

NOTICE
OF
MEETING

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**PLANNING & HOUSING OVERVIEW &
SCRUTINY PANEL**

will meet on

THURSDAY, 7TH DECEMBER, 2017

At 7.00 pm

in the

COUNCIL CHAMBER - TOWN HALL, MAIDENHEAD

TO: MEMBERS OF THE PLANNING & HOUSING OVERVIEW & SCRUTINY PANEL

COUNCILLORS RICHARD KELLAWAY (CHAIRMAN), GERRY CLARK, LEO WALTERS,
MALCOLM BEER, DR LILLY EVANS, JESSE GREY AND MAUREEN HUNT

SUBSTITUTE MEMBERS

COUNCILLORS CLIVE BULLOCK, SAYONARA LUXTON, ADAM SMITH,
JULIAN SHARPE, LYNDY YONG, CLAIRE STRETTON AND JOHN STORY

Karen Shepherd - Democratic Services Manager - Issued: Wednesday, 29 November 2017

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Karen Shepherd** 01628 796529

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AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>ELECTION OF VICE CHAIRMAN</u> The Chairman will request nominations for the Vice Chairman position.	
2.	<u>APOLOGIES FOR ABSENCE</u> To receive any apologies for absence.	
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest.	5 - 6
4.	<u>MINUTES</u> To confirm the minutes of the meeting of 18 September 2017.	7 - 12
5.	<u>2018/19 BUDGET</u> Members to receive the 2018/18 Budget Report.	13 - 20
6.	<u>SPEED OF PROCESSING PLANNING APPLICATIONS</u> The Panel to receive a report from Jenifer Jackson, Head of Planning.	21 - 30
7.	<u>CIL AND CIL GOVERNANCE</u> The Panel to receive a verbal update from Jenifer Jackson, Head of Planning.	
8.	<u>LOCAL HOUSING CRISIS</u> Item withdrawn for further work.	
9.	<u>DATES OF FUTURE MEETINGS</u> Panel Members to note the date of the next meeting is: Thursday 1 February 2018	

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MEMBERS' GUIDE TO DECLARING INTERESTS IN MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a DPI or Prejudicial Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

A member with a DPI or Prejudicial Interest **may make representations at the start of the item but must not take part in the discussion or vote at a meeting.** The speaking time allocated for Members to make representations is at the discretion of the Chairman of the meeting. In order to avoid any accusations of taking part in the discussion or vote, after speaking, Members should move away from the panel table to a public area or, if they wish, leave the room. If the interest declared has not been entered on to a Members' Register of Interests, they must notify the Monitoring Officer in writing within the next 28 days following the meeting.

Disclosable Pecuniary Interests (DPIs) (relating to the Member or their partner) include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any licence to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where:
 - a) that body has a piece of business or land in the area of the relevant authority, and
 - b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body **or** (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

A Member with a DPI should state in the meeting: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations on the item: ***'I declare a Disclosable Pecuniary Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Prejudicial Interests

Any interest which a reasonable, fair minded and informed member of the public would reasonably believe is so significant that it harms or impairs the Member's ability to judge the public interest in the item, i.e. a Member's decision making is influenced by their interest so that they are not able to impartially consider relevant issues.

A Member with a Prejudicial interest should state in the meeting: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Or, if making representations in the item: ***'I declare a Prejudicial Interest in item x because xxx. As soon as we come to that item, I will make representations, then I will leave the room/ move to the public area for the entire duration of the discussion and not take part in the vote.'***

Personal interests

Any other connection or association which a member of the public may reasonably think may influence a Member when making a decision on council matters.

Members with a Personal Interest should state at the meeting: ***'I wish to declare a Personal Interest in item x because xxx'. As this is a Personal Interest only, I will take part in the discussion and vote on the matter.***

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Agenda Item 4

PLANNING & HOUSING OVERVIEW & SCRUTINY PANEL

MONDAY, 18 SEPTEMBER 2017

PRESENT: Councillors Richard Kellaway (Chairman), Malcolm Alexander (Vice-Chairman), Michael Airey, Gerry Clark, David Hilton, Leo Walters and Malcolm Beer

Also in attendance: Councillor Ross McWilliams

Officers: Karen Shepherd, Hilary Hall and Deborah Wickham

APOLOGIES FOR ABSENCE

None received

DECLARATIONS OF INTEREST

None received

MINUTES

RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 15 August 2017 be approved.

HOMELESSNESS STRATEGY

Members considered the report that was due to be submitted to Cabinet on 28 September 2017. Councillor McWilliams, Deputy Lead Member for Policy and Affordable Housing, introduced the report. He explained that the Homelessness Strategy was the first of a trilogy of important documents, alongside the Borough Local Plan (BLP) and a Supplementary Planning Document (SPD) on affordable housing. The Strategy aimed to prevent homelessness and help those who were homeless. The long-term vision was to build more homes so everyone who aspired to home ownership was able to do so. The borough was focussing on the provision of affordable housing in light of the lack of supply and high property prices in the borough. The strategy was a statutory requirement that had to be produced every five years.

Members noted that table 1 of the report set out the key objectives of the strategy and the proposed actions. In 2016-2017, 9353 approaches were made to the council for assistance with housing; 1518 households were prevented from becoming homeless.

Councillor Walters asked how the council planned to get round the issue of viability to achieve the 30% target for affordable housing. He felt that there was not much information in the BLP on this issue. Councillor McWilliams explained that once the BLP was completed, the SPD on affordable housing would be produced to advise developers on the council's strategy. The council would also advise developers and provide information on the different products available. On the Joint Venture (JV) sites this would be much easier as the council would work directly with the developers on delivery. In situations where a developer stated it would not be viable to deliver affordable housing on a specific site, the council would then work with the housing associations to find other sites to develop.

Councillor Walters commented that new builds did not incur any VAT whereas refurbishing a property did. This was illogical as 20% was usually the developer's profit level. The Chairman highlighted that the 30% target for affordable housing had been in place for some time yet was not remotely close to being met. Councillor McWilliams commented that the difference now was that the council was a partner in a number of JV sites; the 30% target was now more realistic.

