

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 7 September 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

7 SEPTEMBER 2021

Chair - Councillor W J Kemp

## AGENDA

- 1 Minutes of 22 June 2021 as previously published on the Council's website.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session

Councillor B McKeown has submitted an item for consideration by the Economic Development and Planning Scrutiny Committee in accordance with paragraph 2.7c(i) of the Scrutiny Committee Procedure Rules as follows:-

- 1 At a Stafford Borough Council Cabinet meeting on July 4 2019, members of the Cabinet considered a report submitted by Cllr Carolyn Trowbridge, Cabinet Member for Leisure; The report was entitled "Planning Obligations" with a particular focus on the internal administration process for "collecting, monitoring and allocating financial contributions from existing and future Planning Obligations." (ie) Section 106 agreements.
- 2 Appendix 2 to the report provided a list of 24 developments from which a total of £972,420 had been received from developers, which remained unspent in the Council's coffers. The 'oldest' developer contribution remaining unspent was received in May 2010 from a development on Doxey/Castletown. The remaining 23 contributions listed were received between December 2015 and September 2018.
- 3 The report acknowledged "the current process for allocating S106 agreements is the same irrespective of the project value. It is proposed that in order to streamline the process, projects under £50,000 be approved under delegated authority to Head of Development and the Portfolio Holder for Leisure."
- 4 The report also acknowledged that agreements laid out in Appendix 2 "need to be formally allocated to projects. ... the process for allocating the funds to a particular project will be subject to consultation with Local Councillors irrespective of the amount."

Question submitted by Councillor Brendan McKeown.

- Q1. "Can the Cabinet Member for the Leisure Portfolio, please provide an update on what actions have been taken since July 2019? In particular, which measures have been implemented to streamline the Section 106 process for projects under £50,000 to be approved under delegated authority to Head of Development and the Portfolio Holder for Leisure."

- Q2. "Can the Cabinet Member provide an assurance that the above streamlined process will be in place by December 31 2021 or sooner?"
- Q3. "Point 3.10 of the July 4 2019 Cabinet report says "To ensure Local Ward Members are involved in the process it is proposed that they will be invited to an initial meeting." When will that meeting be arranged?"

5 Members' Item

Councillor C A Baron has submitted the following item under Paragraph 2.8 of the Scrutiny Committee Procedure Rules:-

"As it is some time since committee discussed the future of the Indoor Market and, taking into account the new owners of the Guildhall Centre and the market building, will the officers please update committee on the immediate future of the market."

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)

<b>Report of:</b>	<b>Councillor F Beatty</b>
<b>Contact Officer:</b>	<b>Michelle Smith</b>
<b>Telephone No:</b>	<b>01785 619 335</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Econ Dev and Planning 07/09/21 (Only)</b>

**ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE**  
**7 SEPTEMBER 2021**  
**Stafford Transformed**

**1 Purpose of Report**

- 1.1 To update Committee on progress across a number of regeneration projects within Stafford.

**2 Recommendation**

- 2.1 That the report is noted.

**3 Key Issues and Reasons for Recommendation**

- 3.1 Committee have been updated on progress within projects led by Stafford Borough Council as the work programmes have developed but the full programme of work extends beyond that to include those also being delivered by Staffordshire County Council and partners including the Newcastle and Stafford College Group.

**4 Relationship to Corporate Business Objectives**

- 4.1 The regeneration programme currently underway in Stafford supports delivery of all four Business Objectives in the Council's Corporate Business Plan 2021-2024. It also delivers against the five Growth Priorities in the Economic Growth Strategy for Stafford Borough 2020-2025.

**5 Report Detail**

- 5.1 Members will be aware that both the Borough and County Councils have been successful with a number of significant funding bids that accelerate delivery of a wide range of regeneration, cultural and leisure projects over recent years. Collectively these projects work together to respond to the challenges created by the pandemic by broadening the experience for residents, businesses and visitors alike.

5.2 The pandemic continues to have an impact on both residents living in and businesses operating in the Borough. Whilst officers across the whole Council have been working hard to ensure that a broad range of support continues to be provided our major projects have been progressed as planned throughout the last 18 months. The same can be said of our partner organisations and together the following programme is being delivered.

