

To: The Deputy Leader and Members of the Planning and Development Board (Councillors Sweet, Butcher, L Dirveiks, Humphreys, Lea, May, B Moss, Phillips, Sherratt, Simpson, A Stanley, Turley, Watkins, Winter and Wykes).

For the information of other Members of the Council

This document can be made available in large print and electronic accessible formats if requested.

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For enquiries about specific reports please contact the officer named in the reports

PLANNING AND DEVELOPMENT BOARD AGENDA

13 JANUARY 2014

The Planning and Development Board will meet at the Atherstone College, Ratcliffe Road, Atherstone, Warwickshire on Monday 13 January 2014 at 6.30 pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests**

**PART A – ITEMS FOR DISCUSSION AND DECISION
(WHITE PAPERS)**

4 Corporate Plan 2014-15 - Report of the Chief Executive

Summary

The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan Key Actions for which it is responsible and to agree the 2014-15 Service Plans for Development Control and Forward Planning.

The Contact Officer for this report is Jerry Hutchinson (719200).

5 General Fund Fees and Charges 2014/2015 - Report of the Assistant Director (Corporate Services) and the Assistant Chief Executive and Solicitor to the Council

Summary

The report covers the fees and charges for 2013/14 and the proposed fees and charges for 2014/15.

The Contact Officer for this report is Nigel Lane (719371)

6 General Fund Revenue Estimates 2014/15 - Report of the Deputy Chief Executive

Summary

This report covers the revised budget for 2013/14 and an estimate of expenditure for 2014/15, together with forward commitments for 2015/16, 2016/17 and 2017/18.

The Contact Officer for this report is Nigel Lane (719371).

7 Planning Applications – Report of the Head of Development Control.

Summary

Town and Country Planning Act 1990 – applications presented for determination

The Contact Officer for this report is Jeff Brown (719310).

**PART C – EXEMPT INFORMATION
(GOLD PAPERS)**

8 Exclusion of the Public and Press

Recommendation:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

9 Breaches of Planning Control – Report of the Head of Development Control

The Contact Officer for this report is Jeff Brown (719310)

JERRY HUTCHINSON
Chief Executive

Agenda Item No 4

Planning and Development Board

13 January 2014

**Report of the
Chief Executive**

Corporate Plan 2014 - 15

1 Summary

- 1.1 The Corporate Plan is updated on an annual basis. The purpose of this report is to seek the Board's approval for the Corporate Plan Key Actions for which it is responsible and to agree the 2014-15 Service Plans for Development Control and Forward Planning.

Recommendation to the Executive Board

- a That Corporate Priority 8 – Access to Services be amended to:-**

“Providing easier access to Council and other public services, particularly through the internet and local community facilities”;

- b That those Corporate Plan Key Actions as set out in Appendix A to the report for which the Planning and Development Board is responsible be agreed; and**

Recommendation to the Board

- c That the Service Plans as set out in Appendix B to the report be agreed.**

2 Consultation

- 2.1 Councillors with responsibility for the relevant areas have been involved in discussions relating to issues contained within the Appendices.

3 Report

- 3.1 Corporate Plan Key Actions and Divisional Service Plans are normally agreed in the January/February cycle of meetings and adopted by Full Council in February at the same time as the Budget.

3.2 At its September 2013 meeting the Council agreed the main issues to be considered for inclusion in the 2014/15 Corporate Plan and this report now seeks approval for the Corporate Plan Key Actions for 2014-15.

3.3 Appendix A (to follow) sets out proposals for those Key Actions which fall within the remit of the Planning and Development Board. It is also being recommended that Priority 8 – Access to Services is slightly reworded to take account of local services, particularly the introduction of community hubs, to read as follows:-

“Providing easier access to Council and other public services particularly through the internet and local community facilities”.

Members are requested to recommend to the Executive Board that the Corporate Plan Key Actions set out in Appendix A are agreed.

3.4 A report will be presented to Boards/Sub-Committees after the end of the financial year to show the year end out-turn on the 2013-14 Key Actions. Proposals for 2014-15 will form part of the 2014-15 Corporate Plan which covers the Council’s top level priorities.

3.5 It is also important, however, that Members are aware of and agree the significant amount of work carried out within the Divisions to provide services to local people. This information appears in a single document for each Division, the Divisional Service Plan, which is the key management tool for ensuring that services deliver their annual work programme.

3.6 The Service Plans for Development Control and Forward Planning comprise Appendix B to this report, as most of these programmes relate to work carried out for this Board.

3.7 Where there are any budget implications for another Board/Sub-Committee arising out of this work programme, those implications will be drawn to the attention of the relevant Board/Sub-Committee in the Budget report going to this cycle of meetings. Similarly, any budgetary implications for this Board from Divisional Plans being reported to other Boards/Sub-Committees are dealt with in the Budget Report also on this agenda.

3.8 Once the Corporate Plan Key Actions and Divisional Service Plans have been agreed, they will all be subject to the usual reporting procedures for monitoring performance as for last year, ie:-

- Monthly reports are considered by Management Team;
- A traffic light warning indicator is used:-
 - Red – target not likely to be achieved.
 - Amber – target currently behind schedule and requires remedial action in order to be achieved.
 - Green – target currently on schedule to be achieved;

- Progress reports to each Board/Sub-Committee meeting, and
- The Scrutiny Board to monitor the performance of indicators and targets where the traffic light is amber and red.

4 **Report Implications**

4.1 **Finance and Value for Money Implications**

4.1.1 Where possible, key actions and indicators for 2014-15 will be achieved from within existing Board/Sub-Committee resources. Details of any additional funding are included in the right hand column of the table in Schedule A and in the Budget report and will be in appropriate cases, the subject of reports to the Board.

4.2 **Human Resources Implications**

4.2.1 Any Human Resources implications resulting from the proposals in the Schedule will be the subject of further reports to the Board.

4.3 **Risk Management Implications**

4.3.1 The main risk is ensuring that the Council prioritises its resources to enable it to deliver its priorities. The performance monitoring arrangements set out above provide the mechanism to ensure that remedial action can be taken to review progress and ensure that priority outcomes are delivered.

