

Public Document Pack

Date of meeting **Wednesday, 3rd September, 2014**
Time **7.00 pm**
Venue **Committee Room 2, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG**
Contact **Justine Tait Ext 2250**

Economic Development and Enterprise Scrutiny Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies**
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in this agenda
- 3 MINUTES OF THE PREVIOUS MEETING** **(Pages 3 - 8)**
To agree as a correct record the minutes of the meeting held on Wednesday 2 July 2014
- 4 NEWCASTLE HOUSING ADVICE SERVICE** **(Pages 9 - 14)**
David Taylor from Midland Heart Limited will be attending to answer any questions raised by Members regarding the progress to date
- 5 Joint Housing Allocations Policy Review** **(Pages 15 - 28)**
- 6 Town Centre Parking** **(Pages 29 - 32)**
- 7 The Stoke-on-Trent and Staffordshire Local Enterprise
Partnership Planning Concordat** **(Pages 33 - 40)**
- 8 NEWCASTLE TOWN CENTRE PARTNERSHIP**
Report to follow
- 9 KIDSGROVE TOWN CENTRE PARTNERSHIP**
Report to follow
- 10 HS2 Working Group** **(Pages 41 - 42)**
- 11 WORK PLAN** **(Pages 43 - 46)**
To discuss and update the work plans to reflect current scrutiny topics

12 PUBLIC QUESTION TIME

Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.

13 URGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972

14 DATE AND TIME OF THE NEXT MEETING

Wednesday 3 December 2014, 7.00pm in Committee Room 2

Members: Councillors Baker, Holland, Loades, Matthews, Owen, Mrs Simpson, Stringer (Chair), Welsh, White (Vice-Chair) and Wilkes

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

ECONOMIC, DEVELOPMENT AND ENTERPRISE SCRUTINY COMMITTEE

Wednesday, 2nd July, 2014

Present:- Councillor David Stringer – in the Chair

Councillors Baker, Holland, Loades, Matthews, Owen, Mrs Simpson, Wallace and Wilkes

1. **APOLOGIES**

Apologies were received from Councillor Simon White (Vice Chair) and Councillor William Welsh

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest

3. **MINUTES OF THE PREVIOUS MEETING**

Minutes of the previous meeting held on Wednesday 12 March 2014 were agreed as a true record

4. **UPDATE ON THE ECONOMIC DEVELOPMENT STRATEGY/YEAR 3 ACTION PLAN**

The Executive Director for Regeneration and Development updated Members on a resolution to an item Scrutiny submitted to Cabinet on the 18 June 2014 relating to the Economic Development Strategy/Year 3 Action Plan.

The Council's Portfolio Holder for Economic Regeneration, Business and Town Centres had thanked the Chair of Economic Development and Enterprise Scrutiny Committee for the input provided by his Committee and confirmed that this had been taken into account in shaping the Year 3 Action Plan.

RESOLUTION:- That the Economic Development Strategy Year 3 Action Plan be approved and adopted as the basis for the Council's work over the next twelve months to promote the economic development of the Borough and bring new jobs to the area.

5. **SUPERFAST BROADBAND**

The Chair welcomed Paul Chatwin, Project Manager, from Superfast Broadband to the meeting to provide an update on the Superfast Staffordshire project. Hot Mix radio station from Audley and District were in attendance to record discussions around the report if Members were in agreement. The recording would be submitted to the Council's Communications Team before going live. All Members were in agreement for the recording to take place.

ECOMONIC, DEVELOPMENT AND ENTERPRISE SCRUTINY COMMITTEE

Paul Chatwin reported that the Superfast Staffordshire project was now in the process of fibre enabling approximately 500 existing cabinets within the project intervention area. Nearly 10,000 premises would have access to the superfast broadband network by the end of September 2014 and a further 80,000 by 2016.

Approximately 66 cabinets would be upgraded in the Newcastle-under-Lyme district by June 2016. The exchange areas that are set to benefit from this project included; Ashley, Audley, Betley, Bobbington, Kidsgrove, Madeley, Newcastle-under-Lyme, Pipegate, Waterhays, Dimsdale and Whitmore.

As these communities come "on line" the Demand Stimulation Team would undertake a series of awareness raising activities that would alert the residents and businesses as to the availability of the service in their area. Residents would also be able to access Superfast Staffordshire website and Twitter to acquire when the installation would take place in their area.

By mid 2016 97% of the premises in Staffordshire would be connected to the superfast fibre network. Approximately 472,000 (95%) of premises would be able to receive speeds in excess of 24 megabits per second. All premises in Staffordshire would be able to receive a minimum of 2 megabits as part of the Universal Service Commitment.

Since the contract had been signed a joint County Council, BT and BDUK project team had been formed, along with the governance structures required to deliver the project in line with BDUK requirements.

The project would be delivered in a series of eight phases (quarters) over the two year fibre deployment period, starting in 2014 and due for completion by 2016. Over 500 individual structures would be upgraded during this period.

Communities would start to benefit from May 2014 and would be able to order superfast broadband services.

Officers of the Superfast Staffordshire project team would lead the promotional and awareness raising activities, to ensure communities and businesses alike are alerted to the provision and benefits of the service. This would involve working with stakeholders, Parish Councils and locally recruited broadband champions to work with communities to ensure those services are fully utilised.

A Member asked for the reason why some areas are not being upgraded. Paul Chatwin advised it could be due to new housing developments and if the take up exceeded the 20% gap, reinvestment would be made to tackle the 5% areas.

The Executive Director for Regeneration and Development expressed concern over the small proportion of areas in Newcastle-under-Lyme receiving the upgrade in the first phase of the programme compared to other areas of Staffordshire. Paul Chatwin confirmed British Telecom decide where installation would be carried out and reported back quarterly to Superfast Staffordshire advising of the next stage of connection. The contract was a fixed price and delivered by British Telecom.

RESOLUTION:- That the Committee receive the report.

6. NEWCASTLE-UNDER-LYME TOWN CENTRE PARTNERSHIP

The Head of Housing and Regeneration gave a review of the Newcastle-under-Lyme Town Centre Partnership Business Plan and asked for Scrutiny to consider the key objectives of the Business Plan.

The five key objectives were:-

- Develop strategic partnerships
- Improve marketing, communication and promotions
- Improve safety and security
- Improve economic viability and inward investment
- Improve access and the environment

Value for Money

- The Newcastle Business Plan identified the need to use performance indicators to gauge the impact on the partnership's activities on the town centre
- A footfall monitoring camera was installed in June to monitor town centre usage which allowed the partnership to monitor local trend and to compare with regional trends
- Vacancy rate was assessed every six months to show performance of the town businesses
- Trading figures are being requested from pilot town centre businesses and anonymised to show how footfall related to spend. Going forward this performance indicator needed to be mainstreamed

Newcastle Town Centre Partnership had made a positive statement that they wished to establish a Business Improvement District (BID) to help create a sustainable future which responded to the town centre business' needs.

A BID is based upon a defined area within which rate-paying businesses decide on new improvements to help transform their area and fund them via a levy if the majority of ratepayers in a designated area approved them through a vote. If the majority of those who vote approved the proposal, the levy becomes mandatory on all defined ratepayers and would be treated as a statutory debt. Newcastle Town Centre Partnership aims to have a ballot on the BID in March 2015. After five years the businesses would re-vote on whether they wanted the BID to continue and what they wanted to improve over the next five years.

A discussion took place on the Detailed Theme Action Plans covering the following areas and comments were noted:-

- Town Centre Management
- Business and Enterprise Strategy
- Environment and Infrastructure Strategy
- Outdoor Markets Strategy
- Evening Economy and Safety
- Financing
- Corporate Structure
- Key Performance Indicators (produced quarterly)

RESOLUTION:- That the Key Performance Indicators listed below are presented to the next Scrutiny meeting on Wednesday 3 September 2014:-

- Footfall monitoring
- Property Vacancy Rate
- Trading figures

7. **KIDSGROVE TOWN CENTRE PARTNERSHIP**

Councillor Mrs Elsie Bates, representative of the Kidsgrove Town Centre Partnership gave an update on the Kidsgrove Town Centre Community Interest Company Business Plan.

Like Newcastle, the Kidsgrove Town Centre Community Interest Company Business Plan was established to be a private sector led initiative. It had been set up as a Community Interest Company, which was incorporated in September 2013. The small Board of Directors comprised representatives from local businesses, the town Council and the Borough Council. The use of sub groups allowed the Board to give voice to a much wider audience, build on people's interests and to draw on expertise in specific areas.

The theme group identified the following priorities towards achieving the vision:-

Priority 1: Marketing the area to raise awareness and increase footfall by developing an events programme and a brand development to give identity of a specific product (in this case Kidsgrove Town Centre)

Priority 2: Develop a website for the town centre. The purchase of the website would be completed by the end of July 2014 and to develop a strong partnership that included all stakeholders in the town centre

Priority 3: To develop the waterfront project

Priority 4: Enhancing the attractiveness and safety of the area, for example floral displays and hanging baskets

Priority 5: Development of a Transport Hub

Priority 6: Explore changes to Market Street traffic flow

The Chair commented that three of the Directors are elected Members and two hold two key positions as Chair and Company Secretary.

A Member suggested establishing a Shadow Board of Directors with the objective of them taking over after six months. Councillor Turner agreed this was a good idea would raise it with the Town Centre Partnership.