Councillor Hilton commented that there were a number of significant sites in the south of the borough, the first of which had already come to the Borough-wide Development Management Panel. On the grounds of viability the hospital application had been approved with no affordable housing on a site with 220 homes. He felt this was 'robbing Peter to pay Paul' and was fundamentally wrong as both were important. He felt the government should recognise this and contribute so affordable homes could be included. A second site was a former gasholder site therefore the developer was likely to say affordable housing was not viable. The process was flawed. In the centre of Maidenhead CIL was 0% at the moment therefore viability was working against the council. However he shared Councillor McWilliams' optimism in terms of the council being a landowner and co-developer on the JV sites. Affordable housing on these sites would remain within the tenure grouping and would be revenue generating to pay for maintenance. The portfolio of up to 1000 homes would be welcomed given there were only 7000 affordable homes in the borough.

Councillor M. Airey commented that he attended a recent Adult Services and Health Overview and Scrutiny Panel at which the impact of benefits cuts had been discussed. The Housing Needs & Homelessness Professional Lead explained that the cut in subsidy was a big issue and had had an impact on the council's budget. If the council could procure more temporary accommodation this would help the situation. A new post had been created in the local authority in June 2017 to source new cheaper private sector accommodation. This involved visiting landlords and building relationships to secure lower rental costs, thereby reducing the need for temporary accommodation. The Chairman commented that the council was quite good in providing short term support; he had personal experience of a resident who had received excellent support from the Housing Options team.

Members noted that the John West night shelter had opened in February 2017 for overnight places. How long a user stayed would depend on the level of support required, but would usually not be longer than 6 months. To receive services, individuals had to have a local connection for a minimum of 6 months. The Housing Options team worked closely with a number of other departments, including Community Wardens who would provide feedback on individuals who may be rough sleepers. It was important for officers to build trust with individuals, who often refused help in the first instance. Referrals to other services such as Mental Health and the Drug and Alcohol teams were made in the interim if needed, with the ultimate aim of putting a roof over someone's head.

It was confirmed that the financial implications box in the report related to the cost of putting the strategy together, rather than the individual action streams.

Councillor M. Airey highlighted that, other than family breakdown, the second reason for homelessness in the borough was loss of private sector income. The Housing Needs & Homelessness Professional Lead explained that the Housing Options team were negotiators. When a customer informed the council that their landlord wished

them to vacate, the council would contact the landlord and educate them on their legal obligations. If the landlord was in mortgage arrears on the property, the council would also provide assistance.

Councillor Hilton commented that he felt some of the actions taken by central government had been counterproductive in terms of homelessness. Councillor McWilliams responded that there was obvious pressure on Housing Associations, but the best way to mitigate the issue was to build more homes. Opportunities needed to be created to allow those in social housing to move to affordable rented properties, then the private sector and onto affordable home ownership where possible. This would then free up social housing stock. The Housing Needs & Homelessness Professional Lead explained that the Localism Act allowed the council to discharge its homelessness duty into the private sector, with caveats including due diligence and assured shorthold tenancies for a minimum of 12 months. It was explained that a court attendance desk was proposed to enable officers to support people who were unaware of the services available from the Housing Options team. It was noted that, in line with the revised strategy, the council's allocations policy would also be reviewed.

Councillor Walters commented on the difficulty of defining 'need'. The Housing Needs & Homelessness Professional Lead commented that it was important to be ambitious but realistic, ensuring residents were aware of the services available but firstly trying to keep them in their home.

Councillor Alexander commented that his previous authority had set a target of 40% affordable housing and after three years none had been built. It then revised it to 'up to 40%' and within two years had achieved 25%. Councillor Alexander also highlighted the problem of Right to Acquire, which meant a tenant in an affordable home could, after a period of time, buy the property at a discount. The property could then be sold at the market rate.

Councillor McWilliams commented that 30% was a target and aspiration; the council would have to negotiate with developers to get as close to 30% as possible. The focus should be on what the council could do to assist, such as speeding up the planning process and looking at space options in conjunction with a developer. Councillor Hilton commented that the 30% target related to sites of 10 or more dwellings or more than 0.5 hectares. Because of Green Belt restrictions, such sites did not often come forward. Now that previously developed land and some Green Belt sites were coming forward, it was a different ball game. 30% was a common figure across many local authorities.

The Housing Needs & Homelessness Professional Lead explained that housing associations rarely had empty properties, only during maintenance after a tenant moved out. Work was ongoing in relation to privately owned empty properties; so far 14 landlords had been persuaded to rent out properties that had been empty, lowering the required subsidy for temporary accommodation. Councillor McWilliams commented that there was an ongoing national discussion about the issue of empty homes. A recent report had suggested 20,000 properties were empty in London alone. It was an expensive solution to rent privately, therefore was not sustainable in the long term.

Councillor Walters commented that terraced housing gave the same density as high-rise housing.

Councillor Beer stated that he supported the strategy and felt it should be promoted as much as possible. However, there was no reference to private rented accommodation. A large majority of people would not aspire to owning a house as they were not upwardly mobile. Rented accommodation was a pressing need. A headteacher from Windsor had reported interviewing 22 candidates for a teaching position, none of whom could afford to live in the borough. The issue affected other public services as well. As a former quantity surveyor he had worked on large developments and understood the issues. To develop an existing use site such as a gasworks incurred large costs. Almost every development could come up with a reason why it was not viable to include affordable housing. He felt that there may therefore be a case for setting an 'up to' target. He was concerned that so much affordable housing had been sold on under the Right to Buy. Only 40% of revenue from the sale price could be reinvested in housing.

It was confirmed that Exchange House was in Woodlands Park, Maidenhead.

Councillor McWilliams explained that as the council's representative on the Housing Solutions board, he had participated in lengthy discussions about what could be done to help tenants. It was clear that the issue was not supply of rented accommodation but a history of people, prior to the five year limit being implemented, with no intention of moving on. Central government had looked at different ways to change this situation, including the five year limit and the bedroom tax.

