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12 June 2017

Dear Sir/Madam

**ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY)
COMMITTEE**

A meeting of the above mentioned Committee has been arranged to take place on **TUESDAY 20th JUNE 2017 at 6.00 PM** in the **COMMITTEE ROOM**, District Council House, Lichfield, to consider the following business.

Yours faithfully



Neil Turner BSc (Hons) MSc
Director of Transformation & Resources

**To: Members of Economic Growth, Environment and Development (Overview and Scrutiny)
Committee**

Councillors Cox (Chairman), Rayner (Vice Chairman), Drinkwater (Vice Chairman) Awty, Mrs Baker, Mrs Eagland, Mrs Evans, Mrs Fisher, Marshall, Smedley and Mrs Stanhope MBE



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AGENDA

1. Apologies for absence
2. Declarations of Interest
3. To approve as a correct record the Minutes of the previous meeting held on 29th March 2017 (copy attached)
4. Terms of Reference (copy attached)
5. Work Programme (copy attached)
Including Service Annual Action Plans

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

6. Evening and Sunday Car Parking Charging (copy attached)
7. Tourist Information Service Relocation (copy attached)

Briefing Papers to be issued separately:

Local Plan Updates
GBSLEP Planning Guidance

*Briefing Papers were introduced after the Overview and Scrutiny Committee Co-ordinating Group requested that the length and volume of agendas be addressed. Briefing papers, which are intended to provide Members with information on relevant issues, are an alternative to placing items on the Agenda. If Members wish a paper to be discussed it can be included on the Work Programme and scheduled for a future meeting.

**ECONOMIC GROWTH, ENVIRONMENT & DEVELOPMENT
(OVERVIEW AND SCRUTINY) COMMITTEE
29th MARCH 2017**

PRESENT

Councillors Cox (Chairman), Mrs Baker (Vice-Chairman) Bamborough, Mrs Boyle, Drinkwater Mrs Evans, Miss Hassall, Marshall, Mosson, Mills, Smedley and Mrs Stanhope MBE

APOLOGIES FOR ABSENCE: were received from Councillor Mrs Eagland.

(In accordance with Council Procedure Rule No.17 Councillors Mrs Fisher and Pritchard attended the meeting).

ALSO ATTENDED:

Mr Paul Maddox – Chairman of the Lichfield City BID
Mr David Tomalin – Manager of the Lichfield City BID

DECLARATIONS OF INTEREST:

There were no declarations of interest.

MINUTES:

RESOLVED: That the Minutes of the previous meetings held on 25th January 2017 as circulated were approved as a correct record and signed by the Chairman.

WORK PROGRAMME

The Committee received the work programme. It was noted that this was the last meeting of the current Municipal Year and the Overview & Scrutiny Coordinating Group would be meeting to start formulating new work programmes for the forthcoming year. It was reiterated that Committee Members could add items if relevant and to contact the Chairman to do so. It was noted that the item on 'GBSLEP – Delivering a more effective planning system' had been postponed and would be considered at the next meeting. It was also noted that the Castle Dyke/Frog Lane Project Task Group was in progress.

RESOLVED: That the Work Programme be noted and amended as agreed.

DEVELOPMENT MANAGEMENT PERFORMANCE & PLANNING APPEALS UPDATE

The Committee received a report on the current performance within the Development Management team including in relation to planning applications, planning enforcement and planning appeals.

Speed and quality of dealing with applications was reported and it was noted that these national criteria and thresholds would be reducing in 2018. It was also reported that the

Council was performing well and was predicted to remain doing so to the end of the reporting year.

Major planning application performance was discussed and some Members felt that since the introduction of the NPPF, there was not an opportunity for the Planning Committee to refuse applications based on local knowledge from Councillors and concern was raised that decisions were made to meet threshold criteria. It was noted that the NPPF promoted the presumption in favour of development and any reasons to refuse should be evidence based to ensure they may be sustainably defended. It was reported by Members that Officers had in the past helped formulate technical wordings for a Committees reasons for refusal to aid defending them if it ever went to appeal.

Enforcement was then discussed. It was noted that the Senior Enforcement Officer had recently retired and that this post would be replaced and that there is currently interim cover in place whilst permanent recruitment is progressed. It was also asked if any backlog in work was manageable and it was reported that the workload was manageable. It was noted that the workload could be considered as greater one year to the next, as cases could remain open over time if, for example, appealed or ongoing monitoring taking place.