RESOLUTION:- That Councillor Mrs Elsie Bates produce a report to the next Scrutiny Committee on Monday 3 September 2014 outlining progress to date, particularly the steps to be taken to strengthen private sector membership and leadership of the company.

8. RYECROFT REGENERATION AND REDEVELOPMENT

The Executive Director for Regeneration and Development gave a position update as follows:-

- Demolition works of the former Sainsbury's store and multi-storey car park had been completed well within the timescale and budget parameters that were agreed;
- The two Councils had shortlisted three prospective development companies as potential preferred partners to take the retail-led regeneration project forward;
- The shortlisted companies were Henry Davidson Developments; St Modwen and a consortium led by Zerum Consult;
- The selection process involved the said companies making presentations to a joint steering group from the two Councils on the 11 June 2014, including the Portfolio Holder's attendance as an observer.

It was anticipated that the two Councils would be in a position to decide upon the outcome of the process by September 2014.

The next stage would involve a Development Agreement this was expected to be completed by the end of the current financial year.

It had been confirmed that all of the three shortlisted developers for the Ryecroft scheme had incorporated the site of the current Civic Offices in their plans.

The Executive Director for Regeneration and Development advised that there would possibly be a joint meeting with Finance, Resources and Partnership Scrutiny Committee to review the output of the above processes prior to any final decisions being made.

RESOLUTION:- (a) That Members note the information and agree to receive a further report at the earliest opportunity and;

(b) That members agreed in principle to hold a joint meeting with members of the Finance, Resources and Partnerships Scrutiny Committee to review the matter.

9. WORK PLAN

RESOLUTION:- That the following items are added to the work plan

Monday 3 September 2014 meeting:-

- Newcastle Housing Advice Service Contract – Progress report on new service
- Housing Allocations Policy Review
- Local Enterprise Partnership Planning Charter
- Town Centre Partnerships:-

ECONOMIC, DEVELOPMENT AND ENTERPRISE SCRUTINY COMMITTEE

- Quarterly report to be produced on the Key Performance Indicators relating to footfall monitoring, property vacancy rate and trading figures for Newcastle-under-Lyme Town Centre Partnership
- A report to be produced by the Kidsgrove Town Centre Representative, Councillor Mrs Elsie Bates on the position update relating to Kidsgrove Town Centre Partnership

Wednesday 18 March 2015 meeting:-

- Newcastle Economic Development Strategy – Year 4 Action Plan and Year Three Review.

10. PUBLIC QUESTION TIME

No questions had been received from the public

11. URGENT BUSINESS

There was no urgent business

12. ANY OTHER BUSINESS

There was no other business

13. DATE AND TIME OF NEXT MEETING

Monday 3 September 2014, 7.00pm, Committee Room 2

COUNCILLOR DAVID STRINGER
Chair

Report to the Report to the Economic Development and Enterprise Overview and Scrutiny Committee

3rd September 2014

Progress Report on Newcastle Housing Advice Service



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Introduction

The Scrutiny Committee have requested a progress review of the Newcastle Housing Advice Service following commencement of the new contract in April 2014.

Background

The Council has a statutory duty under the Housing Act 1996, as amended by the Homelessness Act 2002, to provide homelessness, housing advice and housing register services in the local authority area.

On 13th September 2013 Cabinet approved to re-tender the Newcastle Housing Advice Service Contract. Following the Newcastle Housing Advice (NHA) re-tendering exercise, Midland Heart Ltd were awarded the NHA contract, which commenced on 1st April 2014 for a period of three years, with the possible extension of a further three years following evidence of satisfactory performance and funding.

Questions to be Addressed

Since awarding the NHA contract to Midland Heart prioritisation has been given to three broad areas of the service which can be considered by Scrutiny:

Mobilisation to a new office location

The NHA service is now delivered from the ground floor shop of 61-63, Lower Street, Newcastle. The shop has a clear identity as NHA, with the name of the service above the shop front and the NHA logo clearly shown next to the name. Prior to the commencement of the contract, work began with the Council's communication department to market the new service at its new address, a 0300 telephone number to users (a low cost number for landlines and mobiles, and used already by Midland Heart), email addresses, web site information and all correspondence linking to the NHA service. This marketing was directed to advise existing customers, key stakeholders, the general public, the Council's customer

service personnel and all Council members of the changes. In addition, a separate “drop in” event was arranged, to allow for members and customer service staff to get to know the NHA service team and key representatives from Midland Heart corporate personnel. This event also allowed for members to see the new office location and for the NHA team to promote the service to members who were not as familiar with their activities. Members were introduced to the wider expertise of Midland Heart who are a major provider of housing, care and support services. A formal launch of the NHA service is scheduled for 24th September 2014 and this event will be communicated widely with involvement from Midland Heart and the Council’s communications department.

Members may wish to consider if they are familiar with the NHA service and the office location, along with the NHA identity and contact details and whether any further promotion of the NHA service is required to ensure customers and key stakeholders are aware of the NHA service.

Mobilisation to the Homes Direct choice based letting system

As part of the service Midland Heart will deliver an online housing options advice toolkit and online registration for housing applications. This approach will commence with the new Choice Based Letting (CBL) system being introduced, Homes Direct, from 1st August 2014. The new service will enable customers to register and update their housing register application directly, allowing for registrations to be made live immediately following registration. The approach is based on self-help with the customer taking control of the choices they make.

Under the scheme vulnerable people will be protected as there will be support and face to face help provided.

The self-service housing options is one access route that is promoted and is targeted to those residents who may not be in urgent need but require some form of advice. Previous research of the system shows that private rented tenants use this service mostly, followed by social landlord tenants and those living with family and friends. All customers who are homeless or threatened with homelessness would be engaged in a fuller assessment process that would include an office or telephone interview with the NHA service team advisor.

A comprehensive mobilisation plan for migration to the new system was developed which has included training on the new system to registered housing providers, third sector voluntary groups and housing support providers operating within the Borough. Support for existing customers and customers registering with the new system for the first time have been provided by Midland Heart Corporate Customers Services staff working together with the NHA team.

Following implementation of Homes Direct by Midland Heart, the current Housing Allocation Policy will be reviewed by officers of the Borough Council and a service level agreement will be agreed following engagement with Aspire Housing and other Registered Housing

providers within the Borough to ensure a fair system of allocation and agreed nomination rights.

The Homes Direct system commenced at the beginning of August, initial indications show that this is operating effectively, any operational issues will be considered through the regular contract monitoring meetings to ensure they are addressed.

The tender specification encouraged the “contractor” to develop technology to increase access to the service. Members may want to discuss the self-service model for housing options as to the number and type of customers that would be expected to utilise this service.

Performance information

Joint “Contract Monitoring” meetings are scheduled to be held quarterly and representatives of Midland Heart attend the meeting with the Housing Strategy Officer, responsible for managing the NHA contract. The contract and the service standards specification are reviewed and performance information is presented and considered at the meeting. The first meeting was held in July to review the performance for the first quarter of the financial year April – June 2014. Attached at Appendix 1 is a copy of the key performance information supplied for quarter one, with a comparison to quarter four of 13/14 and quarter one of 13/14.

In addition there have been regular operational meetings to discuss the mobilisation of the new contract. These have been attended by the Head of Housing and Regeneration, Housing Strategy Offices and senior representatives from Midland Heart. In addition meetings held in parallel to discuss the implementation of the Home Direct system, which have been fundamental to ensuring that keys issues have been dealt with efficiently and communication of joint working with Aspire and other Registered Housing Providers has taken place.

Open dialogue has also enabled discussions about specific cases and led to the resolution of homelessness and prevention where possible. To date Midland Heart has accommodated two homeless households into properties within their own housing stock. This is an encouraging start to the benefits of working with Midland Heart, helping to improve access to a wider range of affordable housing options across the Midlands for our customers.

Scrutiny members are requested to consider the performance information and invited to provide any comment.

Outcomes

Members of the Scrutiny Committee are asked to provide comment on the broad areas of the NHA service progress to date and are requested to direct any comments on progress to date to the Council’s representatives.

Supporting Information

The performance information for quarter one is attached for information.

Constraints

It is only possible to provide information on performance for the first quarter of the financial year at the time the report is presented to members as quarter 2 statistics will be collated after this date.

Conclusions

The Newcastle Housing Advice service provided by Midland Heart has been fully mobilised along with the implementation of the Homes Direct choice based lettings system. Midland Heart have been very successful in enabling this mobilisation in a relatively short time period. Overall the service is operating satisfactorily.

Relevant Portfolio Holder(s)

Councillor John Williams – Planning and Assets

Councillor Tony Kearon – Safer Communities

Appendices

Performance information for the NHA service for quarter one 14/15.