Councillor Hilton stated that he was aware of some social housing tenants who were able to afford mortgage payments and wanted to move to home ownership but did not have the deposit to do so. Councillor McWilliams commented that given the house prices in the borough, it was unlikely someone would be able to make the jump from social housing to home ownership. The more likely route would be into permanently rented accommodation or affordable rented accommodation for a longer time to build up a deposit. The Housing Needs & Homelessness Professional Lead confirmed that discussions were underway as to how this cohort of people could be helped. Councillor Alexander commented that he was aware of a number of elderly people who wanted to downsize but did not have the funds to pay moving costs and stamp duty. The Housing Needs & Homelessness Professional Lead explained that the council worked with housing associations to enable assisted transfers, but this did not apply to the private sector.

Councillor Walters commented that it was a misconception that building more houses reduced the average price.

Councillor Alexander suggested that if the 30% target was to be retained (and not altered to an 'up to' target) then a numerical figure per year should be set. The Chairman felt there may be a disconnect as planners would not have the same commitment to affordable housing. Councillor McWilliams assured Members that the Housing team worked closely with the Planning department. The Chairman also expressed concern about the new customer hubs. The Housing Needs & Homelessness Professional Lead assured Members that the move was positive in terms of service delivery for the Housing Options team. The library location provided a calm atmosphere and customers were therefore less likely to be volatile.

RESOLVED UNANIMOUSLY: That the Panel strongly recommended the report to Cabinet. The strategy was welcomed as it offered many opportunities and

identified a series of positive actions. The strategy should be promoted with the housing associations, in particular to provide permanently rented accommodation.

DATES OF FUTURE MEETINGS

Members noted the following future meeting dates (7pm start):

19 October 2017
7 December 2017
1 February 2018
18 April 2018

The Chairman requested future agenda items on CIL/S106 funding (including the CIL governance document) and an update on the speed of processing planning applications. Councillor M. Airey confirmed the second item was within his remit as Deputy Lead Member for Planning Performance.

The meeting, which began at 7.00 pm, finished at 8.10 pm

CHAIRMAN.....

DATE.....

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Report Title:	Budget Preparation 2018/19
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet 23 November 2017
Responsible Officer(s):	Russell O'Keefe - Executive Director
Wards affected:	All

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REPORT SUMMARY

The RBWM budget for 2018-19 will support the council's work to create a borough where everyone can enjoy living, working and nurturing their futures and their family.

The financial climate in local government remains tough and the demands on the council have increased, but RBWM is ready over the next 10 years to deliver more investment in schools, highways, leisure and community facilities to support draft Borough Local Plan.

Many councils are having to cut or close services but through sound management and careful investment this council will be able to protect and enhance its services for local people.

This is because:

- Our new partnerships this year have sustained our Adult, Children's and Highway services;
- The Adult Social Care Levies in the last two years have so far fully supported the rising cost of caring for a growing number of our elderly residents;
- Investment this year and next in more capacity across our schools, parking and leisure facilities will continue to support the draft Borough Local Plan and accelerate regeneration, particularly in Maidenhead.

Responsible decisions are necessary to ensure prudent management of public money and to balance the needs of our residents, council taxpayers and staff:

- Next year's costs are under pressure with a significant rise in inflation.
- Low interest rates along with other factors have reduced the Pension Fund's returns and require additional payments next year to meet our obligations to current and past staff;
- Increasing resident needs next year will be offset by our continuing efforts to deliver better for less with targeted reductions in operating costs;
- Fees and charges for a wide range of services will be increased by no more than inflation.

Overall, the net positive cash projections over the next 10 years reflect the Council's prudent and innovative approach to development in Maidenhead.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That cabinet

- i) Notes the report and progress made towards building the 2018/19 budget.
- ii) Approves the 2018/19 schools capital programme detailed in paragraph 4.6 and appendix D.

2 REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 A decision is required on the schools capital programme to enable the procurement process to be completed in a timely manner.

3 KEY IMPLICATIONS

- 3.1 The budget is expected on 22 November 2017 with the provisional local government financial settlement announced in December 2017 and finalised by the end of February 2018.
- 3.2 A full set of documents (report and all appendices) has been prepared and will be distributed, in advance of Cabinet, to the Corporate Services Overview and Scrutiny Panel for their meeting on 22 November 2017. The Chairman of the panel has offered an open invitation to members to join this meeting.

4 LEGAL IMPLICATIONS

- 4.1 The Local Government Act 2003 requires the Chief Financial Officer (Deputy Director and Head of Finance) to report to Members as part of the budget setting process, on setting the level of council tax, the robustness of the budget presented and the adequacy of reserves.

5 RISK MANAGEMENT

- 5.1 The financial elements of items put forward in the budget preparation report are subject to change and changes will be reported to both Cabinet and Council as part of the budget setting process in February 2018.

6 POTENTIAL IMPACTS

- 6.1 None at this stage.

7 CONSULTATION

- 7.1 To include:
 - Comments from the relevant Overview and Scrutiny Panels. Comments will be reported to Cabinet'

8 TIMETABLE FOR IMPLEMENTATION

Table 1: Implementation timetable

Date	Details
8 February 2018	Budget report to Cabinet
20 February 2018	Budget setting at full Council

9 APPENDICES

9.1 Appendices to this report are as follows;

- Appendix A – Corporate Services O&SP only
- Appendix B – Savings proposals
- Appendix C – Proposed fees and charges
- Appendix D – Schools capital programme Children’s Services and Corporate O&SPs only.
- Appendix E – Proposed draft capital programme
- Appendix F – Corporate Services O&SP only
- Appendix G – Corporate Services O&SP only

The relevant parts of Appendices B,C, D and E have been sent to all O&SPs. Some panels will not receive some of the appendices. For example, if there are no relevant fees and charges, the panel will not receive appendix C.

