<i>Christmas Day - no charge New charge</i>
2 days	8.40	S	01/01/16	8.80	4.8	
3 days	12.60	S	01/01/16	13.20	4.8	
4 days	16.80	S	01/01/16	17.60	4.8	
5 days	21.00	S	01/01/16	22.00	4.8	

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Planning and Regeneration Portfolio

Stafford Borough Council

Fees and Charges 2020 - Proposed Charges



PROPOSED CHARGE

<u>PARKING SERVICES - STAFFORD continued...</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<u>Variable Stay Parking</u>						
Castle Hill and Tenterbanks						
Monday to Saturday 8am to 6pm						
Up to 1 hour	1.00	S	01/01/16	1.10	10.0	<i>Free parking for the registered disabled on variable stay car parks for a maximum of 4 hours, advertised charges will then apply for the additional hours.</i>
Up to 2 hours	1.60	S	01/01/16	1.70	6.3	
Up to 3 hours	2.50	S	01/01/16	2.60	4.0	
Up to 4 hours	3.00	S	01/01/16	3.20	6.7	
Up to 5 hours	4.00	S	01/01/16	4.20	5.0	
Up to 6 hours	5.00	S	01/01/16	5.50	10.0	
Over 6 hours to 8 hours	6.00	S	01/01/16	6.50	8.3	
24 hours	7.00	S	01/01/16	7.50	7.1	
Evening Charge - Park after 6pm out before 8am following day (Hourly charge applies if parked before 6pm)				1.00	NEW	New Charge
Sunday All day 8am to 8am Monday				1.00	NEW	New Charge

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Planning and Regeneration Portfolio

Stafford Borough Council

Fees and Charges 2020 - Proposed Charges



PROPOSED CHARGE

<u>PARKING SERVICES - STAFFORD continued...</u>	£ - p	VAT	Date Set	PROPOSED CHARGE		<u>Rationale for Increase/Decrease</u>
				01-Jan-20 £ - p	Increase %	
<u>Variable Stay Parking</u>						<i>No season tickets permissible on variable stay</i>
Waterfront Multi Storey						
Monday to Saturday 6.30am to 6.00pm						
Up to 1 hour	1.00	S	01/01/16	1.10	10.0	<i>Parking for the registered disabled is chargeable on Waterfront Multi-Storey and Riverside Undercroft car parks.</i>
Up to 2 hours	2.00	S	01/01/16	2.10	5.0	
Up to 3 hours	3.00	S	01/01/16	3.10	3.3	
Up to 4 hours	3.50	S	01/01/16	3.70	5.7	
Up to 5 hours	4.00	S	01/01/16	4.20	5.0	
Up to 6 hours	5.00	S	01/01/16	5.50	10.0	
Over 6 hours to 8 hours	6.00	S	01/01/16	6.50	8.3	
Over 8 hours to close	8.00	S	01/01/16	8.50	6.3	
Evening Charge - Park after 6pm out before 12 midnight	1.00	S	01/01/16	1.00	-	
(Hourly charge applies if parked before 6pm)						
Sunday all day 6.30am to 12.00 midnight	1.00	S	01/01/16	1.00	-	
Overnight parking by arrangement (in addition to daily fee due)	6.00	S	01/01/17	6.50	8.3	<i>Vehicles are locked in overnight and released at opening times the following day.</i>
Out of hours call out (in addition to daily fee due)	95.00	S	01/01/17	150.00	57.9	<i>To cover new car parking enforcement contract conditions.</i>

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Planning and Regeneration Portfolio