Scrutiny Report Appendix: NHA Monitoring Stats – Summary Observations – Quarter 1 2014/15 for information

	Q4– 2013/14	Q1 – 2014/15	Q1-13/14	Change
NHA Activity;				
Calls to service	3908	2481	3698	↓
Housing Options enquiries @ reception	740	448	902	↓
Housing Register enquiries @ reception	968	876	1220	↓
Emergency out of hours calls	4	11	5	↑
Interviews - appointments	176	143	132	↑
Interviews – walk ins/emg pres*	28	20*	54	↓
Enquiries/h/l apps*		36*		
Decisions H/L	23 (94.10% in 33 days)	29 (100% in 33 days)	21	↑
Preventions	99	234	130	↑
TA	3	3	5	↓
Service Standards;				
Letters received and responded to within 10 days	12	21 (100%)	73	↓
Emails received and responded to within 10 days	351	451	374	↑
Total HR applications received	1063	737 WL 598+TR 139	1022	↓
HR applications processed in 10 days	100%	100%	100%	
HR applications processed in 5 days	n/a	n/a	n/a	
HR Appeals	18	14 (100%)	12	↑
Homelessness Decision Appeals	1	1	2	↓
Complaints	1	0	6	↓-
Medical Applications	171	72 (100%)	137	↓
Housing Register and Lettings;				
Waiting List Applicants	1778	1907	2049	↓
Transfer Applicants	368	398	535	↑
Total Applicants	2146	2305	2584	↓
BME Applicants	84	95	72	↑
Lettings	163 letting + 51 transfer = 214 total	155 letting & 41 transfer = 196 total	148 letting +43 transfer =191 total	↑
Lettings to BME households	16	22	11	↑
Nominations %	76%	87%	77%	↑
Exclusions	46	132	43	↑
Sensitive Lets	3	2	7	↑
ASPs	0	0	0	
Sickness and Absence %	4.1%	1.5%	7.5%	↓

Report to the Report to the Economic Development and Enterprise Overview and Scrutiny Committee

3rd September 2014

Report on Joint Housing Allocations Policy Review



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Introduction

The Scrutiny Committee Members are requested to consider a review of the Joint Housing Allocations Policy. This report has been prepared to provide information on the reasoning behind the policy review.

Background

Under Part VI of the Housing Act 1996 local authorities are required to have an Allocations policy and procedure in place to allocate social housing and under Part VII of the Housing Act 1996 (as amended by Homelessness Act 2002) to make provision for homeless households.

The Joint Housing Allocations Policy is the partnership between Newcastle Borough Council and Aspire Housing Group. It is used alongside the newly implemented Homes Direct, Choice Based Lettings (CBL) to determine how social housing is allocated.

The Joint Allocation Policy has been operating effectively with Aspire Housing since 2010. The Joint Allocation Policy allows for 75% of Aspire Housing Stock to be made available through the CBL system. This agreement has followed from the large scale voluntary transfer of homes to Aspire Housing Group in 2000. The Joint Allocations Policy has had regular reviews, more recently following the introduction of the Localism Act in 2011. There are, however, some areas of the Joint Allocation Policy that now need reviewing in the light of changes to the joint working arrangements with Aspire Housing and Midland Heart who administer the Newcastle Housing Advice (NHA) service on behalf of Newcastle Borough Council, along with recent additional recommendations from government guidance regarding the allocation of social housing.

Questions to be Addressed

Proposed revisions within the Joint Allocations Policy

The new CBL system Homes Direct was introduced from 1st August 2014 and in parallel Aspire Housing introduced their own Housing Letting Policy, allowing customers access to the remaining 25% of available homes to let within their stock that are not available through the Joint Allocation Policy. Aspire Housing are using the HomeHunt system to enable their tenants to access available homes.

The principle of Aspire Housing Letting Policy is that their own customers will be given priority to a transfer, if they match certain criteria, together with increased priority to customers who offer a community contribution to the place that they live. The policy supports maximising better use of available housing stock. A copy of the Aspire Housing Letting Policy is attached to this report as an appendix.

Consultation with Aspire Housing on the introduction of Homes Direct and their own Housing allocation policy has provided for the review of the “Joint” Allocation Policy and Aspire Housing have requested withdrawal from the principle of a joint policy. This principle has also been enhanced following the award of the NHA service contract to Midland Heart and the migration to the Homes Direct Choice based lettings system.

Based on the above information, Aspire Housing has recommended the removal of enhanced priority given to Aspire customers in the current policy. These are highlighted as follows:

- ❖ Aspire Housing customers who are under occupying their accommodation by two or more bedrooms or who have an adapted property that they no longer need
- ❖ Aspire Preference System customers with enhanced banding
- ❖ Aspire Housing customers who have been assessed and notified at the end of their fixed term tenancy due to inappropriate size of accommodation
- ❖ Aspire Housing customers who are under occupying their home by one bedroom
- ❖ Aspire Housing households with children under 5 occupying a 2nd floor flat (or above)
- ❖ Aspire Housing customers with no housing need – removal of band 7

If the above changes were made, the policy would still enable an existing Aspire Housing customer in housing need to apply to the revised policy and be given reasonable preference; however they would not be given any additional priority and would be banded like any other existing Registered Provider customer, for example, an existing Staffordshire Housing Association customer needing a new home.

The removal of the right for Aspire tenants not in housing need from Band 7 aligns to the Aspire preferred approach to managing their stock effectively and prioritising those in need, but would mean that tenants were treated differently from other landlord tenants. Through consultation officers will ascertain if other Registered Landlords also wish the policy changes to include their tenants.

Members are asked to consider the above proposed changes to the joint housing allocation policy. Members are also requested to consider these changes with the

implementation of the Aspire Housing Allocation Policy and be minded that priority will be given to Aspire Housing customers within their lettings policy.

Proposed changes to administering the Housing Register

Since awarding the NHA contract to Midland Heart prioritisation has been given to the migration to the Homes Direct, Choice Based Lettings system.

Officers are currently working with partners and stakeholders to ensure that the Nomination Service Level Agreement is also effectively working, together with the current working policies and procedures for NHA that are in place. Officers have previously developed with partners a range of complementary policies and protocols to ensure that vulnerable people are supported to access housing, housing is allocated to those in housing need and allocations contribute to balanced communities. The review of the Joint Allocation Policy allows the opportunity to also review these documents and consider if any amendments are required or if there is still a requirement to have them in place.

The Homes Direct CBL system has been introduced in consultation with customers registered with Newcastle Borough Council. The existing joint allocations policy was built within the system, allowing a seamless transition for existing customers registered with Newcastle Borough Council, to re-register to the new system. Midland Heart worked to ensure that customers have had the support to enable them to bid for properties and access the additional benefits the system allows, including access to the regional pool of 1900 available properties each year, and access to the Mutual Exchange register of 6000 potential swaps.

The Homes Direct system does have some differences that will mean changes to the administration processes of the Housing Register. These differences make changes to the policy in the following areas:

Reviewing and updating applications. Housing Register applications within Homes Direct will be reviewed annually, on the anniversary of their application. Under the current policy, applications are reviewed every 6 months. It is not yet known how this will affect the numbers of people on the Housing Register, however, this information will be regularly reviewed through the monitoring of the NHA service contract. It is important to note that customers will not be negatively affected. When customers fail to respond to reminders about their review they are removed from the register, the move to annual reviews will mean that fewer customers are removed.

Information about new vacancies. Weekly information on forthcoming vacancies will be published “on line” through the advertisement of properties. This information will not be available in printed format, which has been known as the “Freesheet”. Customers can view available properties at the NHA Options shop in Lower Street, and also at the Aspire Housing Customer Service Centre, in Merrial Street. Properties will be advertised similar to Local Letting Agents, within clear fixed holders for window display. Vulnerable applicants who require assistance for bidding for properties will be identified by NHA staff members and will be given help by the CBL system selecting automatic bids.

Choice of Accommodation Customers will have the ability to make three bids per weekly cycle with the Homes Direct system. This allows better management of customers applications and monitoring of nominations. The present Joint Allocation Policy gives applicants the freedom to make unlimited bids, which allows applicants the ability to express interest in all areas. The review will include a revision of bid history and demand for properties to ensure that the Homes Direct system does not prevent customers access to certain properties and those which are classed as hard to let.

Members are asked to provide any comment on the above administration changes that the Homes Direct CBL system has introduced.

Recommendations and guidance from government policy

The Localism Act 2011 enabled Local Housing Authorities to better manage their housing register by giving them discretion to determine who can qualify for social housing within their area.

The Joint Allocation Policy is fully compliant with current legislation however there has been recent guidance to suggest that Local Authorities review their Local Connection criteria and to also allow for information to be published and made publicly available on the type and numbers of available social homes let to local people.

Information has been provided for Members on the allocation of social housing for Newcastle within the appendix on the demand and type of social homes allocated for the last financial year 2013/14.

This guidance will be reviewed to ensure that the current local connection criteria of the joint policy is not restrictive to customers wishing to apply on the Housing Register, being mindful, that, for example, if Band 7 of the policy be removed, this will disadvantage customers who require sheltered accommodation and may need to move closer to the Borough to receive support. The current Band 7 allows exemption from local connection criteria for sheltered housing.

Members are asked to consider the above guidance information and provide comments as to whether Local Connection criteria should be reviewed in light of the current policy being fully compliant with legislation. Members are also asked to provide comment on how they would like information to be made publicly available on social housing homes let to local people.

Consultation

It is proposed that the review of the Joint Allocation Policy be undertaken by a policy review group set up by Officers which will take account of views of partners and customers. The policy review is scheduled for completion by January 2015. The working group will include Aspire Housing and other Registered Providers within the Borough, to ensure partnership working and a joint approach. This will include reviewing, the current demand and allocation of social housing, the management of customer transfers and pre-tenancy training.