10 BACKGROUND DOCUMENTS

10.1 Budget report – Council

11 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Councillor Rankin	Deputy Lead Member for Finance	20/10/07	
Alison Alexander	Managing Director	17/10/07	17/10/17
Russell O’Keefe	Executive Director	17/10/07	
Andy Jeffs	Executive Director	17/10/07	
Terry Baldwin	Head of HR	17/10/07	
Mary Kilner	Head of Law and Governance	17/10/07	
Louisa Dean	Communications and Marketing Manager	17/10/07	

REPORT HISTORY

Decision type: For information	Urgency item? No
Report Author: Rob Stubbs, Deputy Director and Head of Finance – Telephone 01628 796222	

Council Savings Summary 2018-19				
Description / Budget	Scrutiny Panel	Responsible Officer	Lead Member	Income or saving £000
Planning and Development				
1 Increased planning fees through reviewing and revising the pre-application charging process.	Planning & Housing	Russell O'Keefe	Cllr Coppinger	50
Total for Culture and Communities O&SP				50
Total for other O&SPs				4061
Total Council Savings				4111

Place Directorate 2018/19

PLANNING AND HOUSING SCRUTINY PANEL

PLANNING & DEVELOPMENT

% Increase

2018/19

2017/18

BUILDING CONTROL

Fees set by Shared Service

%

£

£

PLANNING

Pre-Application Advice (Including VAT)

The fees for pre-application planning advice are charged on the Planning Unit's Pre-Application Charging Protocol and charged on an individual cost basis relating to the different types of staff required. Schemes subject to a Planning Performance Agreement would be considered outside of this schedule with a bespoke fee arrangement. Charges for using the transport model are in addition to those set out below and will be agreed prior to instruction. Charges for review of viability studies also sit outside of this and will be agreed on a case by case basis

Householder-Extensions, Alterations and Outbuildings	2.1%	143	140
Local community groups	2.8%	73	71
Advertisements	2.1%	143	140
Telecommunications	2.2%	330	323
Listed buildings - internal alterations to single houses or local community groups	2.1%	143	140
Listed buildings - extensions where planning permission not required	2.1%	143	140
Residential			
1 unit	2.5%	290	283
2-5 units	2.2%	506	495
6-9 units	2.3%	813	795
10-24 units	2.3%	1,074	1,050
25-49 units	2.3%	2,558	2,500
50-99 units	2.3%	5,355	5,235
100-149 units	2.3%	7,382	7,216
150+ units	2.3%	9,490	9,277
Non-residential			
Less than 200 sq. m. floorspace	2.2%	506	495
200-999 sq. m. floorspace	2.3%	946	925
1,000-1,999 sq. m. floorspace	2.3%	1,977	1,933
2,000-4,999 sq. m. floorspace	2.3%	3,114	3,044
5,000-9,999 sq. m. floorspace	2.3%	5,355	5,235
10,000+ sq. m. floorspace	2.3%	7,382	7,216
All forms of development where service available: case officer up to principal planner	2.1%	221	216.50
Minerals / waste proposals	Contact team manager-quote		
Listed Buildings - other internal alterations	Hourly Rates	263.50	257.50
Specialist Advice - trees, highways and ecology	Hourly Rates	263.50	257.50
Attendance of Head of Service / Director at meeting	Hourly Rates	332.00	324.50
Requests for confirmation of compliance with an Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts	2.5%	207	202
Requests to withdraw an extant Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts	2.5%	207	202
Planning History Search excl. VAT			
- Householder	per application	30	29
- All other cases	per application	97	95
Planning decisions and related documents	0.0%	12	12
Retrieval and copying from Archive of Planning Documents	£1.50 for A4 1st page/40p per sheet thereafter		Variable
Administration fee for checking validity of a planning application	25% of application fee		25% of application fee
Use of RBWM Transport Model data by Developers	On Request - bespoke charge dependent on application requirement		New Charge
Trees and High Hedges			
Pre application fees for Tree TPO works	min fee	143	140
High Hedges Complaints	2.3%	712	696
TPO Copy of	per TPO	30	29
S106 Management, Maintenance, Compliance & Monitoring			
Major applications - non-refundable charge	2.2%	774	757
Minor and Other applications - non-refundable charge	2.3%	396	387
Discharge of non-financial obligations (e.g. Landscape Plans, Woodland Management Plans)	1.9%	105	103
Monitoring of non-financial S106 Obligations	2.5%	207	202
Monitoring & Management of Viability appraisals for development		Hourly Rate	Hourly Rate
Confirmation that the obligations of a S106 legal agreement have been discharged (Note: Charges for Checking & monitoring Travel Plans refer to Highway Charges)	2.1%	147	144
Legal fees S106 Bilateral - hourly rates	per hour	101	99
Legal fees S106 unilateral undertakings (including proforma):-			
Legal checking fees - Dependent on complexity	2.3%	£1,128 min, thereafter £101 per hr	£1,103 min thereafter £99 per hour
Legal fees S106 Deed of Variation	2.3%	£373 min, thereafter £101 per hr	£365 min thereafter £99 per hour
Legal Fees S111 Agreement (SANG mitigation)	2.3%	£520 min, thereafter £101 per hr	£509 min thereafter £99 per hour
Strategic Access Management Monitoring			
Bedsit/1 bed dwelling	0.0%	435	435
2 bed dwelling	0.0%	575	575
3 bed dwelling	0.0%	776	776
4 bed dwelling	0.0%	883	883
5+ bed dwelling	0.0%	1,150	1,150
Suitable Alternative Natural Greenspace - Provision/Maintenance			
Bedsit/1 bed dwelling	2.3%	7,537	7,368
2 bed dwelling	2.3%	8,224	8,039
3 bed dwelling	2.3%	9,150	8,944
4 bed dwelling	2.3%	9,634	9,417
5+ bed dwelling	2.3%	10,857	10,613