4.4 **Links to Council's Priorities**

4.4.1 These are set out in the Appendices.

The Contact Officer for this report is Jerry Hutchinson (719200).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Development Control Service Plan 2013/14

Introduction

The year has been dominated through key changes introduced by the Government and its declared intentions for further planning reform. The introduction of the National Planning Policy Framework (NPPF) in March 2012 reduced over 1000 pages of planning guidance down to just over fifty. We are working through the consequences of this, but it is clear that the imperative is to have our own Core Strategy adopted as soon as possible in order to prevent planning “by appeal”. The Planning Inspectorate is already giving substantial weight to housing development proposals where there is no five year land supply; to projects for economic and infrastructure proposals designed to stimulate growth, and the review of Section 106 Agreements to make them more “viable”. Subsequent Ministerial announcements and the publication of the Growth and Infrastructure Bill all point towards expectations for us to deliver new development quickly and without limitations.

We are also now moving quickly towards the adoption of our own Core Strategy and its accompanying documents. This will be of increasing benefit to decision making in the forthcoming year. This is because we have seen an increase in applications being submitted and not only for minor and householder developments. The Core Strategy itself will stimulate expectation and thus the likely submission of applications. New housing applications are coming in and commercial activity is increasing. This should result in an increase in the level of fee income.

However it is not all about growth and new development. The Council has had notable success in appeal decisions in upholding the Green Belt and the Borough’s rural character. This has come about through both planning decisions and the substantive work undertaken by the enforcement side of the service.

1. A Review of Last Year

What has gone well?

- Overall performance remains strong
- Significant Planning Decisions made: eg. The Beach in Fillongley and Redrow Homes in Atherstone
- Variety of applications submitted remains wide
- Appeal record remains good
- Section 106 Agreements providing contributions
- Affordable housing being permitted and delivered
- No Ombudsman investigations
- High profile enforcement work
- The Introduction of Speaking at Planning Board
- Member training sessions held
- Post – development site visits undertaken
- Member involvement at pre-application presentations
- Substantial increase in planning fee income
- Building Control work increasing and thus income improving
- Building Control costs reducing and customer satisfaction with the outcome of its lean review
- The review of the service by Internal Audit was good
- New Homes Bonus likely to increase as a consequence of housing approvals.

What has not gone well?

- Work on Development Plan Documents delayed
- Support from Central Services coming under strain
- Continuing poor quality of some application submissions.
- High profile cases requiring full time officer input.
- Time taken to respond to an unusual increase in complaints.

Staffing

- No change

2. Service Plan for Next Year

External Assessments

- Planning Guarantee probably to be introduced - ie. a new performance indicator.
- Decision making diverted to the Inspectorate for “under performing” Authorities.

New Legislation

- The Growth and Infrastructure Bill
- Government will make decisions following consultations on new extensive permitted development rights
- Appeal procedures to be significantly streamlined.

New Practice or Codes

- Building for Life criteria altered
- New Codes for Sustainable Homes kick in
- Continuation of Public Speaking

Value for Money/Efficiency

- Fee increase agreed and to be taken forward
- Lean review to commence
- Web-site to be updated on a regular basis

Performance Indicators

- Revised at the start of the year to reflect the move away from a “target” culture, but probably to be replaced by the Planning Guarantee.
- Well established audit systems in place to audit performance
- Annual Report to Planning Board.

Use of Technology

- Protocols set up for procedures with Statutory consultations
- Further digital plotting of constraints added during the year.
- New scanning/printing machine within Capital programme
- Electronic submission of applications up to 50%

Risk Management

- Annual Moderation of Service Risks
- Risks identified in Board reports
- Internal Audit review carried out with no adverse impacts
- Fraud Awareness raised during that review

Customer Surveys/Consultations

- None undertaken
- Unusual number of formal complaints investigated
- None found to result in change of practice or procedure

Corporate Working

- Close links with other services in delivery of Corporate priorities – affordable housing; open space enhancement, access to job opportunities
- Corporate Plan objectives – links to the Council priorities – protection of the rural character; access to job opportunities and affordable housing at the forefront
- Close links and good progression with Forward Planning on preparation of Core Strategy policies and accompanying documents
- Infrastructure planning coming forward – CIL training undertaken with Members

Sustainable Community Strategy 2009/2026

- Raising Aspirations – use of Section 106 at Birch Coppice having an impact
- Developing Healthier Communities – design of new developments and the use of 106 contributions
- Improving Access to services – design of new developments and the use of 106 public transport contributions at Birch Coppice to assist unusual shift patterns

Vision/Strategies

- Delivery of Corporate and Community Plan priorities
- Development Management and not development control
- Delivery of Core Strategy

Climate Change

- Core Strategy sets out the approach
- Development Management policies being prepared

Workforce Planning Issues

- Overall sickness record is good
- Exceptionally stable staff
- Succession Planning
- Cascading technical information through Central Support
- Skills Gaps – ie climate change

Process and Policy

- Continuing legislative reform and change
- Climate change and CIL issues still to be developed

Health and Safety

- No significant issues from audits

Equalities

- Issues covered where appropriate in Board reports – particularly on enforcement work

Data Quality

- Written procedures for all Indicators with audit checks
- Written procedures for use of software
- Digital constraint mapping from Statutory consultees constantly updated

Communications

- Weekly List of applications
- Accessible website – planning news items
- Press releases on significant outcomes
- Public Speaking at Planning Board

Previous Year

- Action 1 – To introduce our own scale of planning fees. Not undertaken due to the Government postponing the move to the localisation of planning fees. Instead we have an overall 15% increase across the board.
- Action 2 – To commence work on a lean review. Delayed due to resource issue in funding the review and to the involvement of support staff in a number of unfinished other reviews.
- Action 3 – To prepare Development Management Policies and other Design Guidance for Allocated Sites. Development Management Issues and Options consultation completed and drafting of preferred policies has commenced, with a view to referral to the LDF Committee in January. Design guides to wait until site allocations finally agreed. Preferred locations are already shortlisted.

3. Resource Implications

- Substantial increase in fee income this year could well be sustained as knowledge of and confidence in the Core Strategy and Site Allocations becomes more widespread
- 15% increase in fees in any event
- High profile cases are resource hungry in officer time
- Building Control Partnership improving significantly
- New Homes Bonus likely to rise.