The review will also include a cross section of customers that are registered with Newcastle Borough Council. As mentioned above, prior to the Homes Direct CBL scheme launching

Newcastle Housing Advice contacted everyone on the housing register to check they still wished to stay on the housing register then providing information to re-register them on the new system. Methods used to contact customers, have included a variety of media formats, including email, letters, posters and leaflets and customers will also be invited the launch of the NHA service, which is scheduled for 24th September 2014. Officers of the Borough and NNA service team will utilise the event to ask customers questions on the current joint policy and if they would be interested in being involved in the review. Invitations to the launch will also be extended to voluntary groups and third sector organisation to whom consultation on the Joint Allocation Policy review will extend to.

We will use the time taken for consultation to also learn what has worked well with the current policy and to listen to any issues of concern of what has not worked well and how we aim to address any of these. We will also look at the relevant information that we can learn from customers' reviews that have taken place in relation to their housing register applications. The majority of review requests relate to additional information being provided to support medical or welfare needs priority. The review group will look at how best to highlight the need to provide relevant information to support initial assessment. Officers will also review any recent guidance that has been directed to Local Authorities on case law following Court Judgement and any other areas of practice for the allocation of social housing that need to be considered.

Scrutiny Members are asked to consider if the methods of consultation proposed are sufficient to review the joint allocation policy and if the timing proposed for the review is agreeable with the various stakeholders that will be invited to be involved with the review.

Outcomes

Members of the Scrutiny Committee are requested to provide comment on the proposed review of the Joint Allocation Policy and are requested to direct any further comments or questions to Officers of the Borough Council.

Supporting Information

The Housing Lettings Policy for Aspire Housing Group.

The social housing allocation information determined from the Joint Allocation Policy for 2013-2014.

Constraints

The Council has the option to adopt changes to the policy and supporting policies and protocols that will assist in the operation of Newcastle's Homes Direct CBL scheme.

It is not intended to complete a whole scale review of the policy and as such there has been no additional funding allocated. Officers and Midland Heart will be discussing issues raised through the consultation to ascertain if it is possible to make minor changes to the policy without incurring financial costs with the Homes Direct CBL system provider.

Conclusions

The policy review findings will be reported back to Scrutiny Members and further information will be provided to conclude if any changes to policy are recommended. The review of the joint allocations policy will ensure that there is a consistent approach to the allocation of social housing within the Borough

Relevant Portfolio Holder(s)

Councillor John Williams – Planning and Assets

Councillor Tony Kearon – Safer Communities

Appendices

The Housing Letting Policy for Aspire Housing Group.

The social housing allocation information determined from the Joint Allocation Policy 2013-2014



**Aspire Housing's Lettings Policy – How we Let our Homes
2014**

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Section 1 - Aims of the Policy

We are committed to providing a lettings service that is fair, efficient and easy for people to understand and that also complies with the relevant legislation and regulatory framework for social housing.

We aim to let our homes quickly and to offer choice to customers by giving them an opportunity to express their preference for the area and type of housing that they want to live in. We do this by allocating our homes via a choice based lettings system.

We aim to take into account the housing needs and aspirations of our current tenants and their changing needs by facilitating transfers and promoting mobility and exchange schemes.

We will co-operate with our local authority partners and their strategic housing function by meeting obligations contained in nominations agreements.

We aim to contribute to the development of balanced and sustainable communities, acknowledging community contribution and giving some priority to people in employment or those who are volunteering on a regular basis. We may develop local lettings plans and criteria to promote greater stability in some areas. Such criteria will clearly be marked in property advertisements

Section 2 - Access to an Aspire home

We have local authority nominations agreements in place with our local authority partners which are generally in respect of 75% of vacancies for Newcastle-under-Lyme and 50% in Stoke-on-Trent. Similar arrangements will apply where we manage properties in other areas. In order to be considered for these vacancies customers will need to apply with the relevant local authority and

will be assessed according to the Council's priorities. Each local authority will use its own method for selecting nominations to Aspire Housing and criteria for rejecting such nominations will be contained within Service Level Agreements

The remaining percentage of vacancies will be let to current tenants who need to move as well as to new customers in accordance with the criteria contained **within this policy**. Priority will be given to customers who can evidence community contribution and any additional requirements/criteria will also be clearly marked on the property adverts.

We will use the HomeHunt website (www.homehunt.co.uk) to advertise these vacancies so that customers can clearly see what homes are available. Internet access will be available to customers at our Contact Centre in Merrial Street, Newcastle alongside officer support.

We are committed to providing mobility for our customers and if you are a current Aspire Assured tenant we will provide you with access to the HomeSwapper service free of charge, to search for a suitable swap (or mutual exchange), not only with other Aspire customers but also with residents from other registered providers and councils across the country. Tenants who do not fall within the bands explained within this policy will be expected to pursue this option.

Section 3 - Who can apply?

The law requires housing agencies to assume responsibility for checking the immigration status of applicants to ensure entitlement to housing. All such assessments will be completed in accordance with the relevant legislation and applied fairly:

- Customers applying direct to Aspire will generally need to be over the age of 18
- Customers will not need to have a local connection to apply for particular properties apart from where there are planning or specific requirements in place, but priority may be given to those with a local connection prior to those with no local connection. Local connection means permanent residence in the local authority area of the property advertised for at least the past six months or three out of the last five years. Temporary residence at supported accommodation or on licence will not constitute a local connection
- We value good tenants, and where possible we will gather references from current or previous landlords
- We will not re-house customers who own a property unless there is a legitimate reason why the property cannot continue to be occupied as the principle home for example on medical grounds, **and** the property cannot be sold to resolve the housing need. This may include where there is negative or no equity in the property or where a customer has specific needs for example requires Sheltered or Extra Care accommodation. We will consider such applications on a case by case basis prior to any offer being made
- Owner occupiers who are approved for rehousing must also be able to demonstrate that their house is on the market and that they are actively looking to sell, prior to any offer being made. Checks may be made at a later date to verify the sale
- Some customers may be required to attend pre-tenancy training sessions, for example, where they have not held a previous tenancy, there is evidence of a failed tenancy or where we identify that there may be a high risk of tenancy failure

- Customers will be required to provide up to date income details prior to any offers being made to make sure that new tenancies are affordable for the resident/s moving in. In some circumstances we may complete a credit reference to validate information provided. Where an affordability calculation shows that the customer will not be able to afford the rent then a tenancy will not be granted. We may work with such customers to help them into a financial position to be able to afford a tenancy
- Customers will be eligible for the number of bedrooms contained in the government's Welfare Reform criteria but Aspire will also allow a degree of under occupation in respect of certain properties. This will be subject to affordability assessments and confirmation that customers can pay the full rent without Housing Benefit. This will be clearly marked in the property adverts
- Aspire may grant a tenancy to officers and officers relatives, members or employees of the organisation. The individual will be treated no more favourably than any other customer and any offer of tenancy will be authorised by an Aspire Manager. Where the beneficiary is a member of staff the benefit will be recorded in the Company's register of interests
- Where an application has been made by giving false, misleading or withholding information the applicant may be excluded from applying for an Aspire home. In the instance that a tenancy has already been granted that tenancy may be terminated and a fine imposed.

Section 4 - Exclusions

The criteria in Section 3 will be applied and in certain circumstances we will refuse applications for housing. We will be fair and transparent in our decision making process and demonstrate our reasons for refusal. Customers excluded or suspended from the register will be informed of the reason and provided with information on a right of appeal. The following are examples of reasons for refusal:-

- Those who are not considered able to conduct a tenancy without appropriate support and where this support is not available. This may include non-engagement with support workers or where customers are living in supported accommodation but are not ready to move to an independent tenancy
- Where there is evidence of anti-social behaviour or serious unacceptable behaviour
- Non-payment of rent or housing related debt in respect of current or previous tenancies/licences
- Customers who have failed to conduct a current or previous tenancy or licence in a satisfactory manner
- Customers who do not meet the affordability assessment and will not be able to pay their rent
- Owner occupiers unless specific circumstances apply as detailed in Section 3
- Where customers have provided false information or deliberately withheld information
- Persons convicted of certain criminal offences subject to the Rehabilitation of Offenders Act 1974

Section 5 - Transfer Applications

Aspire tenants in defined housing need can apply to move to another property within the Housing Group. Residents will need to contact us to discuss the reasons they are considering a move so that appropriate advice can be given regarding the options available. Key workers may be

assigned to assist customers through the transfer process and referral may be made to our “in-house” Occupational Therapist to assist with assessment of medical and mobility needs

A separate Transfer Policy is in place to manage the transfer process but to summarise, the following conditions will apply to all transfer applicants:

- Transfer applicants must have held their tenancy for a period of 12 months prior to being accepted for a transfer, unless there has been a significant change in circumstances since the commencement of tenancy
- Tenants who do not fall within the housing need criteria contained in this policy will not be eligible for a transfer but Assured Tenants will have free access to the HomeSwapper service to search for a mutual exchange
- Transfer requests will only be considered if the tenancy has been conducted in a satisfactory manner. Examples of unsatisfactory conduct:
 - Where the tenant or household member is in breach of tenancy conditions or where there are investigations relating to tenancy conduct including rent arrears, service charge arrears or recharges
 - Neighbour nuisance or anti-social behaviour

Before any transfer will be authorised a property inspection will be completed. To meet the required standard the property must be:

- Clean and tidy and in a good state of decoration. This means no extensive damage to wallpaper, walls must not be badly marked or stained and decoration should not be of such a strong colour that it cannot be easily covered up.
- Lawns and hedges must be cut.
- Any improvement works that have been made to the property by the tenant must have had permission from Aspire in writing and be completed
- All fittings and fixtures, including kitchen units, heating systems, doors, handles and so on must be in their original condition and any damage identified should be due to “fair wear and tear” i.e. normal day to day use.