Capital Bids 2018-19						2018-19 Income(£k)					Revenue				
No.	Ref no	Scheme Name	Directorate	Ward	Description	Proposed Costs(£k)	S106	Grant	Other	NET	Cost	Savings	Lead Member Agreed	Lead Officer	Scrutiny Panel
1	CB002482	Joint minerals and Waste Plan	Place		Joint Minerals and Waste Plan - anticipate costs will be spread equally over next 3 years. We are committed to production of this as part of the RBWM Local Development Scheme, to support local planning in the Borough. Total cost represents median quote (work will be commissioned)	20.0	0.0	0.0	0.0	20.0	0.0	0.0	Cllr Coppinger	Jenifer Jackson	Planning & Housing
2	CB002712	Borough Local Plan - Stage 2: (Submission)	Place	All Wards	Stage 2: Closure of R19 (27 Sept) through to final SUBMISSION	380.0	0.0	0.0	0.0	380.0	0.0	0.0	Cllr Coppinger	Jenifer Jackson	Planning & Housing
3	CB002717	Planning Service Transformation Programme	Place	All Wards	The transformation plan is being finalised and will drive the next phase of improvement. It sits alongside the service plan and sets out the work to be done over the next year to elevate the service to higher performance in terms of speed of decision making alongside key objectives around achieving high quality development which retains local distinctiveness and delivers on the policies in the emerging BLP and in Neighbourhood Plans. This fits with the Council Corporate Plan.	120.0	0.0	0.0	0.0	120.0	0.0	0.0	Cllr Coppinger	Jenifer Jackson	Planning & Housing
4	CB002710	Neighbourhood Planning - large scale consultations / exams / referendums 18/19	Place	All Wards	Original budgets based on government contribution of £25k per NP to cover Exam/Ref costs (once referendum date set). This has been reduced to £20k. (see 'notes' for further detail)	150.0	0.0	50.0	0.0	100.0	0.0	0.0	Cllr Coppinger	Jenifer Jackson	Planning & Housing
5	CB002706	Planning Policy-Evidence base updates (ongoing programme)	Place	All Wards	Required, ongoing work programme in conjunction with consultancy based providers e.g. SHMA, HELAA, Monitoring including AMR/Housing flow etc	20.0	0.0	0.0	0.0	20.0	0.0	0.0	Cllr Coppinger	Jenifer Jackson	Planning & Housing
6	CB002698	Conservation Area Appraisals 18/19	Place		Conservation Area Appraisals Areas to be programmed over 3 years based on priority criteria (i.e. no appraisal in place/appraisal requires updating)	20.0	0.0	0.0	0.0	20.0	0.0	0.0	Cllr Coppinger	Jenifer Jackson	Planning & Housing
TOTAL						710	-	50	-	660					

Capital Bids 2018-19 - Borough Local Plan & Infrastructure Delivery Plan						2018-19 Income(£k)					Revenue		Lead Member Agreed	Lead Officer	Scrutiny Panel
No.	Ref no	Scheme Name	Directorate	Ward	Description	Proposed Costs(£k)	S106	Grant	Other	NET	Cost	Savings			
1	CB002707	Infrastructure Delivery Programme (including CIL and application for grant funding)	Place	All Wards	Infrastructure Delivery Programme 18/19. Rolling updating of IDP; Review of CIL post Autumn budget statement; new regulation 123 list; SPD. Production of business case	300.0	0.0	0.0	0.0	300.0	0.0	0.0	Cllr Coppinger	Jenifer Jackson	Planning & Housing

TOTAL

300 - - - 300 - -

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Report Title:	Planning Performance
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Airey, Deputy Lead Member for Planning
Meeting and Date:	Planning and Housing Overview and Scrutiny, 7 December 2017
Responsible Officer(s):	Russell O'Keefe, Executive Director Place & Jenifer Jackson, Head of Planning
Wards affected:	All

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REPORT SUMMARY

- 1 The report is to update the Panel on planning performance since the implementation of an improvement plan within the service. The aim of the improvement plan was to consistently meet the national targets for the determination of planning applications.
- 2 The report identifies the next phase of work which the service is currently engaged in to further improve performance.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Planning and Housing Overview & Scrutiny Panel notes the report and the continued improved performance in the determination of planning applications.

2 REASON(S) FOR RECOMMENDATION(S)

- 2.1 The Chair of the Panel requested a report on planning performance. The statute on which this is based is set out in Section 62B of the Planning Act; the latest publication from Government relating to the criteria for assessment and designation was published in November 2016.
- 2.2 The Government's position is that planning departments play a crucial role in enabling development to deliver home ownership, building homes people can afford to buy and supporting economic growth. An efficient and effective planning system facilitated by skilled and experienced planners is essential to support this. Government wants to support and work with local authorities to make sure that the planning system is valued, resilient and capable of providing the service that local people and planning applicants expect, and delivering on the increasing challenges being asked of it.
- 2.3 The performance of local authorities in deciding applications for planning permission is crucial to achieving this objective. The existing approach to measuring the performance of authorities was introduced by the Growth and Infrastructure Act 2013 and is based on assessing local planning authorities' performance on the speed and quality of their decisions on applications for

major development. Where an authority is designated as underperforming, applicants have had the option of submitting their applications for major development (and connected applications) directly to the Planning Inspectorate (who act on behalf of the Secretary of State) for determination.