4. Performance Indicators for 2013/14

Our current PI's reflect our past performance against the former National Indicators of the time take to determine planning applications, but refer to "in a timely manner". These need to be more explicit and thus it is proposed that 60 % of all major applications will be determined within 13 weeks; 80% of all minor applications within eight weeks and 90% of other applications also within 8 weeks.

If the Government introduces its "Planning Guarantee" during next year, which would set an overall time period of twelve months for all applications – including appeal cases, then we would need to follow this new "indicator".

The outcome of the lean review might also have an impact if we are still in a position of setting our own local PI's rather than performing to the Guarantee.

**PLANNING AND DEVELOPMENT DIVISION
SUMMARY SERVICE PLAN 2013/14**

Action	Community Plan/Corporate Priorities	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
1) To prepare Development Plan Documents on Development Management Policies and for Gypsy and Travellers	Countryside and Heritage Local Employment Provision Access to Services Delivery of Affordable Houses	Head of Development Control	Already underway	Autumn 2013	1	<ul style="list-style-type: none"> • Adoption of the DPD • Member Training Sessions • Post Development Site Visits 	<ul style="list-style-type: none"> • No Unusual implications
2) To commence a “lean” review of the service	Public Services and Council Tax Access to Services Use of Resources	Head of Development Control	April 2013	March 2014	1	<ul style="list-style-type: none"> • Scope of review to be agreed • Timetable to be prepared and managed • Changes introduced and phased • Quicker determination times • Better user satisfaction 	<ul style="list-style-type: none"> • Outside resources needed • Heavy staff involvement at all levels • Other Divisions heavily involved • Involvement of regular users

Workforce Implications of the Corporate and Service Plan

Workforce Area	Long Term Objectives	Objectives 2013/14	Action By	Performance Measure	Milestone Dates
Skills	<ul style="list-style-type: none"> • All staff more knowledgeable • Better resilience • Widen range/base of knowledge/skills 	<ul style="list-style-type: none"> • Greater general planning knowledge in Central Support 	Within 2013	<ul style="list-style-type: none"> • Less avoidable contact 	
Jobs and Job Roles	<ul style="list-style-type: none"> • Greater variety of work 	<ul style="list-style-type: none"> • Involvement by different members of staff 	Within 2013/14	<ul style="list-style-type: none"> • DPD published • Explore job satisfaction in staff appraisals 	
Equalities					
Recruitment & Retention	<ul style="list-style-type: none"> • Retain experienced staff • Challenge staff • Delegation of responsibilities • Widen skills base 	<ul style="list-style-type: none"> • Look at “management skills” for the service 	Within 2013	<ul style="list-style-type: none"> • Appraisals 	
Learning & Development	<ul style="list-style-type: none"> • Training integral to work • Training focused on known gaps 	<ul style="list-style-type: none"> • Focused Training Plan 	Within 2013	<ul style="list-style-type: none"> • Training completed • Evidence of knowledge in reports 	

Workforce Implications of the Corporate and Service Plan

Workforce Area	Long Term Objectives	Objectives 2013/14	Action By	Performance Measure	Milestone Dates
Succession & Career Planning	<ul style="list-style-type: none"> • Challenging work • Increase variety 	<ul style="list-style-type: none"> • Increase variety and challenge • Introduce “management skills” 	Within 2013		
Employee Relations					
Health Safety & Welfare	<ul style="list-style-type: none"> • Safe office environment • Safe out of office procedures • Annual risk assessments 	<ul style="list-style-type: none"> • Regular safety audits 	Within 2013	<ul style="list-style-type: none"> • Annual Risk Assessments 	
Pay & Rewards					
Flexible Working	<ul style="list-style-type: none"> • More flexible working (in office) • Electronic case files 	<ul style="list-style-type: none"> • React to the Accommodation Project • Expand electronic case files • Expand CITRIX 			

Forward Planning & Economic Strategy Team

Service Plan 2014

Summary

After a rocky few months progress has been made on the Core Strategy with hearing sessions now being organised for 7th January 2014 for 5 days. Consultation also took place for the Site Allocations Issues, Options and Preferred Options. Partnership working has continued with a particular emphasis on the delivery of projects that support the Core Strategy.

The coming year will be challenging in terms of maintaining progress on a number projects and ensuring they are delivered in a timely manner whilst maintaining work on the Cross-border Partnership and HS2.

1 A Review of Last Year (2013)

What went well?

- 1.1 The focus for 2013 has been on the Core Strategy and the progression of the Site Allocations Plan to ensure that delivery can be shown to the Core Strategy Inspector.
- 1.2 The list of work includes:
 - Submission of the Core Strategy – 28th February 2013 with eventual agreement to take forward to hearing sessions.
 - Draft Site Allocations Plan out for consultation
 - Ongoing work to refine the Infrastructure Delivery Plan
 - Servicing and attending the LDF Sub-committee
 - Evidence base:
 - Commissioning and delivery of Employment Land Review
 - Commissioning and delivery of Gypsy & Travellers Accommodation Assessment with Housing colleagues
 - Commissioning and delivery of a Joint Strategic Housing Market Assessment with the local authorities from the CWLEP area
 - Commissioning and delivery of an update Strategic Flood Risk Assessment with Rugby BC, Stratford DC and WCC
 - Commissioning and delivery of an updated Strategic Land Availability Assessment
 - Continued to work on the Sub-regional Green Infrastructure Study
 - Continued meetings with stakeholders, landowners and agents
 - Consultation on four and designations of three Neighbourhood Plan Areas
 - Continuation of the Cross-border Employment & Skills Group meetings as well as two sub-groups – 1. Access to Employment & Learning and 2. Skills Gap
 - Continuing to seek ways of achieving economies of scale to reduce pressure on the budget
 - Continued input into regional and sub-regional working

Forward Planning & Economic Strategy Team Service Plan 2014

- Work on HS2 at national, sub-regional and local levels
- Work on Cross-border Partnership
- Working with the LEP through the Planning Group
- Agreed amendments to the Memorandum of Understanding with Tamworth and Lichfield
- Agreed a Memorandum of Understanding with Birmingham City Council
- Monitoring completed on time
- Timely responses to planning applications from both planning policy and heritage and conservation perspectives
- Input into Planning Appeals
- National and regional figures completed on time
- Assistance in the negotiation of S106 especially for affordable housing and open space provision

What has not gone quite so well?

