

5 September 2018

## **ENVIRONMENT COMMITTEE**

A meeting of the Environment Committee will be held on **THURSDAY 13 SEPTEMBER 2018** in the Council Chamber, Ebley Mill, Ebley Wharf, Stroud at **7.00 pm.**



David Hagg  
Chief Executive

**Please Note:** This meeting will be filmed for live or subsequent broadcast via the Council's internet site ([www.stroud.gov.uk](http://www.stroud.gov.uk)). By entering the Council Chamber you are consenting to being filmed. The whole of the meeting will be filmed except where there are confidential or exempt items, which may need to be considered in the absence of the press and public.

### **AGENDA**

- 1 APOLOGIES**  
To receive apologies for absence.
- 2 DECLARATIONS OF INTEREST**  
To receive declarations of interest.
- 3 MINUTES**  
To approve the minutes of the meeting held on 7 June 2018.
- 4 PUBLIC QUESTION TIME**  
The Chair of Committee will answer questions from members of the public submitted in accordance with the Council's procedures.  
**DEADLINE FOR RECEIPT OF QUESTIONS**  
**Noon on MONDAY 10 SEPTEMBER 2018.**  
Questions must be submitted in writing to the Chief Executive, Democratic Services, Ebley Mill, Ebley Wharf, Stroud and sent by post or by Email:  
[democratic.services@stroud.gov.uk](mailto:democratic.services@stroud.gov.uk)

- 5 **WORK PROGRAMME**  
To consider the work programme.
- 6 **MEMBER REPORTS**  
a) Planning Review Panel  
b) Stroud Concordat  
c) Update from the Waste and Recycling Task and Finish Group  
d) Performance Monitoring  
e) Single Use Plastics
- 7 **BUDGET MONITORING REPORT 2018/19 Q1**  
To present to Committee a forecast of the Outturn position against the revenue budget and Capital programme for 2018/19.
- 8 **LOCAL PLAN REVIEW – PREFERRED STRATEGY PUBLIC CONSULTATION**  
To approve the Local Plan Review Preferred Strategy document for the purposes of undertaking public consultation.
- 9 **STATEMENT OF COMMUNITY INVOLVEMENT**  
To receive a report on the draft Statement of Community Involvement prior to public consultation on planning matters.
- 10 **DURSLEY NEIGHBOURHOOD DEVELOPMENT PLAN**  
To consider a report on progress regarding the Development Plan.
- 11 **MEMBERS' QUESTIONS**  
See Agenda Item 4 for deadline for submission.

#### **Members of Environment Committee**

**Councillor Simon Pickering (Chair)**

**Councillor George Butcher (Vice-Chair)**

Councillor Chris Brine

Councillor Paul Denney

Councillor Jim Dewey

Councillor Alison Hayward

Councillor Steve Lydon

Councillor Tom Skinner

Councillor Haydn Sutton

Councillor Brian Tipper

Councillor Jessica Tomblin

Councillor Tim Williams

## ENVIRONMENT COMMITTEE

7 June 2018

7.08 pm – 9.25 pm

Council Chamber, Ebley Mill, Stroud

# 3

### Minutes

#### Membership

Councillor Simon Pickering (Chair)	P	Councillor Steve Lydon	A
Councillor George Butcher (Vice-Chair)	P	Councillor Tom Skinner	A
Councillor Chris Brine	A	Councillor Haydn Sutton	A
Councillor Paul Denney	P	Councillor Brian Tipper	P
Councillor Jim Dewey	A	Councillor Jessica Tomblin	P
Councillor Alison Hayward	P	Councillor Tim Williams	P

**P = Present**

**A = Absent**

#### Other Member(s) Present

Councillors Cooper, Hurst and Tom Williams.

#### Officers in Attendance

Director of Development Services	Head of Community Services
Director of Customer Service	Principal Projects Officer
Principal Community and Facilities Officer	Democratic Services Officer
Head of Health and Wellbeing	

#### Others Present

Gareth Edmundson, Managing Director and Mike Penney, Senior Operations Manager from Ubico Ltd.

#### EC.001

#### APOLOGIES

Apologies for absence were received from Councillors Dewey, Lydon and Skinner. (Councillors Tipper and Tomblin were unavoidably late).

The Chair announced that because there was not a quorum no decisions could be made. The members who were unavoidably delayed would be asked if they had an interest to declare as they arrived. Items on the agenda would be presented in a different order than the published agenda.

#### EC.002

#### DECLARATIONS OF INTEREST

There were no declarations of interest.

**EC.003**                      **PUBLIC QUESTION TIME**

R Lawson submitted a question and asked a supplementary question which were answered by the Chair. (Refer to the Council's [webcast](#) and [Item 4](#)).

**EC.004**                      **MEMBER REPORTS**

- a) Planning Review Panel – nothing to report.
- b) Stroud Concordat - Councillor Pickering confirmed the last meeting had been postponed and would update members at the next meeting.
- c) Waste and Recycling Task and Finish Group – the next meeting is taking place on 5 July 2018 (refer Agenda Item 9).
- d) Environmental Strategy – Councillor Denney referred to Agenda Item 11.
- e) Performance Monitoring– Councillor Pickering gave a PowerPoint presentation showing Excelsis, the Council's performance monitoring system and also a link to the Local Government Association's web pages that compared Stroud with its nearest neighbours for collection waste. A training session would be arranged with the Chair, Performance Monitors and the Principal Projects Officer. The Chair also circulated a list of areas of work within the responsibility of Committee.

The meeting had a quorum at 7.24 pm.

**EC.005**                      **MINUTES**

**RESOLVED**                      **That the Minutes of the Meeting held on 5 April 2018 are approved as a correct record and signed by the Chair.**

**EC.006**                      **WORK PROGRAMME**

Items from the Planning Strategy Manager, date to be confirmed.  
Action plan on the Environment Strategy.

**RESOLVED**                      **To note the above.**

**EC.007**                      **APPOINTMENTS**

- a) Performance Monitoring Representatives – Councillors Hayward and Tomblin
- b) The following annual appointments to outside bodies were made:-

<b>Organisation</b>	<b>Representatives 2018/19</b>
Berkeley Nuclear Stakeholders	Councillor Tipper
Cotswold AONB	Councillor Hurst
Lower Severn Drainage Board	Councillor Jones
Minchinhampton and Rodborough Commons Advisory Committee	Councillor Hurst
Stroud Concordat	Councillor Pickering
Stroud Valleys Project Board	Councillor Cooper
Rural SUDS Steering Group	Councillor Pickering

**EC.008****CAPITAL PROGRAMME MONITORING**

The Director of Development Services updated Committee on the various capital projects.

- a) Stroud District Cycling and Walking Plan – for clarification (ref paragraph 4.) the north routes would be Stroud to Stonehouse to Saul, the south routes would be from Coaley to Dursley to Cam Station. A bid would be submitted for a cycle track from Nailsworth to Ebley.
- b) Wallbridge Gateway Site – As per the report.
- c) Canal Regeneration (C2C) – a submission would be made by late 2019. The long stop date is 24 April 2020.
- d) Multi-Service Contract – Vehicle Replacement (ref Agenda Item 9).
- e) Market Town Centres Initiative Fund – 2 submissions had been received so far, the closing date was 8 June 2018.

**RESOLVED****To note the above.****EC.009****MULTI SERVICE CONTRACT - UPDATE**

Members received a presentation from Gareth Edmundson and Mike Penney from Ubico, which was published onto the Council's website after the meeting. Ubico work closely with a team of Council officers, having daily contact with some and regular meetings with others.

The Head of Community Services confirmed that savings would be made, as contained within the above report. A further report would be presented to Committee on 13 September 2018.

**RESOLVED****To note the progress updates within the report.****EC.010****SINGLE USE PLASTICS AND RECYCLING**

Following a recent motion to Council, the Chair confirmed that a Task and Finish Group had been set up and would be meeting next week to encourage greater awareness and achievable goals.

**RESOLVES****To note the position as set out in the report.****EC.011****THE ENVIRONMENT STRATEGY**

The Principal Projects Officer outlined the above report. Following the review it was agreed to focus on 4 instead of the 5 original priorities and update text because of new terminologies.

The Chair proposed an amendment to the wording in paragraph 2 of the report, change "Climate Change" to "The Changing Climate", this would be using the same wording as the Environment Agency. The amendment was agreed.

**RESOLVED****To agree the priorities for the revised Environment Strategy prior to consultation and the revised wording from "Climate Change" to "The Changing Climate" in paragraph 2.**

**EC.012****DELEGATION OF POWER TO SERVE FIXED PENALTY NOTICES (FPNs)**

The Head of Health and Wellbeing outlined the above report and recommendation to Council. He confirmed that all Town and Parish Councils would be informed of this change.