There may be exceptions to the above in certain circumstances, which will be considered on a case by case basis.

Where there is evidence of unsatisfactory conduct and customers are in breach of their tenancy agreement, tenancy enforcement action may be taken which could lead to eviction.

Section 6 - How we prioritise applications

We use a simple banding scheme to prioritise applications - BAND A, B and C - and each applicant is assessed according to their circumstances and placed into one of the 3 bands.

Aspire values customers who play a part in their local community, making it a good place to live and work in, and wants to reward them for their contribution. We call this a Community Contribution award.

Customers eligible for the Community Contribution award in respect of our general needs vacancies (ie not properties for the over 55's) will be given priority within our BAND B and BAND C categories. Subsequent priority is by registration date order within the respective category.

BAND A - transferring tenants of Aspire requiring an emergency move:

- Where there is an urgent need to move and evidence of serious threat to personal safety
- Households who are unable to return to their home from hospital because their current home is permanently unsuitable
- Households requiring a permanent or temporary decant as agreed with the Neighbourhood Management Team
- Where there is a legal obligation to re-house into suitable alternative accommodation as agreed with the Neighbourhood Management Team
- Where customers are under occupying their current accommodation in accordance with the Welfare Reform size criteria and need to move on hardship grounds
- Exceptional Circumstances as agreed by the Service Manager eg due to serious Child Protection issues

BAND B - transferring tenants of Aspire with a defined housing need with top priority awarded to those with Community Contribution (for general needs vacancies) followed by registration date within this band. Defined housing need will be assessed according to the following criteria:-

- Households who are affected by health and/or mobility issues where their current accommodation is having a serious adverse effect on their health
- Households assessed as requiring a Disabled Facilities Grant but moving would be a more efficient way to meet their needs
- Households who are residing in an adapted property that they no longer need
- Households who are under occupying their current accommodation in accordance with our property eligibility criteria
- Households who are overcrowded in their current accommodation in accordance with our property eligibility criteria
- Households who can evidence a need to move on care/support/welfare grounds **or** where a move would contribute to better use of Aspire's housing stock, for example by releasing a high demand or chain vacancy. Such applications will be considered on a case by case basis

BAND C - Non Aspire tenants with top priority awarded to those with Community Contribution (for general needs vacancies) followed by registration date within this band

Community Contribution will be considered on a case by case basis for our general needs properties and applies where the applicant or joint applicant is able to demonstrate the following criteria:-

- Is currently in employment for a minimum of 16 hours a week and has been in regular employment for the past three months or more or
- Is volunteering for 6 or more hours a week for a recognised organisation and has done so for at least 6 months* or
- Is undertaking work preparation training on a regular basis (eg ongoing attendance at Job Clubs, Employment focused workshops and training) or
- Is an approved foster carer who needs to move to a larger home in order to accommodate a looked after child

*Recognised organisations include eg registered charities, Aspire Group, or other community and voluntary organisations.

Customers awarded this priority will be subject to affordability assessments, tenancy references and checks in the normal manner. They will be asked to provide proof that they meet the criteria, either through provision of payslips or a letter from employer, trainer or volunteer manager.

Section 7 – Advertising vacant homes

Available properties will be advertised on the HomeHunt website (www.homehunt.co.uk) at regular intervals. Advertising cycles may vary but will be clearly marked on the property adverts. Adverts will generally state how long the advert is “open” for but dependent on the amount of interest in a particular property the advert may sometimes stay open for longer or be closed earlier.

Customers may make unlimited expressions of interest and our staff may assist you with this.

On occasion there may be a requirement to make an allocation of a specific property to an applicant where there is a particular urgency for the applicant to move. These properties will not be advertised via Homehunt and will be classified as “direct lets”.

Section 8 - How we decide who is successful

Expressions of interest will be placed in Priority Order with customers in BAND A ranked first, followed by BAND B and finally BAND C. Some properties may be advertised for transfer customers only or waiting list customers only, but these will be clearly labelled on the adverts.

Verification of circumstances will be carried out at the expression of interest stage to make sure that the household is eligible for the property advertised and in accordance with the relevant criteria. Verification includes proofs of individual household members; address history; references; income details and other relevant information relating to the property advertised. Offers will not be made where it is evident that the property concerned does not meet the medical or mobility requirements of the applicant, or where the type of accommodation is not suitable, for example, following sheltered scheme assessments.

Section 9 - Refusal of properties

Customers who make an unreasonable refusal of a suitable offer or who do not respond to an offer within the required timescale may have their application suspended for a period of six months. These decisions will be considered on a case by case basis by an authorised manager.

Section 10 - Appeals

Customers who are unhappy with a decision relating to their application can appeal and this will be dealt with in line with Aspire Housing's Appeals Procedure.

Scrutiny report, Joint Allocations Policy Appendix – Information for Social Housing allocations 2013/14

In July 2014, there were 2295 applicants, who were on the housing register. Of these, 17% were transfer applicants (existing Aspire Housing customers wanting to transfer) and 83% were applicants who were not currently an Aspire customer.

Band	Waiting List Applicants	Transfer Applicants
1	1	1
2	3	6
3	26	23
4	45	106
5	375	102
6	135	0
7	1316	156
Total	1901	394

Table 1

Table 1 provides a snapshot of the number of applicants in each banding. The majority of applicants, both in the waiting list and the transfer categories have been awarded Band 7, which is assessed as no housing need. The allocations Policy review will aim to look into the 'drivers' of applicants being placed in Band 7.

Bed Size	Waiting List (WL)	WL lettings	Transfer's (TR)	TR Lettings
1	1195	301	232	99
2	498	231	102	42
3	165	93	42	42
4	34	9	15	3
5	7	3	3	1
Total	1899	637	394	187

Table 2

Table 2 provides information about the demand (the number of applicants on the housing register) and the supply (actual lettings) of social rented properties by bedroom size within Newcastle-Under-Lyme. The following information can be ascertained:

For every 1 bedroom property there are 3.97 applicants on the waiting list and 2.34 applicants on the transfer list

For every 2 bedroom property there are 2.15 applicants on the waiting list and 2.42 applicants on the transfer list.

For every 3 bedroom property there are 1.77 applicants on the waiting list and 1 applicant on the transfer list.

For every 4 bedroom property there are 3.77 applicants on the waiting list and 5 applicants on the transfer list.

For every 5 bedroom property there are 2.33 applicants on the waiting list and 3 applicants on the transfer list.

The greatest 'pressure' is on 1 bed and 2 bed properties.

Bed Size	WL applicants to bed size need	TR applicants to bed size need
1	1195	232
2	498	102
3	165	42
4	34	15
5	7	3

Table 3

Table 3 captures information about housing need according to bedroom size. The greatest need is for applicants requiring 1 and 2 bed properties.

Band	Lettings made to WL applicants	Lettings made to TR applicants
1	20	11
2	5	9
3	158	36
4	56	51
5	241	46
6	14	0
7	123	23

Table 4

Table 4 provides information on the number of lettings that have been made. In 2013/4, a total of 793 lettings were made, 77% of lettings have been made to waiting list applicants and the remaining 23% to transfer applicants. A significant number of lettings (18% of all lettings) have been made to Band 7 applicants.

Report to the *Economic Development and Enterprise Overview and Scrutiny Committee*

3rd September 2014

Town Centre Car Parking



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Introduction

To review the progress of town centre parking initiatives which were introduced in an attempt to generate greater footfall in the town centre with the express aim of improving its economic fortunes and to consider extending the pilot schemes in order that they are reviewed annually as part of the annual fees and charges setting.

Background

In 2013 the Council received a number of approaches from the business community (via the Town Centre Partnership) to review its town centre parking charges in the hope that concessions may help to generate greater footfall with the consequent benefit to businesses and the overall town centre economy. The Council considered it appropriate to review options and decided upon a range of actions to strike a balance between the potentially adverse impact upon the Council's revenue budget and the expectation of direct benefit being achieved by town centre businesses.

The Council approved 3 key initiatives; Nipper Parking, Double Ticket refund scheme and Enhanced Free parking days. Alongside an offer from a national supplier of car park management systems to install, as a 12-month trial, cashless parking with an ANPR (automatic number plate recognition) systems at no cost to the Council.

Questions to be Addressed

Does the Council wish to continue to support the double ticket refund scheme 'Just the Ticket' ?

The scheme was launched with 12 local retailers, with mixed successes dependent on the retailer. For instance those retailers selling small items of say £1 found that customers were wanting a refund not understanding that the minimum spend in that shop was £5. Other retailers have highlighted that there is little awareness of the scheme with more marketing required and a greater number of retailers involved. The TCP has taken this on board to bring new retailers into the scheme with a relaunch this month, it is anticipated that this will include 15 shops (9 of which were in the original scheme).

The scheme costs the Council £2,400 per annum for the additional refund tickets.

Scrutiny may wish to consider if to extend the current scheme for a further 12months beyond the current 3month period for which the retailers have committed to.