It was recognised that land banking was a concern however the Council would keep working with developers to prevent this as much as possible whilst also recognising that developers could not build all sites at the same time.

RESOLVED: (1) That the current performance of the Development Management team, including the potential for becoming designated authority by virtue of appeal performance on major applications be noted; and

(2) That the summary of appeal decisions in relation to three major planning appeals that were recovered by Secretary of State be noted.

2017/18 ACTION PLAN FOR DEVELOPMENT SERVICES SERVICE

The Committee received a report on the top issues that the Development Service in the Directorate of Place and Community would be addressing and focusing on during the 2017/18 financial year in support of the Strategic Plan and Corporate Annual Action Plan.

Action Plan reference AAP2, support the delivery of employment allocations at Cricket Lane and Deanslade Farm was discussed. In relation to land at Cricket Lane, it was noted that although office employment may have been suggested in early meetings, this may not end up being the final type of employment use as the Local Plan only stated that sites would be for employment without defining what sort.

It was asked if all Brownfield sites were considered for development before Greenbelt especially in Burntwood and it was reported that all alternatives were investigated.

It was noted that it is essential to retain heritage assets as this is important for tourism.

Reference AAP6 was discussed and Members felt that the maximum number of affordable housing should be pursued as it was important to allow first time buyers to remain in the District.

Members asked if the Council had sufficient powers to hold HS2 Ltd to account regarding the construction of the railway. It was reported that the Council would have to give Schedule 17 approvals to plans but as the scheme had received Royal Assent, it was about the details not the overall principle.

RESOLVED: That the report be noted.

2017/18 ACTION PLAN FOR ECONOMIC GROWTH SERVICE

The Committee received a report on the top issues that the Economic Growth service in the Directorate of Place and Community would be addressing and focusing on during the 2017/18 financial year in support of the Strategic Plan and Corporate Annual Action Plan.

Members were pleased to note that the implementation of the Economic Development Strategy and Delivery Plan was a priority and felt it was important to support it.

It was asked if with regard to Action Plan reference EGS2, Encouraging job creation and more jobs, whether the programmes were going through the LEP hubs. It was reported that they were and had EU funding. It was then asked what would happen when the guaranteed EU funding ran out and it was reported that it would be determined at that time or before by the Government.

Action Plan reference EGS1 was discussed with specific attention to the Blue Hoarding site in Burntwood. It was asked what the proposals were and it was reported that the ambition was to have something that would complement the Olaf Johnson site. It was commented that infrastructure in Burntwood needed rectifying before any development began however it was noted that it required development coming forward to secure Section 106 to do this.

RESOLVED: That the report be noted.

LICHFIELD BUSINESS IMPROVEMENT DISTRICT – PROGRESS UPDATE

The Committee received a report giving an update to the Lichfield Business Improvement District (BID). Following a successful ballot in 2015, the BID was incorporated as a limited company and started operations from 1st October 2015.

Alongside the report, the Committee also received a presentation from Mr Paul Maddox, Chairman on the BID and Mr David Tomalin, BID Manager.

It was reported that online trading had created an impact on all city and town centres nationally however the goal of the BID was to encourage increased footfall and create a vibrant and welcoming environment to Lichfield City Centre. It was noted that the BID had helped create the feel of a safe area by funding the use of digital radios within shops which had in turn led to 68 people being banned from the city centre. The BID had also introduced City Guardians, who acted as ambassadors for the City by signposting evening visitors to places as well as acting as marshals at taxi ranks.

The BID reported that it was working with other partners including the Cathedral and supported their lighting event, the Food Festival and the City Centre Development Partnership. It was noted that the BID had met with the Friarsgate developers recently to discuss concerns of local businesses. The meeting had been positive with a better understanding of the scheme and how it is intended to complement existing shops and the rest of the city centre. The BID reported that they felt now that the scheme would be

beneficial to the District and City and the previous fears were unfounded.

It was reported that the BID was currently collecting footfall data and was in the process of trying to increase the number of counters.

Members welcomed the work the BID had accomplished to date and recognised that they had contributed to the City feeling much more safer than before.

Events were discussed further and it was asked if data from collaborative working could be compiled so that costs were clarified and not counted twice. It was reported that it was difficult as with some events, there was not one overarching organiser. It was also felt that some assets should be utilised more with the work of the BID including the Cathedral and Beacon Park.