**RECOMMENDED  
TO COUNCIL**

The Head of Health and Wellbeing be authorised to appoint any employee of a Town or Parish Council in the district of Stroud as an “authorised person” to serve fixed penalty notices on behalf of Stroud District Council, for dog fouling offences (as provided for in Public Space Protection Orders made pursuant to Section 68 Anti-Social Behaviour, Crime and Policing Act 2014) subject to:

- 1) The authority to appoint being limited to specific periods;
- 2) The authorisation being withdrawn with effect from such time as the Head of Health and Wellbeing determines; and,
- 3) The authorisation being subject to such other terms and conditions as he considers appropriate (including but not limited to the conditions outlined in the report at paragraph 3.5).

**EC.0013****MEMBERS' QUESTIONS**

There were none.

The meeting ended at 9.25 pm.

Chair

**STROUD DISTRICT COUNCIL**  
**ENVIRONMENT COMMITTEE**

**AGENDA  
ITEM NO**

**5**

**13 SEPTEMBER 2018**

**WORK PROGRAMME**

<b>Date of meeting</b>	<b>Matter to be considered (ie insert report/project title)</b>	<b>Notes (eg lead member and officer)</b>
<b>13.12.18</b>	Work Programme 2018/19	Leads: Chair and Director of Development Services
	Capital Project Monitoring a) Canal Regeneration (C2C) b) Market Town Centres Initiative Fund c) Wallbridge Gateway Site d) Stroud District Cycling & Walking Plan e) Multi-Service Contract – Vehicle Replacement	Leads: Canal Project Manager Director of Development Services Director of Development Services Director of Development Services Director of Development Services Director of Customer Services
	Member Reports a) Planning Review Panel b) Stroud Concordat c) Performance Monitoring d) Waste and Recycling Task and Finish Group	Leads: Cllr N Studdert-Kennedy Cllr S Pickering Cllrs A Hayward, J Tomblin Cllr S Pickering
	Budget Monitoring Report 2018/19	Lead: Accountancy Manager
	Environment Strategy Update	Principal Projects Officer
	Frampton Village Design Statement	Principal Planning Officer, Planning Strategy
	<b>07.02.19</b>	Work Programme 2018/19
Capital Project Monitoring a) Canal Regeneration (C2C) b) Market Town Centres Initiative Fund c) Wallbridge Gateway Site d) Stroud District Cycling & Walking Plan e) Multi-Service Contract – Vehicle Replacement		Leads: Canal Project Manager Director of Development Services Director of Development Services Director of Development Services Director of Development Services Director of Customer Services
Member Reports a) Planning Review Panel b) Stroud Concordat c) Waste and Recycling Task and Finish Group		Leads: Cllr N Studdert-Kennedy Cllr S Pickering Cllr S Pickering
Budget Monitoring Report 2018/19		Lead: Accountancy Manager

<b>28.03.19</b>	Work Programme 2018/19	Leads: Chair and Director of Development Services
	Capital Project Monitoring a) Canal Regeneration (C2C) b) Market Town Centres Initiative Fund c) Wallbridge Gateway Site d) Stroud District Cycling & Walking Plan e) Multi-Service Contract – Vehicle Replacement	Leads: Canal Project Manager Director of Development Services Director of Development Services Director of Development Services Director of Customer Services
	Member Reports a) Planning Review Panel b) Stroud Concordat c) Performance Monitoring d) Waste and Recycling Task and Finish Group	Leads: Cllr N Studdert-Kennedy Cllr S Pickering Cllrs A Hayward, J Tomblin Cllr S Pickering
	Budget Monitoring Report 2018/19	Lead: Accountancy Manager
	Green Infrastructure, Sport and Recreation Study	Principal Planning Officer



**STROUD DISTRICT COUNCIL**  
**ENVIRONMENT COMMITTEE**

**AGENDA  
ITEM NO**

**13 SEPTEMBER 2018**

**7**

<b>Report Title</b>	<b>Budget Monitoring Report 2018/19 Q1</b>
<b>Purpose of Report</b>	To present to the Committee a forecast of the Outturn position against the revenue budget and Capital programme for 2018/19 in order to give an expectation of possible variances against budget and items to be considered as part of the budget setting process.
<b>Decision(s)</b>	<b>The Committee RESOLVES:</b> to note the outturn forecast for the General Fund Revenue budget and the Capital programme for this Committee.
<b>Consultation and Feedback</b>	Budget holders have been consulted about the budget issues in their service areas. The feedback has been incorporated in the report to explain differences between budgets and actual income and expenditure.
<b>Financial Implications and Risk Assessment</b>	<p>This report sets out the outturn forecast on the committee's revenue and capital budgets.</p> <p>There are a number of variations reported on the revenue budget, with a <b>net overspend of £774k projected</b>. Members should consider the ongoing nature of some of the variations and whether to include these as part of the Council's wider Savings Plan to reduce the core deficit across the Medium Term Financial Plan (MTFP).</p> <p>The report also sets out the Capital outturn position, with changes proposed to the profiling of the capital scheme across 2018/19 and 2019/20.</p> <p>David Stanley – Accountancy Manager Tel: 01453 754100 Email: <a href="mailto:david.stanley@stroud.gov.uk">david.stanley@stroud.gov.uk</a></p>
<b>Legal Implications</b>	<p>This report is provided for information purposes only; legal implications will be considered when the particular projects require decisions of the committee. Any updates to strategic risks pertinent should be included in the Strategic Risk Register as appropriate.</p> <p>Craig Hallett, Solicitor &amp; Deputy Monitoring Officer Tel: 01453 754364 Email: <a href="mailto:craig.hallett@stroud.gov.uk">craig.hallett@stroud.gov.uk</a> (Ref: r30.08c05.09d30.08)</p>

<b>Report Author</b>	Adele Rudkin, Accountant Tel: 01453 754109 Email: <a href="mailto:adele.rudkin@stroud.gov.uk">adele.rudkin@stroud.gov.uk</a>
<b>Options</b>	None
<b>Performance Management Follow Up</b>	Budgets will continue to be monitored on a regular basis by budget holders supported by Finance. Further finance reports will update the committee in December 2018 and April 2019, with the outturn position reported to Strategy and Resources committee in May 2019.
<b>Background Papers/ Appendices</b>	Appendix A – 2019/20 Indicative Budgets

## Background

1. This report provides the first monitoring position statement for the financial year 2018/19. The purpose of this report is to notify members of any known significant variations to budgets for the current financial year, highlight any key issues, and to inform members of any action to be taken if required.
2. Appendix A of this report also provide members with an indicative budget for 2019/20. This is essentially the 2018/19 base budget plus provision for inflation and changes already agreed as part of the Savings Plan. The Budget Strategy report to Strategy and Resources committee in October 2018 will set out the budget framework that committees should follow. This will include expectations around inflationary pressures, income targets and savings targets. Therefore, the indicative budgets shown in the appendix are subject to change, but give the committee a good overview of the budget changes likely to be made.
3. **Due to the volume of information contained in the report, it would be helpful where members have questions on matters of detail if they could be referred to the report author or the appropriate service manager before the meeting.**

## Revenue Budget position

4. Council approved the General Fund Revenue budget for 2018/19 in February 2018 including budget proposals of the administration.
5. The latest budget for Environment Committee taking into account the adjustments for workforce plan and salary inflation is £4.760m (Original Budget was £4.749m).
6. The monitoring position for the committee at 30 June 2018 shows a **projected net overspend of £774k** against the latest budget, as summarised in Table 1. The overall position on the General Fund will be considered by Strategy and Resources committee at their meeting in October 2018.

7. The outturn position is mainly attributable to the major items outlined in Table 2 with an explanation of the significant variances that have arisen. (a significant variation is defined as being +/- £20,000 on each reporting line) Table 4 provides a more detailed breakdown on the committee's budgets.
8. Table 3 shows the Capital spend and Projected outturn for the Environment Committee for 2018/19.