Stafford Borough Council

Fees and Charges 2020 - Proposed Charges



PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Date Set	PROPOSED CHARGE		Rationale for Increase/Decrease	
				01-Jan-20 £ - p	Increase %		
Variable Stay Parking							
Civic Centre and South Walls							
Monday to Saturday 6.30am to 6.00pm							
Up to 1 hour	Short Stay	1.00	S	01/01/16	1.10	10.0	<i>Free parking for the registered disabled on variable stay car parks for a maximum of 4 hours, advertised charges will then apply for the additional hours.</i>
Up to 2 hours	Short Stay	2.00	S	01/01/16	2.10	5.0	
Up to 3 hours	Short Stay	3.00	S	01/01/16	3.10	3.3	
Up to 4 hours	Short Stay	3.50	S	01/01/16	4.00	14.3	
Up to 5 hours	Long Stay	4.00	S	01/01/16	6.00	50.0	
Up to 6 hours	Long Stay	5.00	S	01/01/16	8.00	60.0	
Up to 8 hours	Long Stay	6.00	S	01/01/16	10.00	66.7	
Up to 24 hours	Long Stay	-	S		12.00	-	
Evening Charge - Park after 6pm out before 6.30am following day		1.00		01/01/17	1.00	-	
(Hourly charge applies if parked before 6pm)							
Sunday all day 6.30am to 12.00 midnight		1.00		01/01/17	1.00	-	

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Planning and Regeneration Portfolio

Stafford Borough Council

Fees and Charges 2020 - Proposed Charges



PROPOSED CHARGE

<u>PARKING SERVICES - STAFFORD continued...</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
Riverside Undercroft						
Monday to Saturday 7am to 6.00pm						
* Up to 1 hour short stay	1.00	S	01/01/16	1.10	10.0	<i>Parking for the registered disabled is chargeable on Waterfront Multi-Storey and Riverside Undercroft car parks.</i>
Up to 2 hours short stay	2.00	S	01/01/16	2.10	5.0	
Up to 3 hours short stay	3.00	S	01/01/16	3.10	3.3	
Up to 4 hours short stay	3.50	S	01/01/16	4.00	14.3	
Up to 5 hours Long stay	4.00	S	01/01/16	6.00	50.0	
Up to 6 hours Long stay	5.00	S	01/01/16	8.00	60.0	
Over 6 hours to 8 hours Long stay	6.00	S	01/01/16	10.00	66.7	
Over 8 hours to close Long stay	8.00	S	01/01/16	12.00	50.0	
Monday to Saturday park after 6pm to 12 midnight	1.00	S	01/01/16	1.00	-	
(Hourly charge applies if parked before 6pm)						
Sunday all day 6.30am to 12.00 midnight	1.00	S	01/01/16	1.00	-	
Overnight parking by arrangement (in addition to daily fee due)	6.00	S	01/01/17	6.50	8.3	
Lost/damaged token (in addition to daily fee due)	14.00	S	01/01/16	14.40	2.9	
Out of hours call out (in addition to daily fee due)	95.00	S	01/01/17	150.00	57.9	<i>To cover new parking enforcement contract conditions.</i>
<u>Season Tickets - Long Stay Parking</u>						
Lammascote Gyratory	Band B					<i>Season tickets issued for Lammascote Gyratory, Goal Road and Doxey Road car parks are not valid for use on the Waterfront Multi-Storey car park.</i>
Monthly	52.00	S	01/01/16	55.00	5.8	
3 Monthly	140.00	S	01/01/16	150.00	7.1	
6 Monthly	250.00	S	01/01/16	265.00	6.0	
Annually	430.00	S	01/01/16	450.00	4.7	

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Planning and Regeneration Portfolio