The Committee expressed its view that the success of the BID could be seen outside the City and could encourage other areas to create their own BIDs.

Mr Maddox and Mr Tomalin were thanked for their attendance and for assisting the Committee in understanding how the BID was progressing.

RESOLVED: That the work undertaken by the Lichfield BID to date be noted along with the benefits that the initiative has brought to Lichfield City and the local economy.

EXCLUSION OF PUBLIC AND PRESS

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

MINUTES

The confidential Minutes of the Meeting held on 25th January 2017 were taken as read, approved as a correct record and signed by the Chairman.

RESOLVED: That the Minutes of the Meeting held on 25th January 2017 be approved as a correct record

VOTE OF THANKS

It was proposed, duly seconded and

RESOLVED: That the sincere thanks of the Committee be recorded to all the Chairmen and Vice-Chairmen for their work during the past year.

(The Meeting Closed at 8.15 pm)

CHAIRMAN

14. ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE

DELEGATED TO THE ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE

14.1 To be responsible for the overview and scrutiny of the work of the Executive and the Council in relation to its policy objectives, strategies, performance targets and provision relating to:

- a. Development matters, including the policies and strategies which affect the physical, social and economic environment and the proper planning and management of the built environment and economic regeneration, and monitoring the effects of policy implementation against stated objectives and where necessary recommending and if appropriate to carry out any review including review of Section 106 Planning Obligations and Community Infrastructure Levy matters.
- b. Any matter affecting the Lichfield District area or its inhabitants (including local business) relating to economic prosperity and local economic performance.
- c. Local Plan (including consultation with interested parties as to its formulation, consideration of policies and steering its progress)
- d. Planning Committee (to monitor its operation and make recommendations as to how the operation and effectiveness of the Committee can be improved; reviewing the format of the Planning Committee report and where appropriate to recommend improvements to the presentation, structure and content of the report, and to receive reports detailing changes in legislation that affects the operation of the Planning Committee).
- e. Reports on the performance standards within the remit of the Economic Growth, Environment & Development Services and Corporate and Customer Service, Revenues and Benefits portfolios and, if appropriate, to make

recommendations to improve the level of service where satisfactory performance standards are not being achieved.

- f. The outcome of Planning and Enforcement Notice appeals.
 - g. Reviewing items of best practice for dealing with planning and design issues relating to planning applications.
 - h. The role and decisions undertaken by the Economic Growth, Environment & Development Services Portfolio Holder.
 - i. Functions undertaken by Tourism Services (including tourism development, tourism information, marketing and promotion).
 - j. Functions undertaken in respect of District Council Car Parks management and associated enforcement
 - k. CCTV
- 14.2 To assist the Council and the Cabinet in the development of its budget and policy framework to align resources with the Council's priorities
- 14.3 To conduct research and consultation to support the analysis of policy issues and the identification and appraisal of possible options
- 14.4 To consider and implement mechanisms to encourage and enhance community participation in the development of policy options
- 14.5 To question members of the Cabinet and/ or Committees and Chief Officers about their views on issues and proposals affecting the area and/or about their decisions and

performance whether generally or in comparison with plans and targets over a period of time or in relation to particular decisions, initiatives or projects

- 14.6 To liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working
- 14.7 To review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance
- 14.8 To review and scrutinise the decisions made by and performance of the Cabinet and Committees and Council officers in relation to individual decisions and, over time, in respect of Development matters.
- 14.9 To set up Task and Finish Groups to support the Committee in the exercise of its functions.
- 14.10 To question and gather evidence from any person, with their consent
- 14.11 To oversee Best Value principles relating to the Economic Growth, Environment & Development Services Portfolio and to receive reports from Cabinet and Council
- 14.12 To exercise overall responsibility for the finances made available to the Committee
- 14.13 To report annually to Full Council on the work of the Committee and make recommendations for future work programmes and amended working methods if appropriate
- 14.14 To exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Cabinet relating to the Economic Growth, Environment & Development Services Portfolio.
- 14.15 To make recommendations to the Cabinet or appropriate Committee and/or Council arising from the outcome of the scrutiny process.

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2017-18

Item	Jun	Sept	Jan	Mar	Details/Reasons	Link to 2017/18 One Year Action Plan	Officer	Member Lead
Policy Development								
Terms of Reference	✓						Christine Lewis	
Tourist information service relocation	✓				Confidential Item		ET	
Car Parking strategy review					Via a task group, review proposed potential changes to the service including evening and Sunday charging, success of Check in and Check Out...			
Implementing the Local Plan – Review the responses from the sites allocations consultation					Via a task group, to support the review of, and the preparation of the responses to the sites allocations consultation.			