- 1.3 Although there have been many success in the past year there have been some issues. These are:
- Staff capacity to keep on top of changes taking place
 - Retirement of Heritage and Conservation officer with subsequent impact on no progress on Conservation Area Appraisals and little input in to the Planning application process.
 - Abolition of RSS and continuing changes leading to uncertainties over future of LDF work
 - Due to the increase in planning applications this has had a knock on effect on the progress of the Development Management and the Gypsy & Travellers Plans

Work for the coming year

- 1.4 The list below gives an indication of the work expected to be delivered by the team during 2014:
- Hearings for Core Strategy
 - Adoption process for Core Strategy which may involve publication of modifications
 - Consultation(s) on the Site Allocations Plan
 - Consultations on the next stages of the Gypsy & Travellers Plan and Development Management Plan
 - With the submission of the Hybrid Bill for HS2 work will involve consideration of the final Environmental Statement and possible petitioning
 - Submission of comments on Phase 2 of the HS2 project
- 1.5 In addition to above and following the Peer Challenge it will be necessary to consider the economic development role of the Borough and to develop a strategy to achieve the desired outcomes.

**Forward Planning & Economic Strategy Team
Service Plan 2014**

Staffing issues

- 1.6 It will be important to keep under review the capacity of staff to keep the momentum going and ensuring the timely delivery of projects.
- 1.7 In May 2013 the Heritage and Conservation Officer retired after a long absence. This is a partnership post with Nuneaton and Bedworth BC. The post will need to be re-assessed. A report will be considered in due course.

2 Service Plan for the coming Year

External Assessment

- None expected

New legislation

- Final abolition process of RSS
- Continuing understanding of National Planning Policy Framework
- Neighbourhood Planning
- Possible introduction of Community Infrastructure Levy
- Further changes to LEP status
- Changing funding opportunities for infrastructure and affordable housing.

New Practice or Codes

- The Planning Advisory Service continually updates their Best Practice Guidance which will need to be reviewed on a continual basis.

Resource implications

- A lot of changes expected over a relatively short time
- Infrastructure Delivery Plan will need to be updated
- Neighbourhood Planning is starting to become more staff resource intensive

Value for Money/Efficiency

- Continuing to seek partnership working to reduce costs wherever possible.

Resource Implications

- Abolition of RSS and the regional structures has implications on the need to maintain in-house monitoring resources

**Forward Planning & Economic Strategy Team
Service Plan 2014**

Performance Indicators

Table 1: National Indicators that apply to the Service

Net additional homes provided	Existing – unchanged indicator or uses existing data return with no recalculation	NWBC report to Housing Flows Return
Number of affordable homes delivered (gross)	Existing – unchanged indicator or uses existing data return with no recalculation	NWBC returns to DCLG (S106 and P2)
Supply of ready to develop housing sites	Existing – unchanged indicator or uses existing data return with no recalculation	Local Planning Authority

Table 2: NWBC will be monitored on but reported elsewhere

Flood and coastal erosion risk management	Environment Agency
Improved local biodiversity – active management of local sites	Local Sites Partnership

Local Targets

Did the local planning authority submit the Local Development Scheme (LDS) by 28th March 2005 and thereafter maintain a 3-year rolling programme? :	Yes	Yes	Green	
Has the local planning authority met the milestones which the current Local Development Scheme (LDS) sets out? :	Yes	Yes	Green	
Percentage of conservation areas in the local authority area with an up-to-date character appraisal. :	20%	On target	Amber	Atherstone complete (although further update required) and work on Coleshill started
Percentage of new homes built on previously developed land. :	85%	87%	Green	

Use of Technology

- The Local Plan is interactive on-line but could be improved and hosted on Council's own servers – issue that GIS is no longer updated and cost of bringing back Local Plan in a printable version.
- New web pages have been finalised and web links extended
- Document Management System now in use –scanning of old files to make space in offices is to be pursued as and when staff time available in Central Services
- Due to costs web based consultation has not be pursued.

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Risk Management

- Annual Moderation of Risks

Customer Surveys/Consultation

- Consultations will be carried out in relation to the development of the various Planning Policy documents but not directly about the service that Forward Planning provides. These will be both formal consultation periods as well informal meetings with key stakeholders.
- There are resource implications in terms of staff time that it takes to organise and then run events. The LDF Budget covers the financial costs.

Corporate Working

- Close links with other teams and departments in delivery of Corporate priorities – affordable housing, open space, other planning policy documents as well as development and delivery of projects
- Member training – CIL, Core Strategy, Neighbourhood Planning
- Future corporate work will be around the introduction of the Community Infrastructure Levy

Community Plan

- The three key themes are interlinked to the work of the team

Vision

- The teams work is cross cutting but mainly it is through the Development Plan policies and delivery of outcomes, community links, implementing National and Regional Policy, joint working with other Agencies and Authorities.
- Forward Planning cuts across practically all of the Council's current seven priorities if objectives are to be delivered.

Strategies

- The service is grounded in long term strategic planning most of which shapes Council activity
- It heeds and takes up internal Corporate Strategies
- Its focus is external strategic working and linkages
- The service links with all Corporate Priorities

Workforce Planning

- Sickness levels have improved
- Morale of team is generally good but the impact of the momentum of work needs to be assessed on a regular basis.

Process and Policy

Forward Planning & Economic Strategy Team Service Plan 2014

- LDS updated programme needs to be agreed on a regular basis with the LDF Sub-committee
- Electronic service delivery programme in place but could be improved
- Identified gap in respect of climate change issues being addressed

Health and Safety

- Risk Assessments undertaken
- Audits need to be undertaken

Equalities

- The team continue to use the EIA when developing policy.

Communication

The FP Team have the Statement of Community Involvement (adopted January 2007), which it uses when consulting the public, stakeholders and other organisations.

Climate Change

- A Renewable Energy and Low Carbon Development Feasibility Study was completed with a Renewable Energy Toolkit introduced in April 2011.
- Officers have met other officers from neighbouring local authorities to discuss further joint renewable energy work.