Stafford Borough Council

Fees and Charges 2020 - Proposed Charges



PROPOSED CHARGE

PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Date Set	PROPOSED CHARGE		Rationale for Increase/Decrease
				01-Jan-20 £ - p	Increase %	
Gaol Road, Doxey Road, Fairway and Riverway	Band C/E					<i>Season tickets for Goal Road and Doxey Road car parks are not valid for use on Lammascote Gyratory car park.</i>
Monthly	44.00	S	01/01/15	47.00	6.8	
3 Monthly	120.00	S	01/01/15	130.00	8.3	
6 Monthly	210.00	S	01/01/15	225.00	7.1	
Annually	365.00	S	01/01/15	385.00	5.5	
Waterfront Multi-Storey Car Park (Long Stay Section)	Band A					<i>Season tickets issued for Waterfront Multi-storey car park are valid for use on the car park only</i>
Annually	480.00	S	01/01/16	510.00	6.3	
Monthly Top Up	50.00	S	01/01/17	53.00	6.0	
Initial Deposit (refundable) for Monthly Top Up Card	10.00	S	01/01/17	10.00	-	<i>The head of Operations is authorised to negotiate the fee where application is received which contains a request for multiple</i>
						<u>10% administration fee will be applied to all payments made other than by credit or debit card for the purchase of Season Tickets</u>

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Planning and Regeneration Portfolio

Fees and Charges 2020 - Proposed Charges

Stafford Borough Council



PROPOSED CHARGE

<u>PARKING SERVICES cont...</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<u>PARKING SERVICES - STONE</u>						
<u>Short Stay Parking</u>						
Crown Street						
Monday to Saturday 8am to 6.00pm						
Up to 1 hour	0.60	S	01/01/16	0.70	16.7	<i>The charging period is from 8.00am to 5.30pm Monday to Saturday inclusive.</i>
Up to 2 hours	1.10	S	01/01/16	1.20	9.1	
Up to 4 hours	2.20	S	01/01/16	2.40	9.1	
Evening Charge - Park after 6pm out before 8am (Hourly charge applies if parked before 6pm)						
Sunday All day 8am to 8am Monday						
<u>Variable Stay Parking</u>						
Christchurch Way						
Monday to Saturday 8am to 6.00pm						
Up to 1 hour	0.60	S	01/01/16	0.70	16.7	<i>Christmas day - no charge</i>
Up to 2 hours	1.10	S	01/01/16	1.20	9.1	
Up to 4 hours	2.20	S	01/01/16	2.40	9.1	
All Day	3.00	S	01/01/08	3.50	16.7	
Evening Charge - Park after 6pm out before 8am (Hourly charge applies if parked before 6pm)						
Sunday All day 8am to 8am Monday						
				1.00	NEW	<i>New charge</i>
				1.00	NEW	<i>New charge</i>
				1.00	NEW	<i>New charge</i>

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

Planning and Regeneration Portfolio

Stafford Borough Council

Fees and Charges 2020 - Proposed Charges



PROPOSED CHARGE

<u>PARKING SERVICES contin...</u>	£ - p	VAT	Date Set	01-Jan-20 £ - p	Increase %	<u>Rationale for Increase/Decrease</u>
<u>PARKING SERVICES - STONE continued</u>						
<u>Season Tickets - Long Stay Parking</u>						
Christchurch Way	Band D					
Monday to Saturday 8am to 6.00pm						
Monthly	44.00	S	01/01/17	47.00	6.8	<i>The Head of Operations is authorised to negotiate the fee where an application is received which contains a request for multiple season tickets.</i>
3 Monthly	120.00	S	01/01/17	130.00	8.3	
6 Monthly	210.00	S	01/01/17	225.00	7.1	
Annually	365.00	S	01/01/17	385.00	5.5	
<u>ANCILLARY CHARGES</u>						
* <u>Replacement of lost season ticket</u>	11.00	S	01/04/16	12.00	9.1	<i>Increased cost of administering changes</i>
* <u>Change of details on season ticket</u>	11.00	S	01/04/16	12.00	9.1	<i>Increased cost of administering changes</i>
* <u>Dispensation to park (waiver)</u>						<u>* Credit/debit card payments only accepted for ancillary charges (invoicing by agreement only and will attract a 10% admin charge)</u>
Per week/per location and multiples thereof	15.00	S	01/01/11	16.50	10.0	

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 619195
Ward Interest:	Nil
Report Track:	Econ Dev & Plg 12/11/2019 Cabinet 7/11/2019