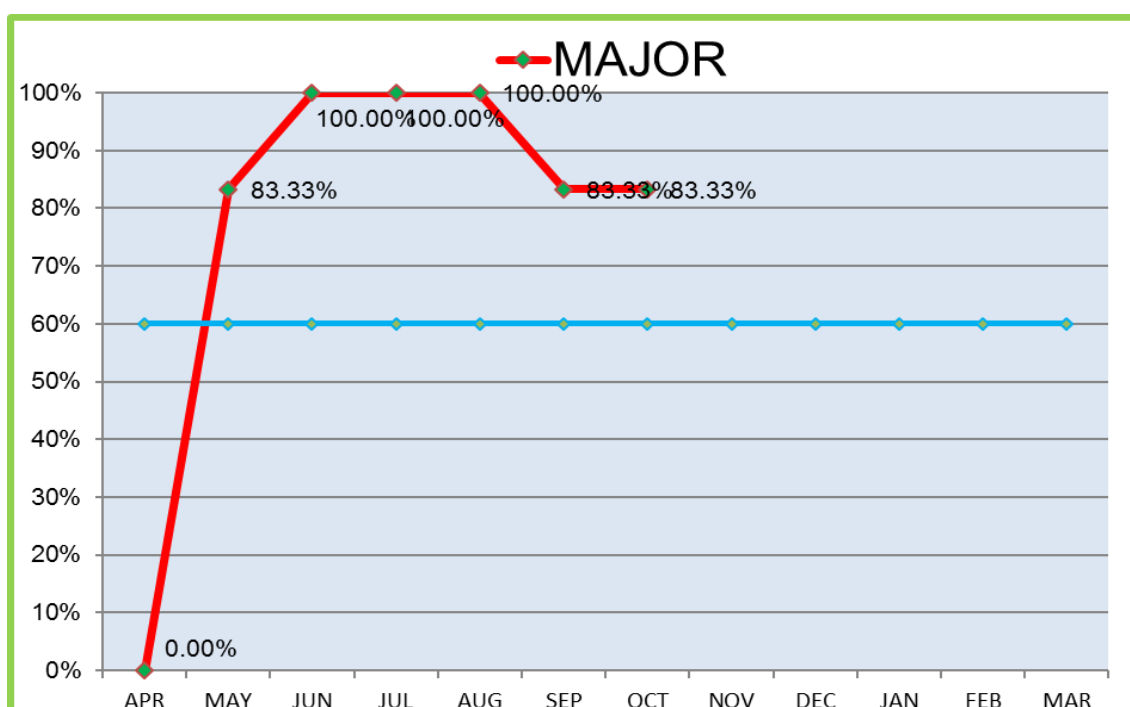
- 2.4 The Council is required to make statutory returns to Government each quarter; this data is then used by Government to publish performance tables. These are called PS1 and 2 returns. PS1 returns relate to major, minor and other planning applications; minerals and waste applications are captured separately as County Matters and then PS2 captures the rest of the applications which a planning authority would determine.
- 2.5 The Council's Performance Monitoring Framework captures the major, minor and other applications categories and also performance on planning appeals.
- 2.6 The following tables show the performance in each of these categories over the years 2015-16, 2016-17 and 2017-18 (incomplete).

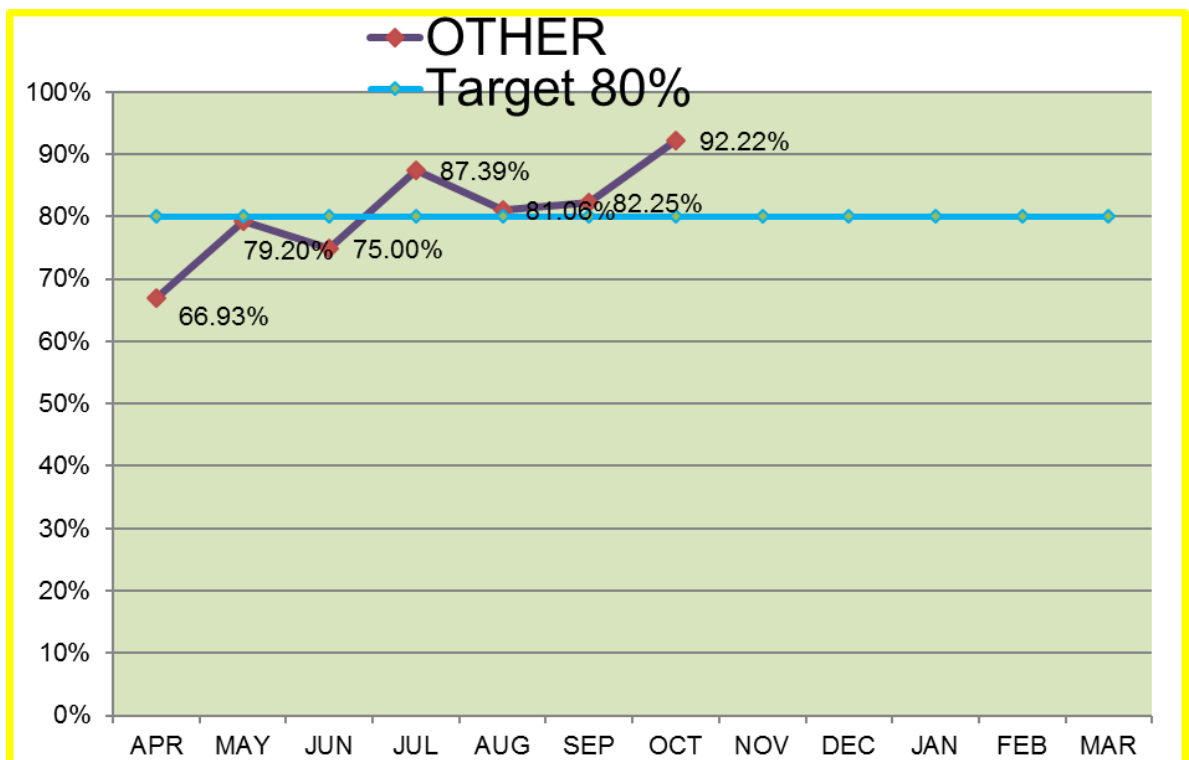
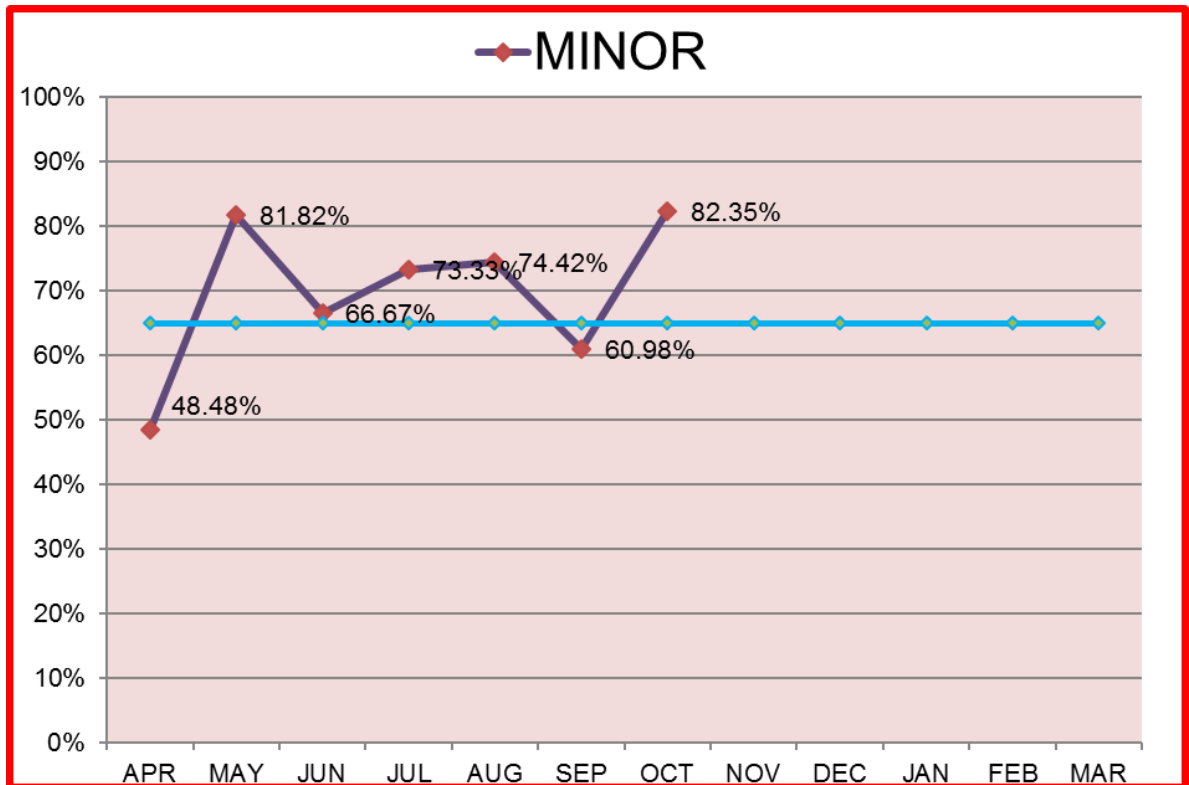
2015-2016					
	Q1	Q2	Q3	Q4	YEAR
Major Planning applications - in target (60%)	5	4	10	14	33
Total Major Planning Applications	8	8	15	18	49
Performance	62.50%	50.00%	66.67%	77.78%	67.35%
Minor Planning applications - in target (65%)	44	49	47	83	223
Total Minor Planning Applications	104	116	102	121	443
Performance	42.31%	42.24%	46.08%	68.60%	50.34%
"Other" Planning applications - in target (80%)	241	194	187	327	949
Total "Other" Planning Applications	376	377	319	409	1,481
Performance	64.10%	51.46%	58.62%	79.95%	64.08%