5.3 Projects led by Stafford Borough Council are as follows:

**Stafford Town Centre Transformation**

£14.3m of Future High Streets Fund investment supported by further investment from the Borough and County Councils creating a total pot of over £21m. Since confirmation of Government funding in June detailed procurement work has been completed ahead of the first round of tender opportunities. Alongside this work is now underway on a new parking strategy for the town.

**Stafford Station Gateway**

A draft detailed masterplan for the mixed use Gateway scheme was reported to Cabinet in July ahead of public consultation in the Autumn which will share the latest plans for the site. Redevelopment of this land adjacent to Stafford Railway Station will bring the best quality commercial and residential development to the heart of Stafford.

**Victoria Park, Charnley Road and Holmcroft Road**

The £2.5m Heritage Lottery Funded restoration of Victoria Park was completed in the Autumn of 2020, the £400,000 refurbishment of Charnley Road play area in May 2020 and £435,000 enhancements at Holmcroft Road play area in July 2021.

5.4 Projects led by Staffordshire County Council are as follows:

**Stafford Western Access Route**

Now officially named Unicorn Way this road project enables millions of pounds worth of new housing and business development to take place and improve traffic flow into the town centre, particularly by the railway station. Work on the road continued throughout 2020 and 2021 with the final section onto the A34 due to complete this Autumn.

**Shire Hall Repurposing**

£1.6m Getting Building Funding was awarded to the County Council to enable conversion of the iconic Shire hall into a central business hub which gained planning permission in July. Works are scheduled for completion by March 2022.

**Staffordshire History Centre**

£3.9m Heritage Lottery Funding together with nearly £3.2m match funding will bring together three significant collections from the Staffordshire and Stoke on Trent Archive Service, the County Museum and the William Salt Library in the heart of Stafford. The scheme gained planning permission in May.

**Eastgate**

Staffordshire County Council acquired the former magistrates court from Homes England as part of a regeneration scheme for the Eastgate Street area. Planning permission for demolition of the former court was gained in July.

5.5 Projects led by our partners:

**Stafford College Skills and Innovation Hub**

This £23m project will see the construction of a state of the art skills, construction, engineering and motor vehicle facilities plus a four court sports hall, gym and 300 seat auditorium.

**Wren House, Stafford and Rural Homes**

£3.96m of funding from Homes England has enabled development of Wren House on the former County Council Riverway site. Wren House apartments are available for affordable rent for people aged 55-plus.

5.6 Alongside this long list of activities Stafford is also benefiting from major private sector investment, most recently with Pets at Home choosing to make Stafford its new headquarters and creating 750 jobs.

<b>6</b>	<b>Implications</b>
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6.1	<b>Financial</b>	Nil
	<b>Legal</b>	Due to commercial confidentiality some aspects of regeneration projects can't be discussed in detail at this stage.
	<b>Human Resources</b>	Nil
	<b>Human Rights Act</b>	Nil
	<b>Data Protection</b>	Nil
	<b>Risk Management</b>	Nil

6.2	<b>Community Impact Assessment Recommendations</b>	Nil
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<p><b>Previous Consideration</b>                  Stafford Station Gateway - Cabinet 1 July 2021 - Minute No CAB15/21                  Future High Streets Fund - Cabinet 1 July 2021 - Minute No CAB13/21</p>
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<p><b>Background Papers</b> - Details with Development.</p>
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ITEM NO 7(b)

ITEM NO 7(b)

<b>Report of:</b>	<b>Corporate Business and Partnerships Manager</b>
<b>Contact Officer:</b>	<b>Tracy Redpath</b>
<b>Telephone No:</b>	<b>01785 619 195</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Econ Dev and Planning 07/09/21 (Only)</b>

**ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE**

**7 SEPTEMBER 2021**

**Quarter 1 Performance Reporting**

**1 Purpose of Report**

- 1.1 To provide an update to members regarding performance reporting for Quarter 1 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 1 2021 – 2022 for the Economic Development and Planning Scrutiny Committee is detailed in the **APPENDIX**.
- 3.2 The Economic Growth team have continued to support local businesses by assessing and paying Business Support Grants, most recently to those who are self-employed. 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 included those for the Shire Hall business enterprise hub and the Heritage Lottery Funded Staffordshire History Centre.

<b>4 Relationship to Corporate Business Objectives</b>
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4.1 Performance reporting interlinks with all corporate business objectives.