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE
12 NOVEMBER 2019
Performance Reporting 2019-20

1 Purpose of Report

- 1.1 To provide an update to Members regarding performance reporting for Quarter 2 2019 - 2020 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 Council's Performance Report for Quarter 2 is highlighted as follows:-
- (a) Performance at a glance:
 - 3 quarterly targets have reported as being exceptional
 - (b) Narrative updates:
 - 1 measure is reported as being exceptional

4 Relationship to Corporate Priorities

- 4.1 Performance reporting interlinks with all corporate business objectives.

5 Report Detail

- 5.1 The corporate business plan is the main strategic plan of the authority. It sets the direction over the next three years and outlines the main business objectives and areas of focus.
- 5.2 The plan is a high level plan that enables the authority to define its success, in terms of the delivery of outcomes, and prioritises those activities that will help to achieve those outcomes. It provides a focus to all of our staff so that they know and aware of what they should be working on and what to prioritise.
- 5.3 As part of the business planning the council now reports on the following:
- Performance at a glance
 - Narrative update against business objectives
 - Improvement report

The improvement report provides members with some reassurance that issues of performance are being addressed and the actions that are being taken to improve the situation.

- 5.4 Quarter 2 Performance Report highlights the following:-

Performance at a glance:

- (a) Targets reported as exceptional are:
- LI1 There has been 100% compliance with individual Project Plans
 - LI2 % of additional visits to Stafford town centre measured on footfall counters for this quarter is 31.25% against a target of 20%
 - LI6 There has been a 100% of areas of open space to new houses approved
- (b) Narrative updates are contained in **APPENDIX 1** and are summarised as:-
- 1 measure is reported as exceptional

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.
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Previous Consideration - Nil




Background Papers - File available in Corporate Business and Partnerships

Economic Development & Planning

Performance at a Glance

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	% Compliance with individual Project Plans Q/A	Michelle Smith	H	100%	100%	😊	100%	100%	😊	100%	100%	😐
LI2	% increase in footfall associated with major events in Stafford Town Centre	Robert Gatensbury	H	26%	10%	😐	31.25%	20.00%	😊	15%	15%	😐
LI3	Stafford Retail premises occupancy rates %	Robert Gatensbury	H	90%	86%	😐	89.90%	85.60%	😐	89%	88%	😐
LI4	Stone Retail premises occupancy rates %	Robert Gatensbury	H	98%	92%	😐	97.00%	92.00%	😐	94%	92%	😐
LI5	Completion of Issues and Options stage by March 2020	Alex Yendole	N/A	Mar-20	Mar-20	😊	Mar-20	Mar-20	😐	Mar-20	Mar-20	😐
LI6	Area of open space to new houses approved	Michelle Smith	H	100%	100%	😊	100%	100%	😊	100%	100%	😐







Performance direction of travel - Key

- Performance 10% or more above target 
- On Track 
- Performance 10% or more below target 