Previous Years

As the work of the team is long ranging most actions from the previous year need to be carried forward

Resources

The team is busy. Work is escalating in the Cross-border partnership and with it economic development work, as well as HS2 proposals. Realistic timescales therefore need to be ensured to maintain a good delivery rate that means work is accurate and delivered on time.

**Forward Planning & Economic Strategy Team
Service Plan 2014**

SUMMARY ACTION PLAN

Action	Community Plan / Corporate Priorities	Lead Officer	Start Date	End Date	Priority	Measurement of Success	Resource/Training Implications
1 To take Core Strategy through Examination process	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan: Priorities 2,3,6,7 and 9 	Forward Planning & Economic Strategy Manager	January 2013	Early 2014	1	<ul style="list-style-type: none"> Core Strategy approved 	<ul style="list-style-type: none"> This will take up a lot of staff time
2 To assist the Development Control team in preparing the Development Management Plan and Gypsy & Travellers Plan	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan: Priorities 2,3,6,7 and 9 	Head of Development Control	Underway	2015	1	<ul style="list-style-type: none"> Adopted documents 	<ul style="list-style-type: none"> Development Control staff time as well as Forward Planning staff time – use of the LDF budget
3 To keep the Infrastructure Plan up to date	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan: Priorities 2,3,6,7 and 9 	Forward Planning & Economic Strategy Manager	Underway	Ongoing	1	<ul style="list-style-type: none"> Regular updates be presented to Board 	<ul style="list-style-type: none"> Staff time initially

**Forward Planning & Economic Strategy Team
Service Plan 2014**

4 To start work on bringing forward CIL	<ul style="list-style-type: none"> Community Plan: All priorities Corporate Plan: Priorities 1, 2,3,6,7 and 9 	Forward Planning & Economic Strategy Manager	October 2013	Autumn 2014	1	<ul style="list-style-type: none"> Implementation of scheme 	<ul style="list-style-type: none"> Staff time initially but will require consultancy assistance
5 Monitoring, including keep under review the five year housing supply	Community Plan: <ul style="list-style-type: none"> Improving access to services Corporate Plan: Priorities 2,3,6,7 and 9	Forward Planning & Economic Strategy Manager		Ongoing basis	1	<ul style="list-style-type: none"> Maintaining a robust evidence base Maintaining information on our five year supply 	<ul style="list-style-type: none"> Keeping up to date with changing monitoring requirements both nationally and regionally Staff time
6 Cross-Border Partnership	Community Plan: <ul style="list-style-type: none"> Raising aspirations, educational attainment and skills Improving access to services Corporate Plan: Priorities 2,3,6,7 and 9	Forward Planning & Economic Strategy Manager		ongoing	1	<ul style="list-style-type: none"> Delivery of projects that deliver results hitting the SCS targets 	<ul style="list-style-type: none"> Staff resource and possible future budget issues

**Forward Planning & Economic Strategy Team
Service Plan 2014**

7 Maintain advice on planning control matters including policy advice and specialist heritage advice.	<ul style="list-style-type: none"> • Community Plan: All priorities • Corporate Plan: Priorities 2,3,6,7 and 9 	Forward Planning & Economic Strategy Manager		ongoing	1	•	•
8 Involvement in specialist projects such as HS2, Tame Valley Partnership.	<ul style="list-style-type: none"> • Community Plan: All priorities • Corporate Plan: Priorities 2,3,6,7 and 9 	Forward Planning & Economic Strategy Manager		ongoing	1	•	•
9 Equalities - Continuing to prepare EIA's for new policy areas		Forward Planning & Economic Strategy Manager		Before policy presented to Board	1	<ul style="list-style-type: none"> • All new policy areas accompanied by EIA 	•

**Forward Planning & Economic Strategy Team
Service Plan 2014**

Workforce Implications of the Corporate and Service Plan

Workforce Area	Long Term Objectives	Objectives 2013/14	Action By	Performance Measure	Milestone Dates
Skills	<ul style="list-style-type: none"> • All staff more knowledgeable • Better resilience • Widen range of knowledge / skill 	<ul style="list-style-type: none"> • Continued understanding of policy changes 	All	Training undertaken	Within 2014
Recruitment & Retention	<ul style="list-style-type: none"> • Retention of experienced staff • Challenge staff • Delegation of projects • Widen skills base 	<ul style="list-style-type: none"> • Look at work and opportunities within it 	D Barratt	Appraisals	Within 2014
Learning & Development	<ul style="list-style-type: none"> • Training integral to work • Training focused on known gaps 	<ul style="list-style-type: none"> • Focused training plan 	All	Training completed Evidence of knowledge in reports	Within 2014
Health & Welfare	<ul style="list-style-type: none"> • Safe office environment • Annual risk assessments 	<ul style="list-style-type: none"> • Regular safety audits 	All	Annual Risk Assessments	Within 2014
Flexible Working	<ul style="list-style-type: none"> • To ensure the office changes allow continued flexible working 	<ul style="list-style-type: none"> • To implement the accommodation changes successfully 	All	Office move completed	By end of office changes in 2014

Agenda Item No 5

Planning and Development Board

13 January 2014

Report of the Assistant Director (Corporate Services) and the Assistant Chief Executive and Solicitor to the Council **General Fund Fees and Charges 2014/2015**

1 Summary

- 1.1 The report covers the fees and charges for 2013/14 and the proposed fees and charges for 2014/15.

Recommendation to the Board

That the schedule of fees and charges for 2014/15, set out in the report be accepted.

2 Consultation

- 2.1 Councillors Butcher, Smith and Sweet have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

3 Introduction

- 3.1 At its meeting in September, the Executive Board agreed the budget strategy for 2014/18, which included an expected allowance for price increases of 2.5% equating to £1,290 additional income from Land Charges and Street Naming and Numbering fees.

4 Fees Proposed for 2014/15

- ... 4.1 Attached for the Board's consideration at Appendix A are details of present and proposed fees and charges for the financial year 2014/15. The amounts shown have already been included in the revenue estimates for 2014/15.
- 4.2 Although Planning Control is under the control of this Board, the fees and charges have not been included in this report as they are set nationally by Government.