<b>5 Report Detail</b>
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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 Both the Development Management and Land Charges teams continue to deal with high numbers of incoming applications and local searches and Planning Committees continue to be scheduled fortnightly (rather than the pre-Covid three weekly pattern) to deal with increased caseloads.

5.4 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. The Economic Growth and Revenues and Benefits team have now completed grant assessments for our self-employed businesses ahead of launching the next stage of our business support programme.

5.5 As part of the European Regional Development Fund (ERDF) the Our Beautiful Borough Campaign was launched to support local independent retailers by raising awareness of each town's unique offer. The campaign has been very successful and a great mechanism for building relationships with our local businesses and recently featured in Design Week, a world-renowned magazine for graphic designers.

5.5 Narrative updates are contained within the **APPENDIX**.

<b>6 Implications</b>
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6.1 <b>Financial</b>	The financial implications of individual actions are being reviewed by the lead organisation for each workstream.
<b>Legal</b>	Nil
<b>Human Resources</b>	Nil
<b>Human Rights Act</b>	Nil
<b>Data Protection</b>	Nil
<b>Risk Management</b>	Nil



<b>6.2 Community Impact Assessment Recommendations</b>	Impact on Public Sector Equality Duty: There are no known impacts.  Wider Community Impact: There are no known impacts.
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**Previous Consideration - Nil**

**Background Papers - File available in Corporate Business and Partnerships**

## Economic Development &amp; Planning

## Q1 Performance Indicators

No	Indicator	Responsible Officer	Is good high or low	Q1 Actual	Q1 Target	Q1 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	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	TBC	TBC	N/A

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

### Q1 Narratives

#### Q1

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	The Stafford Growth, Regeneration and Infrastructure Partnership met on 25/06/21 to complete a performance review and include new workstreams.
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 organised with representatives from across the organisation to scope project briefs.
1.2.1	Complete five year land supply statement	Alex Yendole	July 2021	On Track	Data now collected and draft report produced ahead of publication
1.2.2	Work with Registered Providers, Developers and Homes England to deliver 210 affordable homes per year	Anna Nevin	On-going	On Track	55 affordable units were delivered in Q1. Covid-19 restrictions continue to ease and this is allowing works on site to progress. There is a strong pipeline of 285 units currently forecast to be delivered throughout the rest of 2021-22.
1.2.3	Improve and maintain performance of development management	John Holmes	On-going	Good	Development Management performance is published on a rolling 2 year snapshot. As at 30/06/21 performance us as follows: 88% Major applications processed on time (a decrease from 94% in Q4; national target 60%); 91% of non-Major applications processed on time (a decrease from 93% in Q4; national target is 70%). Since June 2020 there has been a sustained increase in incoming applications of around 30%.
1.2.4	Improve and maintain performance of local land charges	Victoria Barraclough	On-going	N/A	To be reported from Q2.
1.3.1	Delivery of the Stafford Town Centre Transformation Programme	Michelle Smith	31/03/2024	On Track	Governance structure in place with agreed terms of reference and regular meetings underway. This Programme includes the Future High Streets Fund delivery which is also progressing in line with project plans.
1.3.2	Delivery of the Stafford Station Gateway	Tara Hollingsworth	Commences June 2021 until February 2022	On Track	A report to Cabinet on 01/07/21 approved progress with the delivery of the Stafford Station Gateway Masterplan, including public consultation, along with approval of a budget to enable identified projects to progress. Additionally the content of the Task Agreement addendum was agreed.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
1.3.3	Supporting the development of Meecebrook Garden Community	Maxine Turley	On-going	On Track	Viability high level Infrastructure planning completed attached to visioning and phasing work. Continued work on technical studies to inform site understanding including rail, water road.
1.3.4	Provide support for Stafford Western Access Route	John Holmes	Due for completion Autumn 2021	Good	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 June2022	On Track	Inception meeting organised to agree project scope.
1.3.6	Stone Leisure	Karen Tierney	TBC	On Track	Consultants have been commissioned for further design works at Westbridge Park.
1.3.7	Monitor land sales for potential new Gypsy and Traveller site	Tara Hollingsworth	Dependent on availability of a suitable site	On Track	Regular searches of available land in the Borough 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.
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 self employed grant offering £2000 to entrepreneurs running their own business. 325 Applications have been received.
1.4.2	Promote our visitor economy to demonstrate the offer in the Borough	Martyne Manning	On-going	On Track	April-June Tourism Hospitality and Leisure businesses still under lockdown. Stage 4 of the Roadmap prohibited full trading until 19th July 2021. We will be reviewing our economy in August when the sector is functioning fully within the guidelines.
1.4.3	Unlock economic opportunities in our rural areas	Martyne Manning	October 2021	On Track	Additional financial support provided via the Additional Restrictions Grant (ARG) scheme focusing on those in the supply chain including manufacturers and service providers in our rural areas. Our Beautiful Borough marketing campaign extended out to incorporate rural neighbourhood shopping areas and villages. As of June 22nd £2m had been issued in ARG funding predominantly to rural businesses.