Does the Council wish to offer Enhanced free days?

The current support from the Council for Christmas shopping is to allocate 5 weeks of 4 afternoons free parking.

The TCP has decided to have the Christmas shopping launch on 15th / 16th November this means that there will be 2 extra days before Christmas whereby they wish to offer free afternoon parking should it be offered on a Tuesday, Wednesday, Thursday and Saturday.

Should the Council wish to continue to offer 5 enhanced free parking days then 1 of these could be allocated to cover the 2 additional afternoons, which in effect would leave 4 days for other special events in the town centre over the forthcoming 12 months.

If this is considered for the remaining of 2014/15 then this could be covered by the current allocation of free days and then 5 days could be provided for 2015/16.

There is also the option to alter the days / times when free parking is provided. The Scrutiny Committee may wish to consider alternative options:

- A) Tuesday, Wednesday, Thursday and Saturday afternoons requires 23 half days (equivalent to 11.5 days).

- B) Wednesday after 2pm could be promoted to tie into the promotion of Christmas Late night shopping and all day Saturday for prime shopping time. This requires 6 full days and 6 afternoons, however it is estimated that offering the Saturday mornings will be the most expensive as this is the peak period. Actual figures are not available however officers estimate that this could cost in the region of £10k which would need to be found from another budget. Should Scrutiny consider this appropriate; then members may wish to highlight where the funding should be found.

- C) Every afternoon after 3pm could be offered, this would require 35 sessions, there would be a marketing logic to this as it could be easily advertised and understood by customers. There would not be a significant impact on the budget. It is questionable however how this may contribute to the Christmas visitors as fewer shoppers think about coming Christmas shopping after 3pm.

Outcomes

It is anticipated that the views of Scrutiny will be taken forward to a Cabinet report in October to approve the town centre parking charging approach. Should Scrutiny be supportive of the concessions for Christmas then it would be advantageous to confirm these in order that the Portfolio Holder can agree the 2014 position, thus enabling the marketing literature for Christmas to be produced.

Supporting Information

Nipper parking has been implemented outside of the old Police station enabling town centre users to park for free for 30mins which allows them to nip in and out of town to make a targeted visit.

The double ticket refund scheme "Just the Ticket" has been launched in conjunction with the town Centre Partnership. The Council altered the tickets machines on the Midway and Goose Street car parks to enable them to produce double tickets, which allowed the machine to print a refund voucher as the second ticket.

The customer purchases a parking ticket as normal; the ticket machine issues an additional ticket which is the refund voucher that enables the customer to redeem the first hours

parking by a retail member of the scheme. The Town Centre Partnership worked with local businesses to establish the scheme on the basis that the company offers the ticket redemption for the 3 months.

The Council also offered to the Town Centre Partnership enhanced free parking days. It has become customary in recent years that the council offers free parking on the five weeks leading up to Christmas from 2pm on Tuesday, Wednesday, Thursday and Saturday. To encourage visitors to the town centre on special event days it was agreed that the Council would increase the number of days by 5, (in addition to the days currently given leading up to Christmas). The allocation of these days would be determined in liaison with the Town Centre Partnership.

In addition the Council approved to accept an offer from a national supplier of car park management systems to install, as a 12-month trial, cashless parking, an ANPR (automatic number plate recognition) systems at no cost to the Council. The ANPR is used to record when a vehicle arrives and departs from a car park which is used to enable the customer to park and pay anytime up to midnight, it also provides valuable information on customer usage.

The cashless parking system enables customers to use mobile phone technology to pay for parking; this also enables the customer to extend their payment period whilst away from the car park. The customer incurs an additional convenience charge, above the normal parking tariff, of 20p per transaction.

Due to the complex nature of this offer involving the receipt of funding (outlined in the financial implications section of this report) the contract with Bemrose Booth was signed in July 2014 with an approximate 2 month implementation plan. It is therefore recommended that a separate report on the success of this pilot is considered 12 months from implementation.

Invited Partners/Stakeholders/Residents

Town centre businesses offering the 'Just the Ticket' refund scheme were consulted and this information was used by the TCP to develop the second round of the scheme with some new companies participating.

Constraints

This report has been timetabled in order that the Council can make a decision on the charging approach in relation to Christmas, this is in order that the TCP can plan marketing to maximise Christmas sales.

Scrutiny are reminded that the Council has financial restrictions on offering financial incentives and that any new initiative needs to be financed from service cuts.

Conclusions

Having a vibrant town centre is important for the local economy and the overall Borough as people feel more satisfied living in the area. Car parking charges are a key issue for town centre users however this needs to be balanced with financial resources. Scrutiny are asked to consider the issues to recommend an appropriate way to support one of the Council's key priorities.

Relevant Portfolio Holder(s)

Economic Development, Regeneration and Town Centres and; Environment & Recycling

Local Ward Member

Town

Background Materials

None

Appendices

None

REPORT TO ECONOMIC DEVELOPMENT AND ENTERPRISE SCRUTINY COMMITTEE 3rd SEPTEMBER 2014

THE STOKE ON TRENT AND STAFFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP PLANNING CONCORDAT

Report authors: Simon Smith and Guy Benson
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Purpose of the report

To inform members about the 'Planning Concordat', prepared by the Local Enterprise Partnership (LEP), which aims to ensure that planning authorities are playing their part in promoting the LEP's growth agenda.

Recommendation

That the LEP's Planning Concordat be commended to Cabinet

Reasons

To improve the effectiveness of the planning system in terms of supporting (appropriate) development.

1. Introduction

- 1.1 The LEP launched a Planning Charter Mark initiative in February 2012 to encourage its Local Planning Authorities to demonstrate a proactive and business-focused approach to planning applications. The LEP envisaged certain 'outcomes' would be delivered by the Local Planning Authorities, and although they were not prescriptive about exactly how these outcomes would be delivered they did suggest specific proposals based upon a survey of businesses. Although the focus of the Charter was on the planning system – reflecting the role of each of the local authorities as the Local Planning Authority for their area, there was an expectation that Councils will support economic growth in exercising all of their functions. The Peer Review of the Council that took place in 2012 had highlighted the importance of aligning the strategies and policies of regulatory functions with the Council's corporate priorities most notably that of a "borough of opportunity.
- 1.2 The outcomes that the LEP were seeking were Clarity and consistency, Effort and focus, Competence and respect, Accuracy and fairness, and Dialogue and understanding. The Council was invited to sign up to the process it being indicated by the LEP that if it did so it would then receive the 'Charter Mark' when it had adopted measures which the LEP considered necessary to deliver the 'outcomes', and that in subsequent years retention of the 'Charter Mark' would depend upon sustained and measurable improvements in the service experienced by businesses.
- 1.3 Cabinet considered a report at its meeting on 12th December 2012 and resolved that
 - The Stoke on Trent and Staffordshire LEP be advised that the Council wished to attain the Planning Charter Mark status and invites the LEP to satisfy itself that the Council's current practices and procedures are compliant with the spirit and intent of the Charter Mark

- The LEP be informed of the Council's decision and be invited to keep under review the Council's current decision-making processes procedures and performance in relation to planning applications for development relating to the safeguarding and/or growth of jobs with a view to achieving continuous improvement
- The Planning Committee be advised of this decision and asked to introduce specific monitoring of business- related planning applications in its current performance monitoring regime
- Officers bring forward proposals to a future meeting of Cabinet on the steps that were likely to be required to achieve Planning Charter Mark Status in 2013.

1.4 No formal award of the 'Charter Mark' was subsequently made to any of the Staffordshire Authorities that are part of the LEP. In July 2013 the LEP commissioned the Planning Cooperative consultancy to undertake a review of planning policies and practice across the County - to assess the extent to which the local planning authorities were demonstrating an appropriate level of commitment to economic regeneration and recovery and to explore the circumstances in which the Charter Mark could be awarded. The consultants' final report and recommendations went before the LEP Board at its meeting on the 11th July 2014 and are understood to have been approved.

2. Questions to be addressed by the Overview & Scrutiny Committee and possible outcomes

2.1 It is suggested that the Committee should scrutinise the recommendations of the LEP which will be reported to Cabinet, and give a view on whether the Council should ratify the Concordat which would then mean :-

- agreeing to actions to undertake those elements of the Concordat which are not currently being provided and implementing these within an agreed timeframe probably within the following 6 months
- setting in place monitoring arrangements to provide data including business customer satisfaction information
- participating in annual reviews of actions and outcomes
- contributing to case studies of examples of where a positive and helpful approach has been taken to development proposals

3. The approach taken by the consultants

3.1 The Charter Mark Initiative grew out of a perception within some parts of the business community that the planning process might not be doing all it could to facilitate new employment development proposals in the time scale needed to respond to opportunities and changes in market conditions.

3.2 The consultants' report suggests that the planning system is recognised as having a key role in securing economic recovery. This role has two aspects:

- promoting new sites through the Local-Plan process and
- determining planning applications on both existing and new sites in line with national and local policy.