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2017-18

Item	Jun	Sept	Jan	Mar	Details/Reasons	Link to 2017/18 One Year Action Plan	Officer	Member Lead
Implementing the Local Plan – reviewing the approach to ensure adequate provision of homes suitable for the elderly					Together with representatives of CHH O&S to review the council’s approach to the provision of homes suitable for the elderly.			
Public Realm Friarsgate					For the task group to continue its work			
Protecting the district’s Heritage Assets					To review how the number of heritage assets on the ‘at-risk’ register could be reduced.			
Delivering the Local Plan – reviewing the period between the planning approval and delivery					To consider the council’s approach to encouraging approved planning applications to be delivered in a more timely manner.			

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2017-18

Item	Jun	Sept	Jan	Mar	Details/Reasons	Link to 2017/18 One Year Action Plan	Officer	Member Lead
Review of the economic development strategy					To measure progress and to review impact.			

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2017-18

Review of consultation submissions relating to Rugeley Power Station					To consider the submissions following the Rugeley Power Station consultation			
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Draft ECONOMIC GROWTH SERVICES ANNUAL ACTION PLAN 2017 / 18

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
Vibrant and prosperous economy				
EGS1*	Improve and enhance the health and viability of Lichfield City Centre and Burntwood	<p>Friarsgate development started on site by end of 2017</p> <p>Planning application considered for Olaf Johnson site as part of Burntwood Town Centre development by June 2017 and works progressed by March 2018.</p> <p>Proposals worked up for submission of a planning application for the blue hoarding site, Burntwood by December 2017</p> <p>Property vacancy rates reduced by 1% for both Lichfield City and Burntwood compared with Dec 2016 baselines</p> <p>Successful implementation of the Lichfield City Bid Action Plan</p> <p>Implement new coach park at the Friary</p> <p>Increased footfall in Lichfield City</p>	Head of Economic Growth	EGED

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
		Engagement in funding opportunities such as GBSLEP to bring forward development in the centres		
EGS2*	Encourage job creation and more jobs	<p>Successful delivery of the Business Growth Programme</p> <p>Successful delivery of the Enterprise Programme</p> <p>Supplementary planning advice put in place and proposals for the re-development of the former Rugeley Power Station site agreed.</p>	Head of Economic Growth	EGED
EGS3*	Encourage more visitors to our District	<p>Enhanced Tourist Information Centre facility made available at St Mary's Heritage Centre by March 2018</p> <p>Successful delivery of a District-wide tourist and visitor events programme</p> <p>Visitor numbers increased by at least 1% from 2,583,000</p>	Head of Economic Growth	EGED
Healthy and safe communities				

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
EGS4	Improve feelings of people about crime and anti-social behaviour	City/town centre public closed circuit television system operations reviewed and performing as expected	Head of Economic Growth	EGED
Clean, green and welcoming places to live				
EGS5*	Implement the adopted Local Plan and promote housing and employment growth	<p>Progress planning applications at Deanslade Farm and Cricket Lane, Lichfield to formal approval stage</p> <p>Successful delivery of new employment opportunities at Lichfield South, Liberty Park, Fradley Park and at Burntwood</p> <p>Delivery of the Strategic Development Allocations including housing in line with housing trajectories.</p> <p>Increased delivery rates for housing and employment compared with 2016/17</p> <p>Monies allocated from Community Infrastructure Levy receipts to bring forward key infrastructure</p>	Head of Economic Growth	EGED
EGS6*	Progress Site Allocations Plan to formal adoption	Draft plan formally submitted, examined and found sound identifying new sites for housing, employment and retail etc.	Head of Economic Growth	EGED