Economic Development and Planning Scrutiny Committee Report







Narrative Updates

Q2

Ref	Key Deliverable	RO	End Date	Q2 Performance status	Commentary/Action
1.1.1	Complete five year land supply statement in order to direct investment in housing June 2018 then annually	Amanda Holland	June 2020		On track for June 2020
1.1.2	Continue to supply affordable housing working with Registered Providers and Homes England	Anna Nevin	From April 2019 for duration of plan		42 new affordable homes were completed this quarter, bringing the total so far for the year to 126. Work is ongoing with a number of Registered Providers and Homes England to create opportunities for the delivery of more homes.
1.1.3	Improve and maintain performance of development management and local land charges from April 2018 for 3 years	John Holmes/ Michelle Smith	Duration of plan		Development Management performance is published based on a rolling 2 year snapshot. As at 30/06/19 performance is as follows: 96.6% of Major applications processed on time (an increase from 95.4% in Q1; national target is 60%) 95.8% Non-major applications processed on time (an increase from 95.4% in Q1; national target is 70%).
1.2.1	Delivery of the Stafford Town Centre Strategic Framework	Karen Tierney/ Michelle Smith	January 2020		Consultants have been appointed for this six month piece of work which sits alongside our bid to the second round of the Future High Streets Fund.
1.2.2	Delivery of the Stafford Station Gateway	Michelle Smith	Ongoing		Cabinet were updated on progress of this project in October 2019 as we move into the delivery plan phase of the scheme.
1.2.3	Supporting the development of Meecebrook Garden Community	Karen Tierney/ Alex Yendole	Performance updates from Q2		Government announced initial funding of £750K for feasibility studies and programme management. Meecebrook Programme Board met in July 2019, supported by monthly Delivery Team meetings. Progress on transport & water infrastructure, together with new Programme Manager recruitment






Narrative Updates

Q2

Ref	Key Deliverable	RO	End Date	Q2 Performance status	Commentary/Action
1.2.5	Strategic car parking in Stafford and Stone Phase 1	Michelle Smith	March 2020		The Parking Strategy will be drafted for consultation once the Economic Growth Strategy is in place in Q3.
1.2.7	Source and develop new Gypsy and Traveller sites	Anna Nevin/ Alex Yendole	Timescales agreed once milestones are set		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	Robert Gatensbury	Determined once the economic growth strategy has been approved		Engagement with 9 businesses providing business support and advice. Attended FSB Steps to Business Success event and Make It Investor Stakeholder meeting
1.3.2	Promote our visitor economy to demonstrate the offer in the Borough	Robert Gatensbury	Determined once the economic growth strategy has been approved		A wide ranging programme of events is in place across Stafford and Stone to attract visitors including Stafford Walking Street and Stone street food events. Work is underway with Freedom Leisure and Visit Stafford to continue to promote the visitor offer and to support the growth of visitor and tourism businesses across the Borough.
1.3.3	Unlock economic opportunities in our rural areas	Robert Gatensbury	Determined once the economic growth strategy has been approved		Organised a rural business survey in association with parish councils in rural areas of the Borough.
1.3.4	Develop access to lifelong learning to create a local workforce with specialist skills that can respond to growth ambitions	Robert Gatensbury	Determined once the economic growth strategy has been approved		Support given to business creation project by pupils at St Anne's Primary School. Partner support for CITB on-site experience Staffordshire funding bid.


Narrative Updates

Q2

Ref	Key Deliverable	RO	End Date	Q2 Performance status	Commentary/Action
1.4.1	Revise and refresh the Local Plan	Alex Yendole	Adoption of new Local Plan (2021/22)		On-going evidence based work with draft Economic & Housing Need Assessment and draft Town Centre Capacity Assessment received in September 2019. Consultants progressing with Reasonable Alternatives study on Garden Community / Major Urban Extensions. Strategic Flood Risk Assessment finalised. Barlaston Neighbourhood Plan (NP) made in July 2019. Stone NP Examiners Report received in August 2019.
1.4.2	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	John Holmes	February 2020		Planning applications are being considered in accordance with the Supplementary Planning Document: Design. Pre-application advice provided on major applications contains Design Adviser's input.
1.5.1	Develop and implement new Open Space Strategies	Alex Yendole	TBC		Green Infrastructure evidence based work progressing. Council approved the Playing Pitch Strategy & Indoor Sports Facilities Strategy in July 2019 and published. Draft Biodiversity SPD subject to consultation in Autumn 2019.
1.5.2	Stafford Brooks Project	Alex Yendole/ Bill Waller	TBC		The funding bid submitted earlier in the year was unsuccessful. The team are working with partners to understand where the business case could be improved ahead of future funding rounds.
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		On 23 July 2019 Council resolved that authority be given to the Chief Executive to sign the HS2 Phase 2a Planning Memorandum to enable Stafford Borough Council to become a Qualifying Authority for the purposes of the HS2 Hybrid Bill.