**Table1 – Revenue budgets Environment Committee 2018/19**

<b>Environment Committee</b>	<b>Para Refs</b>	<b>2018/19 Original Budget (£'000)</b>	<b>2018/19 Revised Budget (£'000)</b>	<b>2018/19 Forecast Outturn (£'000)</b>	<b>2018/19 Outturn Variance (£'000)</b>
Canal		7	7	7	0
Director (Development Services)		116	117	117	0
Head of Health and Wellbeing		70	71	71	0
Environmental Health		751	757	739	(18)
Statutory Building Control	12	114	120	111	(9)
Planning Strategy/Local Plan		306	311	304	(6)
Development Control	13	7	15	70	55
Economic Development	14	161	144	116	(27)
Carbon Management		71	71	71	0
Waste and Recycling: MSC	15	3,128	3,136	3,920	784
Waste and Recycling: Other		19	11	6	(5)
<b>Environment TOTAL</b>		<b>4,749</b>	<b>4,760</b>	<b>5,534</b>	<b>774</b>

9. **The Multi-Service contract remains a significant concern and poses a financial risk over the medium term. Management actions have not fully addressed the overspend position and additional resources will be required across the MTFP to provide adequate budget for current service provision.**
10. A contingency budget of £200k is held centrally and will offset the net overspend shown in the table above. Further provision of £600k was made in an earmarked reserve to mitigate the impact on the Council's MTFP (as reported to Strategy and Resources committee in the General Fund Revenue Outturn report in June 2018 in paragraph 30 <https://www.stroud.gov.uk/media/682317/item-6b-general-fund-revenue-outturn-report-2017-18.pdf>). Any proposal for utilising the reserve will be considered by Strategy and Resources committee and Council in January 2019.
11. The table below outlines the key variances for this Committee. **Given the core deficit position on the MTFP, members should consider whether the underspends shown in the table above should be reviewed and included in the Council's Savings Plan.**

**Table 2 - Headline Budget variances**

Service	Para Refs	Overspend / (Underspend) (£'000's)
<b>Environmental Health</b>		
Environmental Health Service		(18)
<b>Economic Development</b>	14	(27)
<b>Development Control</b>		
Development Control	13	55
<b>Waste and Recycling: MSC</b>		
MSC: Refuse Collection	15	215
MSC: Food Waste	15	213
MSC: Recycling	15	142
MSC: Bulky Waste	15	7
MSC: Garden Waste	15	165
MSC: Street Cleansing	15	43
<b>Waste and Recycling: Other</b>		(5)
<b>Environment TOTAL</b>		<b>789</b>

Note: This table shows the significant variations only and therefore will not agree to the variation shown in Table 1

**12. Statutory Building Control – (£61k) underspend (for info only)**

(Paul Bowley xtn 4250, [paul.bowley@stroud.gov.uk](mailto:paul.bowley@stroud.gov.uk))

This variance is reported for information only as any surplus/overspend will be transferred to the Building Control Partnership reserve.

Gloucestershire Building Control Partnership is a shared service with Gloucester City Council and hosted by Stroud. The service is provided under the auspices of the Building Act 1984, an element of the service is in competition with the private sector. The shared service was established on the 1<sup>st</sup> July 2015 and has resulted in an increase in income due to receiving applications from both Stroud and Gloucester areas.

An underspend is forecast on salaries as a result of two vacant posts within the service. A service review is scheduled over the next few months which will help inform the establishment going forward. Vehicle Hire is also underspent due to the hire vehicles being returned at the start of the year following the car mileage review. An overspend is also anticipated on mileage following the trend on last years actuals.

**13. Development Control – £55k overspend**

(Geraldine LeCointe xtn 4233, [geraldine.lecointe@stroud.gov.uk](mailto:geraldine.lecointe@stroud.gov.uk))

There is a predicted overspend for consultants fees of £55k. This is a year on year cost to cover additional staff/specialist input to manage the planning application and appeal workload, which shows no sign of decreasing.

The Government enacted legislation in January 2018 to enable Councils to increase planning fees by 20%. In accepting the ability to increase fees, the council confirmed that higher fees would be spent entirely on planning functions. The MTFP, as approved by Council in January 2018, included an additional £156k of income in respect to a 20% increase in budgeted fee activity. No assumptions were made around the proportion of the fee that would be invested in the service. The MTFP report did highlight the issue in paragraph 4.4 (iii) (see report here <https://www.stroud.gov.uk/media/558314/item-5c-recommendation-from-sr-committee-18-january-2018-the-general-fund-budget-2018-19-capital-programme-and-medium-term-financial-plan.pdf>).

The Council's existing pre-application fee charges are significantly less than neighbouring districts and do not reflect the actual cost to the Council of providing this service to the public. The intention is to increase fees, principally for larger scale developments. Pre – application fees will be increased from October. We intend to offer a high quality, efficient service, it is not anticipated that the fee increase will impact on the numbers of pre-application enquiries made.

**14. Economic Development – (£27k underspent)**  
(Pippa Stroud xtn 4099, [pippa.stroud@stroud.gov.uk](mailto:pippa.stroud@stroud.gov.uk))

This variance has arisen due to the service having gone through the work force plan project and the post of Economic Development Officer being made redundant. As a result there is no capacity for the investment of this budget on projects related to economic development, apart from those commitments already made to the Princes Trust and the Wotton Greenway. This underspend will be reviewed as part of a wider piece of work around the budget setting process for 2019/20 later this financial year.

**15. Waste & Recycling – £784k overspend**  
(Michael Towson xtn 4336, [michael.towson@stroud.gov.uk](mailto:michael.towson@stroud.gov.uk))

**Accountancy Manager comments**

The narrative from the budget holder below explains some of the detailed reasons for the in-year overspend position on the budgets for Waste and Recycling, Street Cleansing and Building Cleaning.

In short, the overall financial position on the Multi Service contract is explained by the 2018/19 gross cost of the contract (£5.639m) significantly exceeds the available budget. Although action has been taken during the financial year to reduce the level of expenditure, there remains a significant funding gap before any income streams are taken into account. The level of ongoing resource required to deliver the multi-service contract will need to be addressed by the Council through the MTFP. Taking into account the additional income from Recycling Credits and the JWP Incentive Payment, there is a projected net overspend on Multi-Service budgets of £0.780m.

### **Budget holder narrative**

The variation on the Waste and Recycling services is attributable to the Multi Service Contract Cost.

Ubico's 2018/19 forecast spend has taken into account efficiency savings made earlier in the financial year; these relate to the non-replacement of non-core staff, a rationalisation of grass cutting and public toilet cleansing regimes and other minor adjustments. The 'bulky waste' collection charge has increased from £20 to £25, estimated to generate an additional £20k income per annum. Garden waste subscriptions will increase to £45 in 2019, generating an additional income of approximately £60k.

Fleet vehicles continue to provide considerable financial pressure, with maintenance costs on ageing fleet increasing. Remedial work takes vehicles off the road for prolonged periods and increases dependence on hire vehicles. Fleet vehicles are being procured, through the normal capital programme, to minimise the reliance on hire vehicles. This is expected to mitigate un-budgeted cost pressures by approximately £100k per annum.

### **Multi Service Income Streams**

Recycling rates in the Stroud District are high and although income from the sale of recyclates is forecast to be in the region of £540k, well above original income targets, the costs associated with these sales limit net benefits. Contracts for these sales have been reviewed and renewed in 2018 and this exercise improved the net financial position. The full impact of this will start to be felt later this year.

In this financial year incentive and recycling credit payments made via the County Council remain relatively unchanged. However this is being carefully monitored in light of the new incinerator, due to become operational in 2019.

### **APSE Review**

In response to the financial challenges, The Association for Public Service Excellence (APSE) have been engaged to review the current multi service contract and make a value for money assessment. A final report will also identify where any financial savings can be made through operational effectiveness. Members will be presented with the report in the autumn.

## **Capital Programme**

Table 3 below shows the Capital Outturn forecast for 2018/19 with a projected outturn variance of **£123k** (although this is due to a reduction in the level of matched funding available for the scheme). **It is worth noting that to date, there has be no spend on any of the capital schemes. Members should seek additional assurances from budget holders, Heads of Service and Directors if they are concerned around the progress of individual schemes and their ability to spend as per the budget holder forecast.**

**Table 3 – Environment Committee Capital Programme**

<b>Environment Capital Schemes</b>	<b>2018/19 Revised Budget (£'000)</b>	<b>2018/19 Spend to date (£'000)</b>	<b>2018/19 Projected Outturn (£'000)</b>	<b>2018/19 Outturn Variance (£'000)</b>
Canal	553	0	553	0
Stroud District Cycling & Walking Plan	100	0	100	0
Market Town Centres Initiative fund	100	0	100	0
Wallbridge - Gateway	190	0	67	(123)
MSC - Vehicles	518	0	518	0
<b>TOTAL Capital</b>	<b>1,461</b>	<b>0</b>	<b>1,338</b>	<b>(123)</b>

### 16. Canal

The Council and Cotswold Canals Trust have now received the crucial initial support from the Heritage Lottery Fund (HLF). The HLF picked the Stroudwater Navigation as one of four projects across the country for development funding and the £842,000 announcement will enable the subsequent application for a further £9million of HLF money to allow the whole project to go ahead.