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
EGS7	Support the development and implementation of neighbourhood plans	A further 3 neighbourhood plans coming forward, being successful at examination and referendum and then being adopted.	Head of Economic Growth	EGED
EGS8*	Ensure plans for development of a high speed rail line through the District are properly developed, designed and implemented	Plans for both Phase 1 and Phase 2a of HS2 are developed with suitable input from the Council and local communities	Head of Economic Growth	EGED
A council that is fit for the future				
EGS9*	Implement the approved Economic Development Strategy	<p>Increase in net stock of new businesses in the District compared with 2016/17</p> <p>Maintain economic activity rates in the District at 2016/17 levels or better.</p> <p>Increased business rate income</p>	Head of Economic Growth	EGED
EGS10	Implement the Car Parking Strategy	<p>Increased car parking usage figures compared with 2016/17</p> <p>Increased car parking income</p> <p>Successful implementation of re-tendered off-street enforcement arrangements</p> <p>Successful trialling of check-in, check out access and payment systems</p>	Head of Economic Growth	EGED

Draft DEVELOPMENT SERVICES ANNUAL ACTION PLAN 2017 / 18

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
Vibrant and prosperous economy				
DEVS1*	Improve and enhance the health and viability of Lichfield City Centre and Burntwood	<p>Approval of amendments to Friarsgate Planning Permission by April 2017 to allow Friarsgate to start on site by end of 2017.</p> <p>Planning application approved for Olaf Johnson site as part of Burntwood Town Centre development by June 2017 and works progressed by March 2018.</p> <p>Planning application determined for new coach park by June 2017.</p>	Head of Development Services	EGED
DEVS2*	Encourage job creation throughout the district	<p>Implementation of the Supplementary Planning Document (SPD) for the re-development of the former Rugeley Power Station site in 2017/18 through proactive pre-application planning discussions (leading to the submission of a planning application).</p> <p>Support the development of commercial sites at Liberty Park (Phase 2 planning</p>	Head of Development Services	EGED

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
		<p>application); Wall Island (reserved matters) and Fradley Park (full and outline permissions).</p> <p>Bring forward the Cricket Lane, Lichfield, employment allocation through the approval of outline planning permission.</p>		
Clean, green and welcoming places to live				
DEVS3*	Implement the adopted Local Plan and promote housing and employment growth	<p>Approve planning permission for at least 1300 new homes across the District in 2017/18.</p> <p>Approve major planning applications at Deanslade Farm and Cricket Lane for housing and employment growth.</p> <p>Approve planning applications for new employment opportunities at Lichfield South, Liberty Park, Fradley Park and at Burntwood in 2017/18.</p> <p>Delivery of 633 homes in 2017/18 in line with housing trajectories.</p> <p>Delivery of 158 affordable homes in</p>	Head of Development Services	EGED

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
		<p>accordance with Local Plan targets for 2017/18.</p> <p>Increased delivery rates for housing and employment compared with 2016/17</p>		
DEVS4*	Mitigating the effects on local communities and the environment of the Government's HS2 proposals.	<p>Phase 1 – Commence determining Schedule 17 approvals for the detailed design of the railway, having due regard to the impact on the local environment and residential amenity.</p> <p>Phase 2 – Ensure timely and meaningful responses to consultations on draft Environmental Impact Assessment and route design refinement.</p>	Head of Development Services	EGED
DEVS5	Undertake effective Planning Enforcement.	Increased number of planning applications submitted as a result of enforcement action with 2017/18.	Head of Development Services	EGED
DEVS6	Ensure our heritage assets are maintained and enhanced.	A reduction in the number of listed buildings on the 'at risk' register during 2017/18.	Head of Development Services	EGED
DEVS7	Implement the adopted Local Plan and Supplementary Planning Guidance to ensure net gains in the District's biodiversity.	A 20% net increase in biodiversity gains on major planning applications determined across the District in 2017/18.	Head of Development Services	EGED

Reference no	Ambitions	What will success look like?	Responsible Officer	Governance (O&S)
A council that is fit for the future				
DEVS8*	Encourage more customers to use digital means to interact with the Council.	<p>More transactions completed on-line by customers, such as 70% of planning applications submitted via the Planning Portal by 2017/18.</p> <p>More processes completed with fewer interventions by staff, such as the introduction of direct consultee access on planning applications by 2017/18.</p> <p>Transformation of the Local Land Charges Shared service by moving towards fully electronic, web based services in 2017/18.</p> <p>Implementations of the Building Control Process Review Action Plan to ensure more processes are completed with fewer interventions by staff in 2017/18.</p>	Head of Development Services	Strategic
DEVS9	To be innovative in how we deliver the Council's services – improving resilience, customer service and commercial viability.	Preparation and approval of a full business case for a Staffordshire Local Authority Trading Company (LATC) for Building Control Services in 2017/18.	Head of Development Services	Strategic