Narrative Updates

Q2

Ref	Key Deliverable	RO	End Date	Q2 Performance status	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		We are awaiting the outcome of the Independent Review into the HS2 scheme. A further meeting has been arranged for the HS2 Phase 2A Environmental Health Sub-Group for the 7 November 2019. Officers will discuss further approved policies and codes of practice.

Performance direction of travel - Key

Exceptional



On Track



Below what it should be



ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

12 NOVEMBER 2019

Performance Update

GENERAL FUND - BUDGET MONITORING TO 30 SEPTEMBER 2019

The Council agreed a Net Spending Budget for 2019/20 of £17.447 million in February 2019 when the Council Tax was set for the year of this figure the net Revenue Budget covered by this committee is £492,000. The profiled budget to the end of September 2019 is £343,000. The monitoring position for the first six months of 2019/20 is illustrated in the following table:

Portfolio	Original Budget 2019/20	Approved Budget 2019/20	Profiled Budget to 30 Sept	Actual Spend to 30 Sept	Variance from profiled budget	Forecast Outturn
	£000	£000	£000	£000	£000	£000
Planning & Regeneration	492	492	343	234	(109)	412

The key issues identified in the Sept monitoring are set out below:-

There is a favourable variance of approximately £109,000 on this portfolio. This is primarily due to:-

- Staffing variations (£38,000)
- Off street parking reduced rates (£45,000)
- Reduced car allowances (£8,000)

- Parking additional income (£112,000)

Offset by

- Development Management reduced income £57,000
- Markets reduced income £26,000
- Land charges reduced income £12,000

Forecast Outturn 2019/20

The forecast outturn provides an indication of what we expect the final outturn to be by the end of the financial year. We currently anticipate that net spending will be £80,000 lower than expected, primarily as a result of staffing variations and higher income than anticipated.

Detailed monitoring

Annex 1 sets out the revenue budget monitoring position to the 30 September 2019 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 2019 on the capital schemes is reported at Annex 2.

PERFORMANCE UPDATE - PLANNING AND REGENERATION PORTFOLIO

Budget Monitoring 2019-2020 - Period 6 - September

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Management and Support							
Expenditure	551,480	261,546	252,243	(9,303)	(3.6%)	551,480	
Income	(50,540)	(10,779)	(10,904)	(125)	1.2%	(50,540)	
Net	500,940	250,767	241,339	(9,428)		500,940	
Building Control							
Expenditure	137,900	68,950	68,433	(517)	(0.7%)	137,900	
Net	137,900	68,950	68,433	(517)		137,900	
Development Management							
Expenditure	980,820	495,476	506,401	10,925	2.2%	990,320	
Income	(836,660)	(508,842)	(451,795)	57,048	(11.2%)	(781,660)	Development management reduced income
Net	144,160	(13,366)	54,606	67,972		208,660	
Forward Planning							
Expenditure	556,260	230,917	211,730	(19,187)	(8.3%)	534,260	Staffing variations
Income	(128,000)	-	-	-	n/a	(128,000)	
Net	428,260	230,917	211,730	(19,187)		406,260	
Land Charges - Local Searches							
Expenditure	123,970	90,871	85,507	(5,364)	(5.9%)	117,970	
Income	(134,020)	(90,755)	(78,708)	12,047	(13.3%)	(122,020)	Reflects activity
Net	(10,050)	116	6,799	6,683		(4,050)	