The project aims to take the canal under the M5 motorway, reinstate the 'missing mile' of canal near Eastington and forge a new stretch of canal under the Gloucester – Bristol railway line at Stonehouse.

### 17. Stroud District Cycling and Walking Plan

Gloucestershire Wildlife Trust have submitted an ERDF Wild Towns project bid for improvements to the Nailsworth/Dudbridge route. SDC have committed £75k to go towards resurfacing work as part of this project in order for GWT to receive match funding for biodiversity improvement work. A further £25k is to be contributed by SDC towards resurfacing work, outside of the ERDF bid.

A meeting with GCC officers was held on 18<sup>th</sup> June to establish progress, feasibility and potential funding for completion of the Northern and Southern routes. From this it was established that a consolidation of the proposed routes is required, defining sections which are confirmed and being brought forward, and sections which require further route analysis, particularly:

- Stonehouse to Saul
- Dudbridge to Stroud (at end of Stonehouse route)
- Cam and Dursley Station to Slimbridge
- Dursley to Uley

A map and accompanying data will be produced to fulfil this requirement.

A meeting of the Parish Cycle group on 11th July has revealed an ambition to provide a high quality utility cycle route between Chalford and Stroud. To this end, further cycle improvement projects along the canal route will be put on hold until a proposed survey by Sustrans has been

produced, and an assessment of where best to allocate funding can be carried out.

**18. Market Town Centres Initiative Fund**

Meetings have now been held with the representatives of all five town councils, at the time of writing the report, further information is awaited from two of them. A report will be brought to December Environment Committee setting out the proposed projects and funding breakdown for this initiative. It is fully intended that the project will be fully spent this financial year.

**19. Wallbridge Gateway**

The current status of the project has changed. Ecotricity have withdrawn their application to match fund. The budget requirement is now £90k SDC and £5K STC (with no matched funding from external bodies). Design works have been retendered on this basis and hope to appoint a Landscape Architect by mid September. A draft programme will then be developed for delivering the scheme. This will be dealt with as part of the updated capital programme which will be reported to Strategy and Resources committee in October 2018.

**20. Multi Service Contract Vehicles**

The procurement of vehicles for the MSC will be an ongoing project this financial year. Currently eight vehicles have been procured and will be taken delivery of in the next few weeks. The remaining vehicles will be purchased this financial year with a view that the Capital expenditure will be fully spent this financial year.



**Table 4 – Detailed revenue variations**

<b>Environment Committee</b>	<b>Para Refs</b>	<b>2018/19 Original Budget (£'000)</b>	<b>2018/19 Revised Budget (£'000)</b>	<b>2018/19 Forecast Outturn (£'000)</b>	<b>2018/19 Outturn Variance (£'000)</b>
<b>Canal Partnership</b>		<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>
<b>Director (Development Services)</b>		<b>116</b>	<b>117</b>	<b>117</b>	<b>0</b>
<b>Head of Health and Wellbeing</b>		<b>70</b>	<b>71</b>	<b>71</b>	<b>0</b>
Environmental Health Team		149	149	154	5
Contaminated Land		32	32	32	0
Dog Warden Service		78	78	78	0
Environmental Protection		153	154	160	6
Food Safety		150	151	153	1
Health and Safety		86	87	67	(20)
Land Drainage		38	39	39	0
Public Health		43	43	33	(10)
Pest Control		6	7	7	0
Port Health		2	2	2	0
Planning Liaison		14	14	14	0
<b>Environmental Health</b>		<b>751</b>	<b>757</b>	<b>739</b>	<b>(18)</b>
Planning and Building Control Admin		258	261	261	0
Building Control		(186)	(183)	(183)	(0)
Securing Dangerous Structures		9	10	9	(0)
Building Regulation Enforcement / Advice		36	37	36	(0)
Street Naming		(4)	(4)	(12)	(8)
<b>Building Control</b>		<b>114</b>	<b>120</b>	<b>111</b>	<b>(9)</b>
Planning Strategy		306	311	304	(6)
Preparation of Core Strategy		0	0	0	0
<b>Planning Strategy/Local Plan</b>		<b>306</b>	<b>311</b>	<b>304</b>	<b>(6)</b>
Development Control		(267)	(261)	(233)	28
Trees		42	43	43	0
Conservation		59	59	59	0
Appeals		0	0	25	25
Planning Appeal Costs		69	70	70	0
Enforcement		106	107	107	0
Footpath Diversion		(2)	(2)	0	2
<b>Development Control</b>		<b>7</b>	<b>15</b>	<b>70</b>	<b>55</b>

<b>Environment Committee</b>	<b>Para Refs</b>	<b>2018/19 Original Budget (£'000)</b>	<b>2018/19 Revised Budget (£'000)</b>	<b>2018/19 Forecast Outturn (£'000)</b>	<b>2018/19 Outturn Variance (£'000)</b>
Economic Development		54	54	27	(27)
Market Town Projects		24	24	24	0
Regeneration		82	65	65	0
<b>Economic Development</b>		<b>161</b>	<b>144</b>	<b>116</b>	<b>(27)</b>
<b>Carbon Management</b>		<b>71</b>	<b>71</b>	<b>71</b>	<b>0</b>
MSC: Refuse Collection		1,116	1,116	1,330	215
MSC: Food Waste		341	341	553	213
MSC: Recycling		1,181	1,181	1,322	142
MSC: Bulky Waste		45	45	52	7
MSC: Garden Waste		(153)	(153)	13	165
MSC: Street Cleansing		599	607	650	43
<b>Waste and Recycling: MSC</b>		<b>3,128</b>	<b>3,136</b>	<b>3,920</b>	<b>784</b>
<b>Waste and Recycling: Other</b>		<b>19</b>	<b>11</b>	<b>6</b>	<b>(5)</b>
<b>Environment Total</b>		<b>4,749</b>	<b>4,760</b>	<b>5,534</b>	<b>774</b>

## Indicative 2019/20 Budgets

<b>Committee Service Area</b>	<b>2018/19 Base Budget (£'000)</b>	<b>2019/20 Indicative Budget (£'000)</b>
Canal Partnership	7	7
Director (Development Services)	117	117
Head of Health and Wellbeing	71	73
Environmental Health Team	149	152
Contaminated Land	32	32
Dog Warden Service	78	80
Environmental Protection	154	157
Food Safety	151	154
Health and Safety	87	89
Land Drainage	39	39
Public Health	43	44
Pest Control	7	8
Port Health	2	2
Planning Liaison	14	14
<b>Subtotal Environmental Health</b>	<b>757</b>	<b>772</b>
Planning and Building Control Admin	261	266
Building Control	(183)	(176)
Securing Dangerous Structures	10	10
Building Regulation Enforcement / Advice	37	38
Street Naming	(4)	(4)
<b>Subtotal Statutory Building Control</b>	<b>120</b>	<b>134</b>
Planning Strategy	311	315
<b>Subtotal Planning Strategy</b>	<b>311</b>	<b>315</b>
Development Control	(261)	(248)
Trees	43	43
Conservation	59	60
Planning Appeals	70	71
Enforcement	107	109
Footpath Diversion	(2)	(2)
<b>Subtotal Development Control</b>	<b>15</b>	<b>34</b>

## Appendix A

Committee Service Area	2018/19 Base Budget (£'000)	2019/20 Indicative Budget (£'000)
Economic Development	54	54
Market Town Projects	24	24
Regeneration	65	65
<b>Subtotal Economic Development</b>	<b>144</b>	<b>144</b>
Carbon Management	71	71
MSC: Refuse Collection	1,115	1,549
MSC: Food Waste	341	352
MSC: Recycling	1,181	1,226
MSC: Bulky Waste	45	47
MSC: Garden Waste	(153)	(146)
MSC: Street Cleansing	607	625
<b>Subtotal Waste and Recycling</b>	<b>3,136</b>	<b>3,653</b>
Waste and Recycling: Other	11	11
<b>ENVIRONMENT Total</b>	<b>4,760</b>	<b>5,330</b>

The base budget for 2018/19 shown in the table above are based on:

- Original Budget 2018/19 as reported to Council in January 2018
- Addition of 1% Pay inflation to service budgets recognising the increased pay award of 2%

The base budget for 2018/19 will not tie-back to the original/revised budget for the committee as shown in this report. Budget changes concerning the Workforce Plan have not been reflected in these tables, as all changes will be reported through Strategy and Resources committee in October 2018.