5 Report Implications

5.1 Financial Implications

5.1.1 The pricing structure contained in this report is expected to generate an additional £1,220 of income on Street Naming and Numbering and Land Charges in 2014/15. No further allowance for fee increases has been budgeted for. The revised fees are contained within the Deputy Chief Executive's report on the General Fund estimates 2014/15, presented elsewhere within the agenda for this meeting.

5.1.2 A 1% change in income generated by services reporting to this Board would result in an increase or decrease in income of £480 (Street Naming and Numbering and Land Charges).

5.2 Risk Management Implications

5.2.1 Changes to fees and charges may impact on the level of demand. However, this has been considered in proposing the revised charges.

The Contact Officer for this report is Nigel Lane (719371).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

NORTH WARWICKSHIRE BOROUGH COUNCIL
PLANNING AND DEVELOPMENT BOARD
FEES AND CHARGES FROM 1 APRIL 2014

	2013/14 TOTAL £	2014/15 TOTAL £	VAT RATING
LAND CHARGES			
Official Land Charges Register search (LLC1)	30.50	31.50	Outside Scope
Each additional parcel of land	3.00	3.00	"
Con29 R Search	81.50	83.50	"
Each additional parcel of land	8.00	8.00	"
Full Search (LLC1 & Con29 R)	112.00	115.00	"
Each additional parcel	11.00	11.50	"
Additional Question (Con2 90 / Con29 R) - first question	17.00	17.50	"
Every additional question	1.00	1.00	"
Common Land Enquiry (if submitted as part of search)	11.00	11.50	"
STREET NAMING & NUMBERING			
Add a new property name	55.00	56.50	Outside Scope
Correct an address anomaly	27.50	28.00	"
New development (per plot up to 10 plots)	109.50	112.00	"
New development (per plot above 10 plots)	13.50	14.00	"
Rename/renumber	55.00	56.50	"
Name a new street	109.50	112.00	"
Amend development layout (per plot)	27.50	28.00	"
Commercial property (per unit)	27.50	28.00	"

PHOTOCOPYING AND PRINTING CHARGES	2013/14 TOTAL CHARGE £	2014/15 TOTAL CHARGE £	VAT RATING
Planning decision notice (domestic)	0.15	0.16	Including VAT at standard rate
Planning decision notice (commercial) (Including building regulation completion certificate)	0.15	0.16	"
Correspondence	0.15	0.16	"
Committee report	0.15	0.16	"
Copies of letters	0.15	0.16	"
A4 plans	0.15	0.16	"
A3 Plans	0.15	0.16	"
A2 Plans	1.35	1.38	"
A1 Plans	1.35	1.38	"
A0 Plans	1.35	1.38	"
Tree Preservation Order	0.15	0.16	"
Section 106 ,52 & 38	0.15	0.16	"
Weekly List (copy charge) per list	0.15	0.16	"
Listed Building Extract	0.15	0.16	"
Planning Site History (Domestic)	0.15	0.16	"
Planning Site History (Commercial)	0.15	0.16	"
Detailed Information Requests/Research (any other request not incorporated in above charges)	27.80	28.50	"

PLANNING AND ADVERTISEMENT APPLICATIONS

These charges are set by central government and are contained within the Town and Country Planning Regulations.

Details of current charges can be obtained from the Council's Development Control section :

Telephone	01827 715341
Fax	01827 719363
e-mail	planningcontrol@northwarks.gov.uk
Web site	www.northwarks.gov.uk

Agenda Item No 6

Planning and Development Board

13 January 2014

Report of the
Deputy Chief Executive

General Fund Revenue Estimates
2014/15

1 Summary

- 1.1 This report covers the revised budget for 2013/14 and an estimate of expenditure for 2014/15, together with forward commitments for 2015/16, 2016/17 and 2017/18.

Recommendation to the Board

- a To accept the revised budget for 2013/14; and
- b To accept or otherwise vary the Estimates of Expenditure for 2014/15, as submitted, for them to be included in the budget to be brought before the meeting of the Executive Board on 11 February 2014.

2 Consultation

- 2.1 Councillors Butcher, Smith and Sweet have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

3 Introduction

- 3.1 In consultation with other Assistant Directors, the Assistant Director (Finance and Human Resources) has prepared an estimate of net expenditure for 2014/15 and this, together with a revised budget for 2013/14, appears in Appendices A and B. To provide a more complete picture of the spending pattern of the service, the actual figures for 2012/13 are shown.

...

- 3.2 At its meeting in September, the Executive Board agreed the budget strategy for 2014-2018 which required savings of £2.03 million over a four year period. This required budget savings of £500,000 in 2014/15 with additional savings of £630,000, £500,000 and £400,000 in 2015/16, 2016/17 and 2017/18 respectively. No provision for growth was built into the strategy.

- 3.3 Assistant Directors were asked to identify areas where savings could be made, either by a reduction in expenditure or through the generation of additional income. This has now been incorporated into the estimates being considered and is shown in Appendix D.

...

3.4 Board requirements have been prepared, taking into account the following assumptions:

- No increase in the level of service except where Council approval has already been given
- A 2% pay award for 2014/15 onwards
- Increases in the Council's pension contribution rate of 1% per annum up to 2017/18.
- Zero provision for inflation in 2014/15 although where contractual obligations require a specific price increase in line with inflation, these have been provided. A general inflationary increase of 2.5% has only been given in alternate years within supplies and service budgets, in order to encourage efficiencies in procurement

3.5 An increase in income has been allowed to reflect the increases included in the fees and charges report elsewhere on this agenda.

3.6 A subjective analysis of the Board's requirement is shown below:

	Approved Budget 2013/14 £	Revised Budget 2013/14 £	Original Budget 2014/15 £
Employee Costs	502,720	454,860	483,200
Supplies and Services	131,880	136,720	132,550
Earmarked Reserves	(330)	(330)	(30)
Gross Expenditure	634,270	591,250	615,720
Income	(388,510)	(600,610)	(462,710)
Net Controllable Expenditure	245,760	(9,360)	153,010
Departmental Support	102,290	90,520	99,990
Central Support	205,240	181,800	184,130
Capital Charges	14,940	16,600	16,600
Net Expenditure	568,230	279,560	453,730

4 Capital Charges

4.1 The Council values all of its assets using a five year rolling programme, and this can affect the level of capital charges that are made to services and can therefore significantly affect the net service cost. Although few assets are used for the services within this Board, changes in net service expenditure that are as a result of increases or decreases in capital charges are shown below net operating expenditure in the following pages.