- 3.3 Because of the importance of these activities to local businesses, planning authorities are seen by them as the gate-keepers to economic growth.
- 3.4 The operation of the planning system is of crucial importance in encouraging economic growth both through the expansion of existing businesses and attracting inward investment. The purpose of the research was to provide an objective, independent analysis of practice and process across Stoke-on-Trent and Staffordshire - the intention being to foster good practice and understanding.
- 3.5 The consultants' report observes that the original Charter Mark initiative
- was a one-way street initiative – with the LEP looking to the LPAs to demonstrate a response to the obvious importance of economic growth during a time of recession, whilst a more two way process would be more appropriate – recognising that some developer and agents have not responded to the other theme of the National Planning policy framework – the delivery of higher quality and more sustainable development
 - was strongly influenced by anecdotal examples of poor behaviour by Local Planning Authorities that were not necessarily representative of general practice
 - did not accurately represent the NPPF's more rounded and nuanced approach
- 3.6 The consultants report indicates that the National Planning Policy Framework (NPPF) and principles of sustainable development are the two bedrocks of the modern planning system. They focus on the fact that the NPPF states that economic growth must be planned for, encouraged and facilitated but must be handled in such a way as to constitute sustainable development. Sustainable development is the 'golden thread' running through NPPF. Development that achieves that status enjoys a presumption in favour of consent and should be approved without delay.
- 3.7 The consultants see sustainable development as that which avoids adverse impact on the environment and on the wellbeing of the wider society. Where possible it goes further delivering enhancement and improvement as well as securing economic growth. But while economic growth is made something of a special case in the NPPF it is not, the consultants say, so special as to be exempt from the defining criteria of sustainable development. These are to do with the quality of the proposals and the nature of their impacts which should be minimized in all cases and be positive whenever possible.
- 3.8 The consultants say the established way of evaluating planning applications is to divide the issues (material planning considerations) into two groups, those in favour and those against, and then to judge which side has the greater weight of argument. Under that process they consider it is unlikely that either of the two possible outcomes will be seen as sustainable development. On the one hand a **refusal** deprives the community of economic growth which is vital to their future well-being. This is clearly contrary to the aims of NPPF and was the central justification for the Charter Mark initiative.
- 3.9 Equally however, a **consent** reflecting the importance of the economic issues will almost inevitably involve a price to be paid in the form of additional adverse impacts on the natural or built environment, infrastructure capacity or some aspect of quality of life for the local community. Very frequently it will also represent a missed opportunity to deliver wider benefits, including measures to improve the environment which is also a requirement of NPPF and a defining element of sustainable development.
- 3.10 The NPPF, the consultants say, requires all the parties involved with development proposals to acknowledge the legitimacy of the valid planning concerns raised rather than seeking to play some of them down in order to increase the chance of success,

either way. Instead, the issues raised by the development should be used to refine and improve the proposals so that the scheme becomes sustainable and therefore benefits from the presumption in favour of consent rather than being used as an argument for rejecting the initial proposals.

- 3.11 Central to this approach for the consultants is the concept that sustainable economic growth is a shared objective and an end-point of all parties and that it can be secured only by collaborative working. In their words Punch and Judy planning has had its day.
- 3.12 For the consultants, the best examples of sustainable development come from collaborative working in which the views of all parties, including the local community on whom the impacts most obviously fall, are aired and considered jointly. Views expressed need not necessarily be for or against but are proposed as issues to be considered and to contribute to the design process and emergence of a more sustainable proposal.
- 3.13 The NPPF is very clear on the importance of not missing opportunities both to reduce potential impacts and to widen the scope of potential benefits of development proposals. There were several examples of this approach being used presented to the consultants during meetings with the officers of the local planning authorities.
- 3.14 For the consultants Ecology and archaeology are two areas in the NPPF that illustrate this point most clearly. The government policy is explicit that they should not be taken as a barrier to development but that they must be properly taken into account so that the development can be designed and managed to avoid significant impacts and, where practical, result in enhancement. An increasing number of issues of this kind derive from legislation that is independent of the planning system. As such it is outside the discretion of the local planning authorities even though the need for the information about the issue has been triggered by a planning application.
- 3.15 The total policy context provided by NPPF could be summed up as an attempt to have your cake and eat it (again the consultants' words). That, they say, is only possible with two-way, cooperative working.

4. The LEP's recommendations on a Planning Concordat

- 4.1 Following consultation with local planning authorities across the county, the LEP has drawn up the following 8 recommendations:
 - All parties agree that the NPPF requirement for high-quality, sustainable forms of development should be an over-arching priority in respect of all future development proposals.
 - The LEP will seek to publish, as a matter of urgency, a Strategic Economic Plan for the area, in consultation with LPAs and appropriate consultees, and subsequently to coordinate the Local Plan strategies of individual LPAs in accordance with its stated aims and policies.
 - The LEP will investigate the possibility of establishing a "call-off" contract with appropriate supplier(s) to provide consultancy assistance if / when required by LPAs and developers.
 - The LEP will establish and convene a bi-annual Working Party comprising planning officers, elected members, statutory consultees, planning agents, and representatives of local businesses at which issues of interest and concern can be raised, discussed and resolved in an open and collaborative environment.

- All parties to encourage pre-application submissions and discussions, to include elected councillors in cases where there are likely to be community concerns. In pursuance of this, individual LPAs will publish a clear set of guidelines for potential developers wishing to engage in pre-application discussions.
- LPAs to provide Town and Country Planning update training of an appropriate standard for planning officers and elected members on an annual basis, in addition to Introductory training for new councillors.
- LPAs will monitor and regularly review levels of customer satisfaction with the services offered by Planning Departments, and review their own performance in terms of adding value to new development.
- LPAs will ensure that the planning section of Council web-sites are as informative and customer-friendly as possible and that they are updated on a regular basis, with regard to both development management and policy issues.

To reflect the new approach the LEP have renamed the Planning Charter Mark the Planning Concordat.

5. Next steps as set out in the consultants report

- 5.1 The consultants envisage several stages to the effective implementation of the Concordat. The **first stage** is ratification. As a joint initiative between the participating bodies it will need to be ratified by all the respective partners. For the planning authorities it will require a report to be taken to their Cabinet or a relevant committee. Your officers' intention is to bring a report to the 15th October Cabinet
- 5.2 The **second stage** would be a set of agreed actions by the participating bodies to undertake those elements of the agreement that are not currently being provided. A period of time for these to be established will need to be set out and agreed within the Concordat. The LEP propose that this should be 6 months from formal ratification, to be agreed between the parties.
- 5.3 The various officer groups in the County that meet already on a regular basis are seen by the LEP as a useful source of experience to help with introducing any changes required. This would continue the process of evolving and sharing good practice that is already established.
- 5.4 The **third stage** would be some form of monitoring or reporting to confirm the extent to which the Concordat is being implemented. In the spirit of joint enterprise reporting by each party to an annual review of actions and outcomes would be the preferred way of securing this information. This should include it is suggested some aspects of customer satisfaction as well as hard data on the number of permissions granted, the scale of job creation and appropriate measures of economic success.
- 5.5 Much of this data it is suggested by the consultants will be collected already and it should be relatively straightforward to assemble the necessary information to illustrate the operation and effectiveness of the Concordat.
- 5.6 One additional element that might be considered would be to compile annually a series of case study examples provided by the participating bodies that highlight a positive and helpful approach to development proposals.
- 5.7 There is no statutory basis for the proposed arrangements for encouraging the delivery of sustainable economic regeneration across Staffordshire and Stoke on Trent. It is hoped by the LEP that all the authorities will see the value in agreeing to the measures

proposed but they are free to choose not to if circumstances argue against their continued involvement. The annual review would be the opportunity for this.

6. The consequences for the Borough of participation in the Concordat.

6.1 The Council already provides some of the elements of the Concordat. For example it encourages preapplication submission and involves members in preapplication discussions on certain applications (through the Strategic Planning Consultative Group). That it charges for some of these is not seen as incompatible with that objective. It has a well developed website offer in certain respects, although its pages will always require regular review. It has been pursuing as part of the Staffordshire One Place initiative the concept of inter authority trading of specialist services, as an alternative to the use of consultants and the LEP call off contract proposal could perhaps add another useful option, resources permitting. Other elements referred to in the LEP's recommendations are perhaps not as well developed at the Borough Council as they might be – for example member training (where there has been introductory training rather than an indepth annual programme) and the limited provision of guidelines for potential developers wishing to engage in pre-application discussions being examples. The Planning Concordat could provide a useful focus for their introduction. Your officers see no fundamental objections to any of the 8 recommendations.

7. Constraints

7.1 There would be resource implications for the Council associated with participating actively in the Planning Concordat. These would include officer time attending the required meetings, providing input and ideas, drawing up proposals, implementing them and then participating in the proposed annual reviews. By using the services of the LEP to organise meetings such as the suggested Bi-annual Working party at which issues of interest and concern can be raised, some of the administrative burden of such arrangements would not have to be borne by the Council and it could be a useful forum and does not exist at present. Whilst the LEPs' consultants suggest that hard data may already be available on outcomes, in some cases additional information may need to be collected which could have resource implications but these should be able to be managed. There could even be direct costs – for example if customer satisfaction surveys are to be undertaken successfully they may require some form of financial incentive to participants to achieve high return rates.

7.2 The Council is already preparing to respond to the recent Planning Peer Review and this will involve the preparation, approval and implementation of an Action Plan. However much of this activity would relatively easily feed into engagement into the Planning Concordat and should be compatible with it.

7.3 If the burden of participating in the Planning Concordat became unduly onerous then the option of withdrawing from it would exist.