The Indicative budget for 2019/20 is based on:

- Base budget 2018/19
- Addition of 2% pay inflation in recognition of the agreed pay award
- Addition of non-pay inflation on contracts/IT services where the council is contractually obliged to uprate the contract cost
- Known changes to service budgets as reflected in the MTFP presented to Council in January 2018 and February 2018

No other budget changes have been reflected at this stage.

**STROUD DISTRICT COUNCIL**  
**ENVIRONMENT COMMITTEE**

**AGENDA  
ITEM NO**

**13 SEPTEMBER 2018**

**8**

<b>Report Title</b>	<b>LOCAL PLAN REVIEW – PREFERRED STRATEGY PUBLIC CONSULTATION</b>
<b>Purpose of Report</b>	To agree a Preferred Strategy paper for public consultation.
<b>Decision(s)</b>	<p><b>Committee resolves to:-</b></p> <ol style="list-style-type: none"> <li><b>1. Approve the content of the Preferred Strategy paper (Appendix A) for the purposes of public consultation commencing October 2018</b></li> <li><b>2. Delegate to the Director of Development Services the authority to make minor textual and formatting changes to the draft document for public consultation</b></li> </ol>
<b>Consultation and Feedback</b>	There has been internal consultation with relevant departments, a member’s seminar and discussions held at Planning Review Panel. The draft Preferred Strategy paper has been amended to take account of points raised.
<b>Financial Implications and Risk Assessment</b>	<p>As the decision is to approve the content for the purposes of public consultation, then there are no direct financial implications to this report. Future financial implications may arise after consultation if there is a delay in the progress of the local plan review.</p> <p>Adele Rudkin, Accountant <a href="mailto:adele.rudkin@stroud.gov.uk">adele.rudkin@stroud.gov.uk</a></p> <p>There are risks associated with delaying the progress of the Local Plan Review or in not seeking to address the minimum level of housing need using the new national standard method. Both would be contrary to national policy and would result in potential speculative housing applications not in accordance with the current Local Plan. Continuing to progress this timely review will ensure that the Local Plan remains up-to-date and the planned for housing supply can be maintained.</p>
<b>Legal Implications</b>	<p>Legal Implications are provided on the First Draft of the Preferred Strategy Paper (as at 21<sup>st</sup> August).</p> <p>A local plan can be revised at anytime. SDC must keep its local plan under review having regard to any of the following matters in relation to the district:</p>

	<ul style="list-style-type: none"> <li>• The principal physical, economic, social and environmental characteristics;</li> <li>• The principal purposes for which land is used;</li> <li>• The size, composition and distribution of the population;</li> <li>• The communications, transport system and traffic;</li> <li>• Any other considerations which may be expected to affect those matters;</li> <li>• Such other matters as may be prescribed or as the Secretary of State (in a particular case) may direct;</li> <li>• Any changes which SDC think may occur in relation to any other matter; and,</li> <li>• The effect such changes are likely to have on the development of the district or on the planning of such development.</li> </ul> <p>A review of the Local Plan must be completed every five years from the date of adoption and is required to keep the Local Plan considered up-to-date and sound.</p> <p>There is a legal duty on local planning authorities to engage constructively. Local Planning Authorities must produce a Statement of Community Involvement (which is subject to a separate report before this committee) setting out the Council's policy for consulting and engaging with individuals, communities and other stakeholders in the preparation and revision of local development documents amongst other matters. Any consultation must adhere to the Statement of Community Involvement (if adopted) and be adequate and fair.</p> <p>Legal advice on any updated or amended Local Plan resulting from the process will be provided as appropriate and required.</p> <p>Craig Hallett, Solicitor &amp; Deputy Monitoring Officer  Tel: 01453 754364  Email: <a href="mailto:craig.hallett@stroud.gov.uk">craig.hallett@stroud.gov.uk</a>  R20.08D28.08C21.08</p>
<b>Report Author</b>	Mark Russell, Planning Strategy Manager Tel: 01453 754305 Email: <a href="mailto:Mark.Russell@stroud.gov.uk">Mark.Russell@stroud.gov.uk</a>
<b>Options</b>	Options are: <ol style="list-style-type: none"> <li>1. approve the Preferred Strategy paper for public consultation; or</li> <li>2. amend the Preferred Strategy paper for public consultation, or</li> <li>3. delay the Preferred Strategy paper for further internal discussion.</li> </ol>

<b>Performance Management Follow Up</b>	Key stages of the Local Plan review will be subject to future reports to both Planning Review Panel and Environment Committee. Council will approve the draft Local Plan at pre-submission and submission stages.
<b>Background Papers/ Appendices</b>	Appendix A – Preferred Strategy paper <a href="#">Background papers</a>

## 1. BACKGROUND

- 1.1 Council adopted the Stroud District Local Plan in November 2015. The Plan continues to provide an up-to-date planning framework to assess planning applications and identifies sufficient housing and employment land to meet needs to 2031. The Plan included a commitment to undertake an early review.
- 1.2 The Government expects local planning authorities to review plans regularly to keep them up-to-date and to update them in whole or in part at least every five years.
- 1.3 In September 2017 Committee approved a timetable for the Local Plan Review and approved an Issues and Options paper for public consultation. Public consultation was undertaken between October and December 2017 and included public exhibitions and meetings with parish councils and key stakeholders. A report setting out the initial responses to public consultation was published in February 2018.

## 2. PREFERRED STRATEGY CONSULTATION PAPER

- 2.1 In July 2018 Government published the new National Planning Policy Framework (NPPF). As expected, the NPPF included a number of proposals to boost significantly the supply of housing, including the introduction of a standard method for determining the minimum number of houses required which local authorities should follow in drafting their new plans. The method uses a formula based on projections of local household needs adjusted to take account of the relative cost of housing in each area. Departing from these minimum figures can only be justified in exceptional circumstances. For Stroud, the Government requires the delivery of at least 638 homes per year. This is a 40% increase from the figure in our current Local Plan of 456 homes per year. Last year 497 homes were built in the district.
- 2.2 A Preferred Strategy paper has been prepared to identify how this housing requirement could be distributed across the district, as well as addressing employment, retail and town centre, open space and community needs over the next twenty years.
- 2.3 In summary, the paper includes the following:
  - 1) Introduction – what it is about and how people can get involved
  - 2) Key issues – identifies the priority issues for the district building upon the previously identified 40 key issues grouped by

Corporate Delivery Plan priority areas: economy; affordable housing; environment; health and wellbeing; delivery.

- 3) Needs – identifies the preferred strategy around:
  - Local economy and jobs
  - Our town centres
  - A need for local housing
  - Local green spaces and community facilities
- 4) Vision and strategic objectives for the new plan
- 5) Preferred growth strategy – sets out the preferred approach for managing future growth, including:
  - broad future growth strategy as a hybrid of options involving concentrated, dispersed development and growth points
  - settlement hierarchy
  - settlement development limits
- 6) Making places – parish cluster visions and key issues and priorities for each cluster together with preferred sites by settlement

**2.4** The paper does not detail a preferred approach to addressing Gloucester's unmet housing needs at this stage. Instead, an assessment of potential alternative sites will be carried out during 2019 in accordance with the approach agreed by Gloucestershire authorities in 2014. Potential sites within Stroud district will form part of that assessment, together with other sites both within and on the edge of Gloucester but within neighbouring council areas. The site(s) that perform best will be identified in the respective council's future draft plan(s) for potential allocation.

**2.5** The paper does set out preferred sites at the main towns and larger villages to meet Stroud's needs for future housing, employment and/or community uses, put forward by landowners, developers and parish councils during the Strategic Assessment of Land Availability (SALA) process. However, the paper makes clear that the identification of these sites does not indicate Council support for development at these locations at this stage. The purpose of the consultation is to seek local views on these options and to identify whether other site options may be better.

**2.6** The Preferred Strategy paper is supported by a number of studies and assessments including a transport discussion paper, settlement analysis work and sustainability appraisal of realistic alternative options.

### **3. NEXT STEPS**

- 3.1** The Preferred Strategy paper and supporting documents will be subject to public consultation for eight weeks commencing w/c 22 October and ending w/c 17 December 2018. The following activities are proposed during that time:
- Press release and newspaper advertisement
  - Emails to groups and individuals on Planning Strategy mailing list



- Consultation paper and supporting documents on website
- On-line questionnaire via website
- Consultation paper at deposit points
- Public exhibitions at locations throughout the district
- Meetings with town and parish councils (clusters)
- Meetings with statutory consultees, interest groups (community, schools, businesses, etc.)