5 Comments on the 2013/14 Revised Budget

5.1 The revised budget for 2013/14 is estimated to be £279,560; a decrease of £288,670 on the approved provision. The main reasons for variations are set out below:

5.2 **Employee Expenditure** has decreased as a result of the vacancy in the Heritage and Conservation Officer post and following a restructure of the Planning team.

(£47,860)

5.3 **Supplies and Services** has increased due to an additional cost to fund a one off Gypsy and Travellers Needs Assessment, as well as additional advertising and promotion expenditure on Planning Control as a result of an upturn in the number of applications handled.

£4,840

5.4 **Income** has increased as a result of additional Planning Control income due to several larger applications in the year, which is partially offset by a downturn in Local Land Charges income and the cessation of funding towards the vacant Conservation and Heritage Officer post from Nuneaton and Bedworth Borough Council.

(£212,100)

5.5 **Departmental and Central support recharges** have decreased due to a change in allocations to services within this board.

(£35,210)

6 **Comments on the 2014/15 Estimates**

6.1 The total estimated net expenditure for 2014/15 is £453,730; a decrease of £114,500 on the 2013/14 approved budget and an increase of £174,170 on the revised 2013/14 budget. The main variations from the revised estimate are given below.

6.2 **Employee** costs have increased due to the inclusion of a 2% pay award and full year budget provision for the vacant Conservation and Heritage Officer post.

£28,340

6.3 **Supplies and services** have decreased as a result of the removal of the one-off increase in professional fees. This is partly offset by inflationary increases in the cost of Supplies and Services across all budgets on this Board.

(£4,170)

6.4 **Income** has decreased due to the removal of income from the additional large planning applications in 2013/14. This is partly offset by an inflationary increase in fees on some services and the reinstating of funding towards the Conservation and Heritage Officer post from Nuneaton and Bedworth Borough Council

7 **Growth Items**

- 7.1 A provision for growth was not included in the Council's Budget Strategy, approved in September 2013 by the Executive Board. There are no growth items related to the services covered by this board.

8 **Income**

- 8.1 Changes to the levels of fees and charges for services under the responsibility of this Board are covered in another report on tonight's agenda. Income on fees and charges is expected to contribute to the achievement of income targets.

9 **Risks to Services**

- 9.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- The need to hold Public Inquiries into Planning Developments. Inquiries can cost the Council around £50,000 each.
- The current level of planning applications falls leading to a reduction in Planning Income.
- The Government require all planning applications to be dealt with within 26 weeks. If this is not achieved, the costs of the application must be borne by the authority. Whilst the Planning team deal with almost 100% of current applications within this time, there is a potential that some may slip, leading to a decline in the Planning income level.

- 9.2 A risk analysis of the likelihood and impact of the risks identified above are included in Appendix C.

10 **Future Year Forecasts**

- 10.1 In order to assist with medium-term financial planning, Members are provided with budget forecasts for the three years following 2014/15. The following table provides a subjective summary for those services reporting to this Board:

	Forecast Budget 2015/16 £	Forecast Budget 2016/17 £	Forecast Budget 2017/18 £
Employee Costs	497,260	511,710	525,430
Supplies and Services	135,910	136,360	139,830

Gross Expenditure	633,170	648,070	665,260
Income	(474,280)	(486,140)	(498,290)
Net Controllable Expenditure	158,890	161,930	166,970
Departmental Support	101,900	104,120	106,440
Central Support	188,710	192,610	197,470
Capital Charge	16,600	16,600	16,600
Net Expenditure	466,100	475,260	487,480

10.2 The forecasts given above have used a number of assumptions, which include pay awards of 2% in 2015/16 to 2017/18, increases in contracts and general increases in supplies and services of 2.5% in 2015/16 and 2017/18. In total, net expenditure is expected to increase by 2.7% in 2015/2016, by 2% in 2016/17 and by 2.6% in 2017/2018.

10.3 These forecasts are built up using current corporate and service plans. Where additional resources have already been approved, these are also included. However, these forecasts will be amended to reflect any amendments to the estimates, including decisions taken on any further corporate or service targets.

11 Report Implications

11.1 Financial Implications

11.1.1 As detailed in the body of the report.

11.2 Environment and Sustainability Implications

11.2.1 Continuing the budget strategy will allow the Council to manage its expected shortfall in resources without disruption of essential services.

11.3 Risk Management Implications

11.3.1 There are a number of risks associated with setting a budget, as assumptions are made on levels of inflation and demand for services. To minimise the risks, decisions on these have been taken using past experience and knowledge, informed by current forecasts and trends. However, the risk will be managed through the production of regular budgetary control reports, assessing the impact of any variances and the need for any further action.

The Contact Officer for this report is Nigel Lane (719371).

APPENDIX D

SAVINGS INCLUDED WITHIN 2014/15

Board	Description	2014/15 £
P&D	Additional Planning Fee income	75,000

	Planning and Development Total	75,000

NORTH WARWICKSHIRE BOROUGH COUNCIL
 PLANNING AND DEVELOPMENT BOARD
 SUMMARY OF GENERAL FUND REVENUE ESTIMATES

Code	Description	Actual 2012/2013 £	Approved Budget 2013/2014 £	Revised Budget 2013/2014 £	Original Budget 2014/2015 £
4009	Planning Control	11,523	173,520	(56,530)	85,720
4010	Building Control	55,116	60,330	60,330	60,330
4012	Conservation and Built Heritage	34,205	35,370	9,290	30,920
4014	Local Land Charges	(27,895)	(28,770)	(26,170)	(29,140)
4018	Street Naming and Numbering	4,712	5,310	3,720	5,180
	Net Controllable Expenditure	77,661	245,760	(9,360)	153,010
	Departmental Support	100,514	102,290	90,520	99,990
	Central Support	202,985	205,240	181,800	184,130
	Capital Charges	16,601	14,940	16,600	16,600
	Planning and Development Board Total	397,760	568,230	279,560	453,730