8. Conclusions

8.1 The Planning Charter Mark has been reconsidered by the LEP, who are now promoting what they term a Planning Concordat. Your officers consider that there is merit in engaging in such an initiative. Members are requested to consider the recommendations of the LEP and to indicate what their views are on these particularly where they relate to the role of the Local Planning Authority - so that when the matter comes before Cabinet, these views can be taken into account.

Relevant Portfolio Holders: Councillor John Williams (Planning & Assets) and Councillor Terry Turner (Economic Regeneration, Business and Town Centres)

Background Materials (available to view in the Members Room)

The Stoke and Staffordshire Local Enterprise Partnership Planning Agreement : February 2014

Stoke-on-Trent & Staffordshire Local Enterprise Partnership – Planning Concordat – Final Report 15 May 2014

Date report prepared 21st August 2014

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Report to the Economic Development and Enterprise Overview and Scrutiny Committee

3rd September 2014

HS2- Phase 2



Report Author: Guy Benson
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Introduction

The purpose of this report is to provide the Committee with a brief update of developments with respect to HS2 Phase 2

Background

As members may recall a Working Group of the Committee was set up in 2013 with the purpose of assisting the Borough Council determine its position with respect to proposals that were being developed for Phase 2 of HS2. Council at its meeting on 27th November received a report from the Chairman of the Working Group and resolved

- That the Council should work with the relevant parties to ensure that the environmental impact is kept to a minimum. Wherever possible land should be restored to its original condition after the completion of construction
- That the Council should work with the relevant parties to ensure that compensation is full and fair with particular reference to those who live outside the area where compensation is automatic and those who are owners of agricultural land
- That the Council should work with Network Rail to ensure that the provision of train services to London from Stoke are as frequent as possible. Also that quality commuter services are initiated at the earliest possible opportunity
- That the Council should continue to seek opportunities to enhance the development of business and employment that may arise from the rail network

In response to the Government's Route Consultation that closed on the 31st January 2014 the Borough Council submitted a joint response with Staffordshire County Council and Lichfield District Council.

On the 29th January 2014 at a meeting attended by Leaders and Chief Executives of all Staffordshire Authorities the Leader of the City Council gave a briefing on the alternative proposal for the HS2 route which had been developed by his Council.

At its meeting on the 5th February 2014 Cabinet resolved that the HS2 Working Party meet with representatives of the City Council to receive details of the City Council's proposals and

to give full consideration to the possible implications of this alternative proposal for the Borough and to then report back to Cabinet

The Working Party met on the 19th February 2014 and 24th February 2014 and a list of comments and concerns was prepared to be reported back to Cabinet, which were considered by the Economic Development & Enterprise Overview & Scrutiny Committee at its meeting on the 12th March 2014. The Committee resolved to cautiously welcome the work being carried out by Stoke on Trent City Council and continue to monitor and consult with them on a regular basis

No report has yet gone back to Cabinet on this matter.

No further contact has been received since February from the City Council regarding any further work that they may have done to develop their proposal.

With respect to the route consultation HS2 Ltd will be receiving a summary of the different issues the consultation responses contained which they will then use to look at any possible changes to the proposed route before making recommendations to the Secretary of State for Transport. They advise that to ensure that the consultation process is fair they are limited in what they can discuss until responses have been considered and decisions have been announced. A final route for phase 2 is expected to be announced by the end of 2014.

Questions to be Addressed

The Committee may wish to consider whether it wishes the Working Group to undertake any further work at this stage

Relevant Portfolio Holder(s) Councillor John Williams (Planning & Assets) and Councillor Terry Turner (Economic Regeneration, Business and Town Centres)

Background Materials

Previous resolutions of Cabinet and Council

Joint Consultation response to HS2 Phase 2 Route Consultation

Date report prepared 22nd August 2014



Members: Robert Wallace, Sophia Baker, Sandra Simpson, William Welsh, Mark Holland, David Loades, Ian Matthews, Ian Wilkes and Ken Owen

ECONOMIC DEVELOPMENT AND ENTERPRISE SCRUTINY COMMITTEE WORK PLAN

**Chair: Councillor David Stringer
Vice Chair: Councillor Simon White**

Portfolio Holder(s) covering the Committee's remit:

**Councillor Terry Turner (Economic Regeneration, Business and Town Centres)
Councillor Mrs Elizabeth Shenton (Finance and Resources)**

Work Plan correct as at: Wednesday 13 August 2014

Remit:

Economic Development and Enterprise Scrutiny Committee is responsible for:

- Building Control
- Design and Heritage Champion
- Economic Development
- External Regeneration Funding
- Housing and Homelessness
- Inward Investment/Marketing
- Land and Property (Asset Management)
- Local Enterprise Partnership
- Planning Policy and Development Control
- Transport Strategy and Policy (Planning)

Date of Meeting	Item	Reason for Undertaking
<p align="center">2 July 014 (agenda dispatch 20 June 2014)</p>	Superfast Broadband	Paul Chatwin to attend to advise on progress
	Town Centre Partnership Plans	To be given an update on the Newcastle and Kidsgrove Town Centre Partnership's Business Plans as agreed on the Action Plan (10.09.13)
	Ryecroft	To provide a written position statement on developments
	Newcastle Economic Development Strategy – Year Three Action Plan and Year Two Review	To receive feedback from the Cabinet meeting held on Wednesday 18 June 2014
	Work Plan and Scrutiny Topics for 2014/2015	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year
<p align="center">3 September 2014 (agenda dispatch 22 August 2014)</p>	HS2 Working Party	Response to the Government consultation on High Speed Rail: Investing in Britain's Future – Consultation on the route from the West Midlands to Manchester, Leeds and beyond (HS2 Phase 2). Recommendations of the Working Group were submitted to Council on the 27 November 2013
	Newcastle Housing Advice Contract Progress	The service was contracted to Midland Heart from 1 April, it is appropriate that Scrutiny consider the progress made in implementing the new service
	Housing Allocations Policy Review	The Council had a joint allocations policy with Aspire Housing, they have now implemented their own Policy and it is appropriate for Scrutiny to consider reviewing the Council's Policy and if to commence consultation on possible changes
	Local Enterprise Partnership Planning Charter	To provide an update on the proposals on the steps that were likely to be required to achieve Planning Charter Mark Status in 2013
	Newcastle Town Centre Partnership	That the Key Performance Indicators listed below are presented to the next Scrutiny meeting on Wednesday 3 September 2014:- <ul style="list-style-type: none"> • Footfall monitoring • Property Vacancy Rate • Trading figures
	Kidsgrove Town Centre Partnership	That a report is submitted by the Council's Board of representative for Kidsgrove Town Centre Partnership outlining progress to date on the projects discussed at Scrutiny on 2 July 2014

Date of Meeting	Item	Reason for Undertaking
3 September 2014 (agenda dispatch 22 August 2014) Con t'd ...	Town Centre Parking	The Council approved a range of car parking schemes in 2013 to support the economic development of the town centre. It is appropriate that Scrutiny considers progress in implementing these and makes recommendations to the October Cabinet on car parking concessions going forward
	Work Plan and Scrutiny Topics for 2014/2015	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year
3 December 2014 (agenda dispatch 21 November 2014)		
	Portfolio Holder Question Time	An opportunity for the Committee to question the Portfolio Holder on their priorities and work objectives for the next six months and an opportunity to address any issues or concerns that they may currently be facing. It is also an opportunity for the Portfolio Holder to flag up areas within their remit that may benefit from scrutiny in the future
	Work Plan and Scrutiny Topics for 2014/2015	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year
18 March 2015 (agenda dispatch 6 March 2015)	Newcastle Economic Development Strategy – Year Four Action Plan and Year Three Review	
	Newcastle Housing Advice Contract Progress	A representative from Midland Heart to be invited to provide an update on the service
	Work Plan and Scrutiny Topics for 2014/2015	To discuss the work plan and potential topics that Committee members would like to scrutinise over the forthcoming year
	Annual Work Plan	To receive outcomes and recommendations of the topics reported during the past twelve months

Task and Finish Groups:	<ul style="list-style-type: none"> • HS2
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> • Community Infrastructure Levy • Superfast Broadband (Paul Chatwin to be invited back to the first meeting of 2015)

DATES AND TIMES OF FUTURE MEETINGS:	Wednesday 3 September, 7.00pm in the Committee Room 2
	Wednesday 3 December 2014, 7.00pm in the Committee Room 2
	Wednesday 18 March 2015, 7.00pm in the Committee Room 2

ADDITIONAL/JOINT MEETINGS:	Tuesday 23 September, 7.00pm in the Council Chamber with Finance, Resources and Partnership Scrutiny to discuss the Ryecroft Regeneration and Redevelopment Project
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DATES AND TIMES OF CABINET MEETINGS:	Wednesday 18 June 2014, 7.00pm, Committee Room 1
	Wednesday 23 July 2014, 7.00pm, Committee Room 1
	Wednesday 10 September 2014, 7.00pm, Committee Room 1
	Wednesday 15 October 2014, 7.00pm, Committee Room 1
	Wednesday 12 November 2014, 7.00pm, Committee Room 1
	Wednesday 14 January 2015, 7.00pm, Committee Room 1
	Wednesday 4 February 2015, 7.00pm, Committee Room 1 (BUDGET)
	Wednesday 25 March 2015, 7.00pm, Committee Room 1
	Wednesday 24 June 2015, 7.00pm, Committee Room 1