**3.2** The results of public consultation will help inform the development of the draft Plan during 2019.

**STROUD DISTRICT COUNCIL**  
**ENVIRONMENT COMMITTEE**

**AGENDA  
ITEM NO**

**13 SEPTEMBER 2018**

**9**

<b>Report Title</b>	<b>STATEMENT OF COMMUNITY INVOLVEMENT</b>
<b>Purpose of Report</b>	To agree a draft Statement of Community Involvement for public consultation.
<b>Decision(s)</b>	<b>Committee resolves to:-</b> <b>1. Approve the draft Statement of Community Involvement (Appendix A) for the purposes of public consultation</b>
<b>Consultation and Feedback</b>	There has been internal consultation within relevant departments and discussions held at Planning Review Panel. The draft Statement of Community Involvement has been amended to take account of points raised.
<b>Financial Implications and Risk Assessment</b>	There are no direct financial implications arising from this report.  Adele Rudkin, Accountant <a href="mailto:Adele.rudkin@stroud.gov.uk">Adele.rudkin@stroud.gov.uk</a>  There are risks associated with not reviewing and updating the current Statement of Community Involvement in terms of complying with national legislation and guidance relating to the preparation of the Local Plan and determining planning applications.
<b>Legal Implications</b>	Local Planning Authorities must produce a Statement of Community Involvement (SCI) which sets out the Council's policy for consulting and engaging with individuals, communities and other stakeholders both in the preparation and revision of local development documents and development control decisions. From 6 <sup>th</sup> April 2018 the SCI must be reviewed every five years starting with the date of adoption of the SCI.  There is a legal duty on local planning authorities to engage constructively and any consultation undertaken must be adequate and fair.  Legal advice on any updated or amended strategy resulting from the process will be provided as appropriate and required.  Craig Hallett, Solicitor & Deputy Monitoring Officer Tel: 01453 754364 Email: <a href="mailto:craig.hallett@stroud.gov.uk">craig.hallett@stroud.gov.uk</a> R20.08D28.08C21.08

<b>Report Author</b>	Mark Russell, Planning Strategy Manager Tel: 01453 754305 Email: Mark.Russell@stroud.gov.uk
<b>Options</b>	Options are: 1. approve the draft Statement of Community Involvement for public consultation; or 2. amend the draft Statement of Community Involvement for public consultation, or 3. delay the draft Statement of Community Involvement for further internal discussion.
<b>Performance Management Follow Up</b>	The results of public consultation on the draft document will be reported to both Planning Review Panel and Environment Committee.
<b>Background Papers/ Appendices</b>	Appendix A – Draft Statement of Community Involvement

## 1. BACKGROUND

- 1.1 Section 18 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce a Statement of Community Involvement (SCI), which should explain how they will engage local communities and other interested parties in producing their Local Plan and determining planning applications. The Statement of Community Involvement should be published on the local planning authority's website.
- 1.2 The Council first adopted an SCI in November 2007. The SCI was subsequently amended in March 2009 to refer to electronic communication. However, subsequent changes to national planning policy and the constitution of the Council now require a new SCI to be prepared.

## 2. CONTENTS

- 2.1 The document sets out Stroud District Council's strategy for community involvement in the planning process. It sets out the ways in which we will inform, engage and consult people when we are formulating planning policies and considering planning applications and how we will give feed back to the community on the results.
- 2.2 The section on preparing the Local Plan and other policy documents sets out which specific and general consultation bodies, as defined in planning legislation, we will consult with, including references to the central role parish councils play in local communities and to the need to vary traditional consultation methods to engage with hard to reach groups. The section also sets out the variety of methods and techniques we will use to reach the intended audience and at what stage in the preparation of the relevant document we will use them.

- 2.3 The section on community involvement in the planning application process sets out the Council's approach to publicising and consulting on proposals at various stages in the process when a planning application has been received and validated, at the planning decision stage, and if an appeal is submitted. The approach highlights the role that the Public Access system can play in providing customer 'self-service' opportunities for information and to assist with making comments.

### **3. NEXT STEPS**

- 3.1 The draft SCI will be subject to public consultation for eight weeks commencing w/c 22 October and ending w/c 17 December 2018. The following activities are proposed during that time:
- Press release
  - Emails to groups and individuals on Planning Strategy mailing list
  - Consultation paper and supporting documents on website
  - On-line questionnaire via website
  - Consultation paper at deposit points
- 3.2 The results of public consultation will help inform the final version of the SCI which will be considered at a future meeting of Environment Committee.

## **Stroud District Council DRAFT Statement of Community Involvement**

### **1.0 Introduction**

- 1.1 This document sets out Stroud District Council's strategy for community involvement in the planning process. It sets out the ways in which we will **inform, engage** and **consult** people when we are formulating planning policies and considering planning applications and how we will give feed back to the community on the results.
- 1.2 The Council has also signed up to the following documents that cover how we will consult with the voluntary/community sector, Parish and Town Councils and service personnel and their families:
- The Gloucestershire Compact
  - "Working Together" – Parish and Town Council Protocol
  - Gloucestershire Armed Forces Community Covenant

### **2.0 Preparing the Local Plan and other policy documents**

- 2.1 Local authorities are required to produce a local plan which sets out the planning policies for their area. They may also produce supplementary planning documents (SPDs) which add further detail to policies or sites.
- 2.2 The Council maintains a timetable for producing the Local Plan and SPDs known as the Local Development Scheme (LDS). We will publicise this on our website and keep it up to date so that local communities can keep track of plan making activity and know when they can get involved.
- 2.3 We will publish monitoring reports at least annually on our website on how policies within the Local Plan are being delivered and on progress with plan preparation as set out in the LDS.
- 2.4 Neighbourhood plans are produced by parish and town councils who are responsible for engaging and consulting with local communities. We will publish information on progress with neighbourhood plans on an annual basis.

#### *Who will we inform, engage and consult?*

- 2.5 The Local Plan Regulations set out who must be consulted at key stages of plan production. These are known as specific consultation bodies. The current list includes:
- The Coal Authority
  - The Environment Agency
  - Historic England
  - Marine Management Organisation
  - Natural England
  - Network Rail
  - Highways England

- Relevant authority within or adjoining area (county, local , parish)
  - Electronic communications operator or owner
  - National Health Service
  - Electricity and Gas operators
  - Water and sewerage undertakers
  - Homes England
- 2.6 We will consult a wide range of general consultation bodies as appropriate and necessary. These bodies fall into several groups, as follows:
- Voluntary bodies
  - Community groups
  - Religious groups
  - Business groups (e.g. GFirst LEP)
  - Environmental groups (e.g. Cotswolds Conservation Board, CPRE)
  - Landowners & developers
  - The service sector (police, health, education, etc.)
- 2.7 Any group or individual showing an interest in the Local Plan or other policy documents and wanting to be included at any stage of the process will be added to the consultation database. We will manage and review this regularly to keep it as up-to-date as possible.
- 2.8 Town and Parish Councils, as the tier of government that is closest to local communities, have a central role to play in leading their communities and improving local quality of life. Town and Parish Council views are therefore an important consideration.
- 2.9 We recognise that many members of the community are hard to reach or engage with, whether due to working hours, commitments, personal circumstances or disabilities. We will try to modify traditional consultation methods where appropriate to engage with such groups and individuals. Some of these groups include:
- Older people
  - Young people
  - Minority ethnic people
  - People who communicate in other languages and by different means
  - Travellers
  - People with disabilities (including people with mental illness, learning difficulties and visual or hearing impairment)
  - Gay, lesbian, bisexual and transgender people
  - The socially excluded (including those living in poverty and the homeless)

*How will we inform, engage and consult?*

- 2.10 All Local Plan or SPD public consultations will be for a minimum of 6 weeks:
- We will publish information and documents on the Council's website

- We will notify appropriate organisations and individuals of any consultation events electronically or where a person does not have an email address, letters will be sent to them.
- We will publicise consultations where necessary by methods such as leaflets, posters, displays and newspaper notices.
- Copies of consultation documents will be available for the public to view at specified locations. Currently the list includes:
  - Town and parish council offices that open to the public: Berkeley, Cainscross, Cam, Chalford, Dursley, Minchinhampton, Nailsworth, Painswick, Rodborough, Stonehouse, Stroud, Upton St Leonards, Wotton-under-Edge
  - Public libraries at Berkeley, Brockworth, Dursley, Nailsworth, Minchinhampton, Miserden, Quedgeley, Stonehouse, Stroud, Wotton-under-Edge
  - Stroud District Council, Ebley Mill reception - there are computers for public internet access here as well
  - The Tourist Information Centre at the Subscription Rooms, Stroud

2.11 There are many different ways to encourage local participation. In order to widen the involvement of the community, and especially in engaging and consulting with hard to engage or reach groups, we will use a variety of methods and techniques to reach the intended audience. We will tailor the methods to the specific stage of preparation. Examples of this involvement menu are set out below:

- electronically via the Council's website
- at specific exhibitions of planning proposals or attending public events
- by e-mailing/texting to registered interest groups and individuals
- by holding conferences or workshops e.g. planning for real exercises
- by establishing discussion or focus groups
- through face to face meetings with groups or individuals as required.