PERFORMANCE UPDATE - PLANNING AND REGENERATION PORTFOLIO

Budget Monitoring 2019-2020 - Period 6 - September

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments (variances > 10% and £5,000)
	£	£	£	£	%	£	
Off Street Parking Services							
Expenditure	1,369,580	1,006,735	952,122	(54,613)	(5.4%)	1,390,580	Reduced rates (£45k)
Income	(2,399,090)	(1,244,679)	(1,356,222)	(111,543)	9.0%	(2,572,590)	General car parks £17k, Waterfront (£102k) and Riverside undercroft (£26k)
Net	(1,029,510)	(237,944)	(404,100)	(166,156)		(1,182,010)	
Land & Properties							
Expenditure	60,960	38,418	38,218	(200)	(0.5%)	60,960	
Income	(52,990)	(26,814)	(27,266)	(452)	1.7%	(52,990)	
Net	7,970	11,604	10,952	(652)		7,970	
Economic Development							
Expenditure	473,720	136,013	133,836	(2,177)	(1.6%)	473,720	
Income	(180,530)	(150,000)	(151,486)	(1,486)	1.0%	(180,530)	
Net	293,190	(13,987)	(17,650)	(3,663)		293,190	
Borough Markets							
Expenditure	328,670	200,341	185,438	(14,903)	(7.4%)	321,670	
Income	(309,250)	(154,624)	(123,657)	30,968	(20.0%)	(278,250)	Reduced income due to occupancy
Net	19,420	45,717	61,781	16,065		43,420	
Portfolio Total	492,280	342,773	233,891	(108,883)		412,280	

PERFORMANCE UPDATE - PLANNING & REGENERATION CAPITAL PORTFOLIO

Budget Monitoring 2019-2020 - Period 6 - September

	Latest Budget	Budget to Date	Total Spend to Date	Variance from Budget to Date		Forecast Outturn	Comments
	£	£	£	£	%	£	
GROWTH POINT	50,360	-	-	-	n/a	0	Project likely to slip to 20-21
STAFFORD TOWN CENTRE ENHANCEMENTS	25,450	7,341	7,341	-	0.0%	25,450	
PEARL BROOK PATH IMPROVEMENTS	75,000	-	-	-	n/a	0	Project likely to slip to 20-21
LAND AT FAIRWAY	60,300	-	-	-	n/a	0	Scheme currently under review
GYPSY AND TRAVELLER SITE	150,000	-	-	-	n/a	150,000	
Portfolio Total	361,110	7,341	7,341	-		175,450	

ITEM NO 7(d)

ITEM NO 7(d)

Report of:	Interim Head of Law and Administration
Contact Officer:	Andrew Bailey
Telephone No:	01785 619212
Ward Interest:	Nil
Report Track:	Economic Development and Planning 12/11/19 (Only)

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

12 NOVEMBER 2019

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 Priorities

- 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>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>
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Previous Consideration - Nil

Background Papers - File available in Law and Administration

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE**12 NOVEMBER 2019****Work Programme - Economic Development and Planning Scrutiny Committee****THURSDAY 12 DECEMBER 2019 at 4:30 PM
(TO BE RESCHEDULED)**

Minutes of Last Meeting: 12 November 2019
Officer Items by: Wednesday 27 November 2019
Call-in Deadline: Tuesday 19 November 2019
Member/Public Items by: Monday 2 December 2019
Agenda Despatch on: Wednesday 4 December 2019

Officer Reports	<ul style="list-style-type: none"> • Economic Development and Planning Portfolio - General Fund Revenue Budget 2019-20 to 2022-23 and Capital Programme 2019-20 - 2022/23 Head of Finance • Work Programme Scrutiny Officer
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TUESDAY 11 FEBRUARY 2020 at 6:30 PM

Minutes of Last Meeting: 12 December 2019
Officer Items by: Monday 27 January 2020
Call-in Deadline: Tuesday 28 January 2020
Member/Public Items by: Thursday 30 January 2020
Agenda Despatch on: Monday 3 February 2020

Officer Reports	<ul style="list-style-type: none"> • Stafford Indoor Market Task and Finish Review Head of Operations • Performance Update/Budget Monitoring Report Corporate Business and Partnerships Manager /Head of Finance • Work Programme Scrutiny Officer
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