	2016-2017				
	Q1	Q2	Q3	Q4	YEAR
Major Planning applications - in target (60%)	14	16	10	15	55
Total Major Planning Applications	17	23	13	19	72
Performance	82.35%	69.57%	76.92%	78.95%	76.39%
Minor Planning applications - in target (65%)	73	69	53	45	240
Total Minor Planning Applications	98	103	73	72	346
Performance	74.49%	66.99%	72.60%	62.50%	69.36%
"Other" Planning applications - in target (80%)	322	326	255	229	1,132
Total "Other" Planning Applications	398	382	310	309	1,399
Performance	80.90%	85.34%	82.26%	74.11%	80.91%

Major Planning applications - in target (60%) Total Major Planning Applications Performance	2017-2018				
	Q1	Q2	Q3	Q4	YEAR
	7	11	5	0	23
	10	12	6	0	28
	70.00%	91.67%	83.33%		82.14%
Minor Planning applications - in target (65%) Total Minor Planning Applications Performance					
	69	79	28	0	176
	105	114	34	0	253
	65.71%	69.30%	82.35%		69.57%
"Other" Planning applications - in target (80%) Total "Other" Planning Applications Performance	283	343	83	0	709
	384	412	90	0	886
	73.70%	83.25%	92.22%		80.02%

- 2.7 It can be seen that Q2 in 2015-16 was the worst performing quarter over the period shown. Performance rose in quarter 3 and then to the end of the year 2015-16. This is the point at which 'quick win' improvements were put in place by the Borough Planning Manager. The impetus for those improvements was to ensure that RBWM did not fall below the rolling two year performance targets thus placing it at serious risk of intervention from DCLG.
- 2.8 In 2016-17 an internal improvement plan was agreed with the Lead Member for Planning alongside a published improvement plan on planning appeals performance, this sector will be addressed later in the report. The main focus of the performance improvement was the minor category of applications which largely relates to the delivery of new dwellings and changes of use.
- 2.9 As part of that improvement the Council entered into a 12 month temporary contract with RE to provide a capacity contract for the determination of planning applications. The planning service was provided with up to £70,000 additional resource. This recognised that the service was experiencing a turnover of staff and that a number of posts were being backfilled using agency staff. Currently both the capacity contract and the backfilling with agency staff is ongoing.
- 2.10 Through the current year 2017-18 the focus has been on consolidating better performance and system improvements. This resulted in the planning service purchasing and implementing a document management system for the database system (used by other services also) and a connector to the Planning Portal which allows applicants to make applications on line and the information to be 'dropped' into the Council system. It has altered how the public and other users see information and documents on the website; it has also enabled the submission of comments through the website for residents and consultees.
- 2.11 The graphs below show the 2017-18 year to date performance on each category of applications by month:





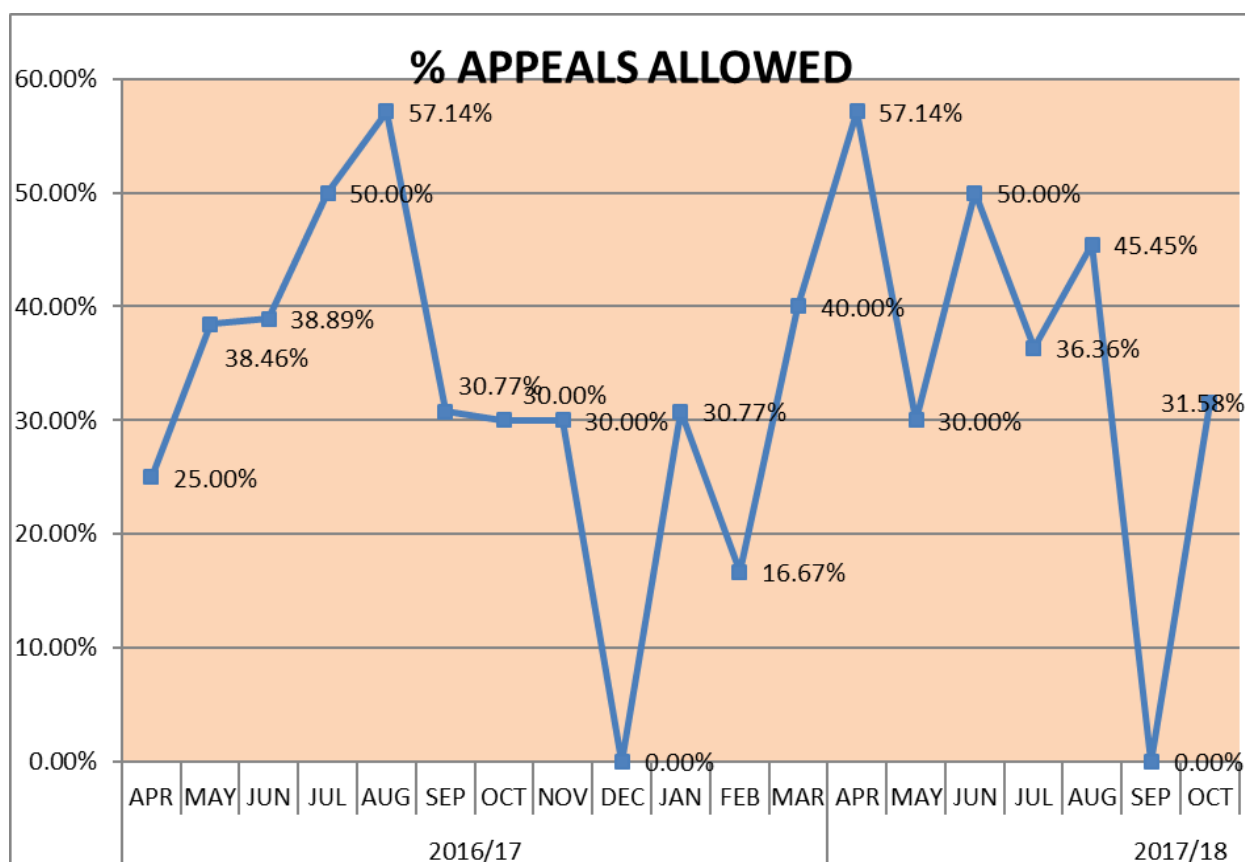
2.12 The newly appointed Deputy Head of Planning, Mr Ashley Smith, started work in October 2017. He will lead the development management service (including the enforcement and conservation team). Throughout October 2017 senior managers in the service have been engaged in further recruitment to a number of vacant positions currently backfilled with agency staff. The interest in positions working for RBWM planning service has been greater than

previously and consequently the service has managed to recruit two very experienced team managers alongside a range of other qualified and experienced planners. In January 2018 the development management side of the service will be fully staffed with permanent team members save for 2 positions and there will be a single vacancy maintained as funding for a capacity contract going forward. It is proposed the additional funding for that capacity contract will come from the 20% increase in planning application fees expected to be enacted by 31 December 2017 and which has to be ringfenced to fund improvements in the planning service.

Planning Appeals

2.13 The performance indicator for planning appeals is that less than 20% of planning appeals should be allowed. This has been a target which has challenged the Council for the last 3 years. The published improvement plan last year required that a programme of Member training be conducted alongside more detailed Part 2 reports to Members on the consequences of decisions taken by Planning Panels. These actions have been completed.

2.14 The table below shows the number of appeals allowed per month from April 2016 to October 2017; these are expressed as a percentage. 0% indicates that there were no appeals determined in that month. It can be seen that only one month achieved the target of beneath 20% of appeals allowed.



3 KEY IMPLICATIONS

- 3.1 Planning performance is measured corporately against the national indicators for planning performance set by Government through the Department for Communities and Local Government. Failure to meet the national targets can result in being designated as a standards authority.

4 FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications from this report. This report is for the Panel to note and makes no recommendations. A capital bid has been made for £120,000 to fund further service wide improvements in 2018/19. A decision on that bid will be made by Full Council in February 2018, it is not a recommendation of this report.

Table 3: Financial impact of report's recommendations

REVENUE	2017/18	2018/19	2019/20
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

CAPITAL			
Addition	£0	£0	£0
Reduction	£0	£0	£0
Net impact	£0	£0	£0

5 LEGAL IMPLICATIONS

- 5.1 None.

6 RISK MANAGEMENT

- 6.1 No.

7 POTENTIAL IMPACTS

- 7.1 None arising from this report.

8 CONSULTATION

- None.

9 APPENDICES

10 BACKGROUND DOCUMENTS

10.1 None.

11 CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Commented & returned
Cllr Coppinger	Lead Member	26.11.17	26.11.17
Cllr M Airey	Deputy Lead Member	26.11.17	26.11.17
Alison Alexander	Managing Director	28.11.17	29.11.17
Russell O'Keefe	Executive Director	26.11.17	28.11.17

REPORT HISTORY

Decision type: For information	Urgency item? No
Report Author: Jenifer Jackson, Head of Planning, 01628 796042	

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