2.12 Following the close of public consultations we will:

- publish comments received as soon as possible
- explain how these comments have been taken into account
- set out the next steps

*When will we inform, engage and consult?*

2.13 The following diagram outlines the process for the preparation of the Local Plan and for SPDs. There are various stages when an individual or organisation may be informed of the process, be engaged in the development of a document or be consulted on the draft of a document.

Local Plan stage	Preparation				Publication and submission	Examination	Modification	Adoption
	Survey	Issues and options	Preferred options	Draft plan				
Activities	We will produce and publish data and studies about the area's needs and issues	We will identify and then carry out consultation on issues and options	We will assess options and carry out consultation on preferred options	We will produce a draft plan and carry out consultation	We will produce a final draft plan, carry out formal consultation and send to Inspector	We will respond to questions from the Inspector.	We will produce modifications to the plan and carry out formal consultation	We will consider the Inspector's report and adopt the final Local Plan
How you can be involved	<p>We will <b>inform</b> communities of progress with plan preparation by publishing an up to date Local Development Scheme and annual monitoring reports on the website together with evidence documents when they are completed in an accessible format</p> <p>We will <b>engage</b> with relevant specific and general consultation bodies during the preparation of background studies and survey data. We will <b>inform</b> communities through the publication of data and studies when finalised on the website</p> <p>We will <b>consult</b> with specific and general consultation bodies and with members of the public on the content of documents. We will <b>feedback</b> on how comments have been taken into account through the publication of consultation reports on the website</p>				We will <b>consult</b> formally on the draft document. All comments will be published and passed to the Inspector examining the plan	If you made comments at the publication stage you can ask the Inspector to appear at a hearing session to put your case in person	We will <b>consult</b> formally on modifications to the plan. All comments will be published and passed to the Inspector examining the plan	We will <b>inform</b> consultation bodies and the public of the publication of the Inspector's report and the final adopted Local Plan

SPD/LDS Stages	Preparation	Public consultation	Adoption
Activities	We will prepare and publish a draft document	We will produce a draft document and carry out public consultation	We will consider comments received, make changes to the document as necessary and adopt the final SPD
How you can be involved	We will <b>engage</b> with relevant specific and general consultation bodies during the preparation of the document	We will <b>consult</b> with specific and general consultation bodies and with members of the public on the content of the document. We will <b>feedback</b> on how comments have been taken into account through the publication of consultation reports on the website	We will <b>inform</b> consultation bodies and consultees who responded to consultation of the adoption of the document. We will publish the document on the website.



### **3.0 Community Involvement in the planning application process**

- 3.1 Stroud District Council determines around 2,800 planning and other applications each year, ranging from householder extensions to major new residential, retail and office developments. Whilst the focus for community engagement in planning is at the plan making stage, as part of the process to determine these applications, it is important that the community and other stakeholders have the opportunity to get involved and have their say.
- 3.2 Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning applications. This section sets out the Council's interpretation of how we will meet those requirements through the development management process at pre-application, application and appeal stages.

#### *Pre-application advice*

- 3.3 The Council's provides a pre-application advice service that allows a developer, be it a householder wondering if their extension is likely to get planning permission to a volume house-builder wishing to explore the planning issues raised by their prospective development, without incurring the cost of submitting a formal planning application. Information on accessing pre-application advice, the service that will be provided and the costs involved is available on the Council's website.
- 3.4 The National Planning Policy Framework (NPPF) highlights the benefits of early consultation and engagement with the development management process: "The more issues that can be resolved at pre-application stage, the greater the benefits." The onus for undertaking public consultation at the pre-application stage lies with the Developer, not the Council.
- 3.5 For larger-scale or potentially controversial development proposals, the Council expects developers to engage with relevant stakeholders, the local community, Ward Members and Town and Parish Councils. For large sites allocated in the adopted Local Plan, the Council has agreed a Pre-Application Community Involvement Protocol (available on the Council's website), which sets out good practice for developers, town and parish council's and the District Council. For very large development proposals, pre-application consultation is required by the Planning Act 2008 and the Localism Act 2011.
- 3.6 With small-scale development proposals, there is usually no need for an applicant to undertake pre-application public consultation beyond speaking to nearby neighbours about plans.

#### *Planning applications*

- 3.7 Once a planning application has been received and validated by the Development Management team, there is a process of informing through publicity and consultation that is undertaken to ensure that stakeholders and the community have the opportunity to have their say on the development

proposed. For all planning applications, neighbour notification letters are sent to the occupiers of properties immediately adjoining the site and a site notice is displayed as close as possible to the proposed development site. With the growth of customer 'self-service' via the Council's website 'Public Access' system, the use of neighbour notification letters may cease in the future, but for the present time, they will remain part of the consultation process.

- 3.8 An email will be sent to the relevant Town or Parish Council clerk for the area where the development proposal is situated, making them aware of the application. Internal and external statutory consultees are also notified of relevant applications (for example Highways, Environmental Health or Conservation teams and the Environment Agency).
- 3.9 For some types of application (such as major applications; applications for works to listed buildings; applications for developments affecting the setting of a listed building or a conservation area), a notice will be placed in the local press.
- 3.10 Following all these notifications, there is a period of at least 21 days on all applications for any interested parties, including internal and external statutory consultees, to make comments. We continue to accept comments until the application is determined, so in many cases this will be longer than 21 days but for the efficient determination of applications we do ask that the 21 day notification period is adhered to wherever possible.
- 3.11 If significant changes or amendments are submitted while the application is being processed, an additional 10 days will be available to make comments. The same parties will be notified of these changes, plus anyone who has already commented on the proposals.
- 3.12 All planning applications can be viewed online through the Council's Public Access system. We encourage people to respond online through the Public Access as this allows us to process comments more efficiently. Alternatively, comments can be submitted by email or post. All comments must be made in writing and contain the name and address of the author. We cannot consider anonymous comments.
- 3.13 All comments received are public documents and will be made available to view online through the Public Access system. They cannot be kept confidential, although personal information (signatures, email addresses and phone numbers) is censored. The adopted officer Scheme of Delegation means that the majority of applications are determined under officer delegated powers, leaving Development Control Committee (DCC) to consider the more contentious applications. The Scheme of Delegation can be found within the Constitution on the website.

#### *Planning decisions*

- 3.14 For those applications that are determined at DCC, members of the public have the right to speak in favour of or against applications. Objectors and

supporters are given 3 minutes each (this time is shared if there is more than one speaker) and the town or parish council also have 3 minutes.

- 3.15 Once a decision is made, either at DCC or under officer delegated powers, the decision notice will be issued and a copy of it placed to view on the Council's website. Those members of the public who have signed up via Public Access for application alerts will be notified with an email to say that there has been a change in the application.

### *Appeals*

- 3.16 An appeal may be submitted to the Planning Inspectorate by an applicant when planning permission is refused or where it has been permitted with conditions which the applicant considers to be unreasonable. Appeals can also be lodged if the application has not been determined within the appropriate statutory time limit.
- 3.17 If an appeal is made, the Council will notify everyone who was notified about the original application, plus anyone who commented on the application. Any further comments made at this time should be sent directly to the Planning Inspectorate (not the Council) for its consideration.
- 3.18 For appeals that are decided through an informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector. The Planning Inspectorate will consider the evidence and decide whether the Council's decision was correct. For all types of appeals the Inspector's decision is binding on the Council, although it can be challenged on a point of law in the High Court.
- 3.19 When an appeal decision is received by the Council, we will publish the decision on our website.