Ref	Key Deliverable	Responsible Officer	End Date	Performance Symbol	Commentary/Action
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	Supporting the Skills Hub with funding via Additional Restrictions Grant (ARG) for local businesses to upskill their workforce a £52k contribution. 33 Stafford businesses have applied. Provided £150k via the ARG fund to support businesses with the cost of taking on an apprentice - age group open to all. 35 Stafford businesses have applied.
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. Stone Neighbourhood Plan Referendum passed in 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.
1.5.2	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 draft 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

**ITEM NO 7(c)**

**ITEM NO 7(c)**

<b>Report of:</b>	<b>Head of Law and Administration</b>
<b>Contact Officer:</b>	<b>Andrew Bailey</b>
<b>Telephone No:</b>	<b>01785 619212</b>
<b>Ward Interest:</b>	<b>Nil</b>
<b>Report Track:</b>	<b>Economic Development and Planning 07/09/2021 (Only)</b>

**ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE  
7 SEPTEMBER 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.

<b>5 Report Detail</b>
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- 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.

<b>6 Implications</b>
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6.1	<b>Financial</b>	Nil
	<b>Legal</b>	Nil
	<b>Human Resources</b>	Nil
	<b>Human Rights Act</b>	Nil
	<b>Data Protection</b>	Nil
	<b>Risk Management</b>	Nil

6.2	<b>Community Impact Assessment Recommendations</b>	<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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<b>Previous Consideration - Nil</b>
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<b>Background Papers – File available in Law and Administration</b>
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## APPENDIX

**ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE****7 SEPTEMBER 2021****Work Programme - Economic Development and Planning Scrutiny Committee****TUESDAY 9 NOVEMBER 2021 AT 6:30 PM**

<b>Minutes of Last Meeting:</b>	<b>7 September 2021</b>
<b>Officer Items by:</b>	<b>Monday 25 October 2021</b>
<b>Call-in Deadline:</b>	<b>Tuesday 19 October 2021</b>
<b>Member/Public Items by:</b>	<b>Thursday 28 October 2021</b>
<b>Agenda Despatch on:</b>	<b>Monday 1 November 2021</b>
<b>Officer Reports</b>	<ul style="list-style-type: none"> <li>• <b>Fees and Charges Review 2022</b> Head of Finance</li> <li>• <b>Final Accounts 2020/21</b> Head of Finance</li> <li>• <b>Performance Update/Budget Monitoring Report</b> Corporate Business and Partnerships Manager /Head of Finance</li> <li>• <b>Work Programme</b> Scrutiny Officer</li> </ul>

**TUESDAY 14 DECEMBER 2021 AT 6:30 PM**

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



<b>TUESDAY 8 FEBRUARY 2022 AT 6:30 PM</b>
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<b>Minutes of Last Meeting:</b>	<b>14 December 2021</b>
<b>Officer Items by:</b>	<b>Monday 24 January 2022</b>
<b>Call-in Deadline:</b>	<b>Tuesday 25 January 2022</b>
<b>Member/Public Items by:</b>	<b>Thursday 27 January 2022</b>
<b>Agenda Despatch on:</b>	<b>Monday 31 January 2022</b>
<b>Officer Reports</b>	<ul style="list-style-type: none"> <li>• <b>Performance Update/Budget Monitoring Report</b> Corporate Business and Partnerships Manager /Head of Finance</li> <li>• <b>Work Programme</b> Scrutiny Officer</li> </ul>

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