4009 - PLANNING CONTROL

A statutory service which determines planning and listed building applications submitted to the Council and the enforcement of contraventions of the Planning Acts.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2012/2013	BUDGET 2013/2014	BUDGET 2013/2014	BUDGET 2014/2015
Employee Expenditure	428,885	453,250	443,640	439,860
Supplies and Services	46,940	45,600	52,160	47,890
Balance sheet items	30,038	(330)	(330)	(30)
GROSS EXPENDITURE	505,862	498,520	495,470	487,720
GROSS INCOME	(494,339)	(325,000)	(552,000)	(402,000)
NET CONTROLLABLE EXPENDITURE	11,523	173,520	(56,530)	85,720
Departmental Support	64,039	65,940	62,270	63,860
Central Support	171,833	173,940	156,320	157,530
Capital Charge	13,077	11,420	13,080	13,080
NET EXPENDITURE	260,472	424,820	175,140	320,190

Contributes to corporate priorities :

- Protecting and improving our local environment
- Protecting and improving our countryside and heritage

KEY PERFORMANCE INDICATORS

Number of Planning Applications	740	740	900	800
Gross cost per application	£ 1,002.34	£ 997.84	£ 793.40	£ 886.39
Net cost per application	£ 351.99	£ 574.08	£ 194.60	£ 400.24
Caseload per officer	137	137	167	148

4010 - BUILDING CONTROL

A statutory service which ensures the health and safety of the occupants of buildings by achieving acceptable standards of building work through the enforcement of the Building Regulations. The Building Control service has been provided in Partnership with Nuneaton and Bedworth Borough Council since November 2007.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2012/2013	BUDGET 2013/2014	BUDGET 2013/2014	BUDGET 2014/2015
Employee Expenses	129	-	-	-
Supplies and Services	54,987	60,330	60,330	60,330
Balance sheet items	-	-	-	-
NET CONTROLLABLE EXPENDITURE	55,116	60,330	60,330	60,330
Departmental Support	1,530	1,580	1,560	1,590
Central Support Services	15,420	15,590	14,060	14,150
NET EXPENDITURE	72,065	77,500	75,950	76,070

Contributes to corporate priorities :

- Protecting and improving our local environment
- Protecting and improving our countryside and heritage

4012 - CONSERVATION AND BUILT HERITAGE

This service looks to maintain the historical built heritage within the Borough

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2012/2013	BUDGET 2013/2014	BUDGET 2013/2014	BUDGET 2014/2015
Employee Expenditure	46,427	47,490	9,240	43,340
Supplies and Services	143	50	50	50
GROSS EXPENDITURE	46,570	47,540	9,290	43,390
GROSS INCOME	(12,365)	(12,170)	-	(12,470)
NET CONTROLLABLE EXPENDITURE	34,205	35,370	9,290	30,920
Departmental Support	10,437	9,290	2,120	9,460
Central Support	5,681	5,720	4,080	4,870
NET EXPENDITURE	50,323	50,380	15,490	45,250

Contributes to corporate priorities :

- Protecting and improving our local environment
- Protecting and improving our countryside and heritage

4014 - LOCAL LAND CHARGES

The Council is obliged to maintain a register relating to its area which includes any details of developments, road proposals, closing orders etc., which may affect properties and details of any charge (financial or otherwise) that is registered against each property. In addition the Council provides details on enquiries made by solicitors acting on behalf of prospective purchasers. The income received from search fees is based upon charges that the Council is free to set itself.

DESCRIPTION	ACTUALS	APPROVED BUDGET	REVISED BUDGET	ORIGINAL BUDGET
	2012/2013	2013/2014	2013/2014	2014/2015
Employee Expenditure	164	1,980	1,980	-
Supplies and Services	17,426	17,180	15,460	15,560
GROSS EXPENDITURE	17,590	19,160	17,440	15,560
GROSS INCOME	(45,485)	(47,930)	(43,610)	(44,700)
NET CONTROLLABLE EXPENDITURE	(27,895)	(28,770)	(26,170)	(29,140)
Departmental Support	17,840	18,550	17,800	18,170
Central Support	8,635	8,680	6,420	6,670
Capital Expenditure	3,524	3,520	3,520	3,520
NET EXPENDITURE	2,104	1,980	1,570	(780)

Contributes to corporate priority :

- Protecting and improving our local environment

KEY PERFORMANCE INDICATORS

Number of Local Land Charge Searches	525	1,010	450	450
Gross cost per search	£ 83.93	£ 45.93	£ 92.58	£ 89.78
Net cost per search	£ 4.01	£ 1.96	£ 3.49	-£ 1.73

4018 - STREET NAMING & NUMBERING

This function covers naming and numbering of new and existing properties and streets, to ensure consistency and reliability of addressing, which then feeds into the Council's Land and Property Gazetteer.

DESCRIPTION	ACTUALS	APPROVED	REVISED	ORIGINAL
	2012/2013	BUDGET 2013/2014	BUDGET 2013/2014	BUDGET 2014/2015
Employee Expenditure	114	-	-	-
Supplies & Services	4,774	8,720	8,720	8,720
Balance sheet items	3,779	-	-	-
GROSS EXPENDITURE	8,667	8,720	8,720	8,720
GROSS INCOME	(3,955)	(3,410)	(5,000)	(3,540)
NET CONTROLLABLE EXPENDITURE	4,712	5,310	3,720	5,180
Departmental Support	6,668	6,930	6,770	6,910
Central Support	1,416	1,310	920	910
NET EXPENDITURE	12,796	13,550	11,410	13,000

Contributes to corporate priority :

- Protecting and improving our local environment

Appendix C

Risk Analysis

	Likelihood	Potential impact on Budget
Need for public enquiries into planning developments	Medium	Medium
Decline in planning applications leading to a reduction in Planning Income.	Low	Medium
Applications not dealt with within 26 weeks, resulting in full refund to applicant.	Low	Medium

Agenda Item No 8

Planning and Development Board

13 January 2014

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

Agenda Item No 9

Breaches of Planning Control - Report of the Head of Development Control.

Paragraph 6 – by reason of the need to consider appropriate legal action

The Contact Officer for this report is David Harris (719222).