## **4.0 How to make your comments**

- 4.1 To make a comment on the Local Plan or a supplementary planning document during a public consultation period:
1. the preferred method of response is via the online survey on the planning strategy pages of the Council's website [www.stroud.gov.uk](http://www.stroud.gov.uk)
  2. by email: [local.plan@stroud.gov.uk](mailto:local.plan@stroud.gov.uk)
  3. write to: The Planning Strategy Team, Stroud District Council, Ebley Mill, Stroud, GL5 4UB
- 4.2 To make a comment on a planning application:
1. the preferred method of response is via the public access system (you will need to register on the website to do this) having viewed the application online on the Council's website [www.stroud.gov.uk](http://www.stroud.gov.uk)
  2. by email: [planning@stroud.gov.uk](mailto:planning@stroud.gov.uk)

3. write to: Planning, Stroud District Council, Ebley Mill, Stroud, GL5 4UB

## **5.0 Revising the Statement of Community Involvement**

- 5.1 Local planning authorities must review their Statements of Community Involvement every five years from adoption. In addition, we will review and update if necessary this document to reflect any national legislative changes or proposed changes to local practice.

13 SEPTEMBER 2018

**10**

<b>Report Title</b>	<b>DURSLEY NEIGHBOURHOOD DEVELOPMENT PLAN: PROGRESS TO REFERENDUM</b>
<b>Purpose of Report</b>	To inform councillors of progress regarding the Dursley Neighbourhood Development Plan (DNDP)
<b>Decision(s)</b>	<p><b>The Committee RESOLVES:</b></p> <ol style="list-style-type: none"> <li><b>1. to accept all recommended modifications of the Examiner's Report (Appendix A);</b></li> <li><b>2. that the Dursley Neighbourhood Development Plan, as modified, meets the basic conditions, is compatible with the Convention rights, complies with the definition of a neighbourhood development plan (NDP) and the provisions that can be made by a NDP;</b></li> <li><b>3. to take all appropriate actions to progress the Dursley Neighbourhood Development Plan to referendum in early December 2018.</b></li> </ol>
<b>Consultation and Feedback</b>	<p>The DNDP has been through two statutory consultations. Dursley Town Council undertook a pre-submission consultation (Regulation 14) from 24<sup>th</sup> November 2017 to 12<sup>th</sup> January 2018 and the Council undertook a post-submission consultation (Regulation 16) from 15<sup>th</sup> June to 27<sup>th</sup> July 2018. Both consultations lasted no less than the six weeks as required by the regulations.</p> <p>Dursley Town Council considered the comments received during the Regulation 14 consultation and made changes to the plan. The comments received during the Council's Regulation 16 consultation were provided to the examiner of the plan who considered them during the examination.</p>
<b>Financial Implications and Risk Assessment</b>	<p>The Government issued guidance in October 2014 indicating that funding of £12m was available to local planning authorities to help them meet the cost of their responsibilities around Neighbourhood Planning. A total of £20,000 can be claimed for each NP area. This single payment will be made once a date is set for a referendum, following a successful examination.</p> <p>If Committee resolves to accept the examiner's report and progress the plan to referendum, potential funding of £20,000 would be available. Any costs incurred in excess of this will have to be borne by the Council.</p> <p>David Stanley – Accountancy Manager Tel: 01453 754100 Email: david.stanley@stroud.gov.uk</p>

<b>Legal Implications</b>	<p>The report and recommendations outline the current legal position with regard to the next stage in the process. The Council's discretion with regard to proceeding to a referendum or otherwise is strictly limited by statute and in this case the requirements for proceeding to a referendum appear to have been met subject to the proposed modifications being included in the NDP.</p> <p>Alan Carr, Solicitor Tel: 01453754357 Email: <a href="mailto:alan.carr@stroud.gov.uk">alan.carr@stroud.gov.uk</a></p>
<b>Report Author</b>	<p>Simon Maher, Neighbourhood Planning Officer Tel: 01453 754339 Email: <a href="mailto:simon.maher@stroud.gov.uk">simon.maher@stroud.gov.uk</a></p>
<b>Options</b>	<p><b>Option 1 - Make modifications to the DNDP in accordance with the examiner's recommendations</b> This is the option promoted by this report. It consists of accepting the recommendations made in the neighbourhood plan examination report, determining that the DNDP meets the basic conditions and all legal requirements and should therefore proceed to a referendum. This approach is considered to be the best option for progressing the plan prepared by the community without any unnecessary delay in the decision making process.</p> <p><b>Option 2 – Make a decision that differs from the examiner's recommendation</b> If the Council were to propose a decision that differs from the examiner's recommendation, the Council is required to:</p> <ol style="list-style-type: none"> <li>1. notify all those identified on the consultation statement of the town council and invite representations, during a period of six weeks,</li> <li>2. refer the issue to a further independent examination if appropriate.</li> </ol> <p><b>Option 3 - Refuse the Plan</b> The Council can decide that it is not satisfied with the plan proposal with respect to meeting basic conditions, compatibility with Convention rights, definition and provisions of the NDP even if modified. Without robust grounds, which are not considered to be present in this case, refusing to take the plan to a referendum could leave the Council vulnerable to a legal challenge.</p>
<b>Performance Management Follow Up</b>	<p>If a referendum is held and there is a vote in favour (50% plus 1) DNDP will automatically become part of the development plan for the District and will be used to determine planning applications within the Dursley Neighbourhood Area. It will also be referred to Council to be "made". If Council decides to not make it, the DNDP will cease to form part of the development plan.</p>

<b>Background Papers/ Appendices</b>	<b>Background Papers</b> <ul style="list-style-type: none"> <li>• <a href="#">Dursley Neighbourhood Plan and submission documents</a></li> <li>• The <a href="#">basic conditions</a> that neighbourhood Plans must meet and <a href="#">other basic conditions</a></li> </ul> <b>Appendices</b> Appendix A – Examiner’s Report – To follow
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## BACKGROUND

1. Neighbourhood planning was introduced through the Localism Act 2011. New powers allowed qualifying bodies (parish or town councils) to produce NDPs. NDPs allow communities to set planning policies for their area.
2. Once adopted, NDPs join the adopted Local Plan in the Council’s Development Plan. They must be considered when planning decisions are made, along with the Local Plan and national planning policy.
3. Producing a NDP allows parish and town councils to increase the amount of Community Infrastructure Levy (CIL) funds they receive from developments within their area from 15% to 25%.
4. NDPs must be examined by a suitably qualified independent person, appointed by the Council and agreed by the qualifying body (Town/Parish Council). Neighbourhood plans must also pass a referendum of local voters by a simple majority. If a plan passes referendum, the Council must make (adopt) it, unless it breaches EU obligations or human rights legislation.

## DURSLEY NEIGHBOURHOOD DEVELOPMENT PLAN

5. The Dursley Neighbourhood Area was designated by resolution of the Council’s Environment Committee on 4<sup>th</sup> February 2014.
6. The DNDP was led by a steering group subordinate to Dursley Town Council (‘the qualifying body’).
7. A submission version of the DNDP was accepted by the Council on 25<sup>th</sup> May 2018, under regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended) (‘the regulations’). As prescribed by ‘the regulations’, the Council consulted on the plan for six weeks and arranged for the plan to be examined.

## EXAMINATION

8. The Council appointed John Slater MRTPI as independent examiner of the DNDP.
9. The examination concludes once the Examiner’s Report is received by the Council. The Examiner’s Report contains a recommendation of whether the DNDP, with or without modifications, should proceed to a referendum.
10. The examiner’s findings, including recommendations and the reasons for them, are set out in the Examiner’s Report (Appendix A). The examiner only

makes recommendations necessary to make the Plan, meet the basic conditions and other legal requirements.

11. The recommended modifications to the DNDP are set out throughout the Examiner's Report (Appendix A).

## **CONSIDERATION**

12. Following the completion of the examination, the Council is required to consider each of the examiner's recommendations and the reasons for them and decide what action to take in response to each. Officers have reviewed the Examiner's Report and agree with all the recommendations and the reasons for them.
13. The Council is required to consider whether the draft DNDP meets the basic conditions, is compatible with the Convention rights and complies with the definition of an NDP and the provisions that can be made by a NDP or can do so as modified.
14. Officer's have carefully considered the DNDP and the Examiner's report and consider that:
  - 1- The DNDP, as modified by the Examiner's recommendations, has had regard to national policies and advice contained in guidance issued by the Secretary of State. The DNDP has been assessed against the National Planning Policy Framework and national Planning Practice Guidance and modifications proposed to comply with national policy.
  - 2- The DNDP, as modified by the Examiner's recommendations, contributes to the achievement of sustainable development. The DNDP has been subject to sustainability assessment that identifies the plan will have an overall positive effect.
  - 3- The DNDP, as modified by the Examiner's recommendations, is in general conformity with the strategic policies contained in the development plan as a whole for the area. The DNDP has been assessed against the adopted Stroud District Local Plan and modifications proposed to ensure the DNDP does not become out-of-date in the context of a review of strategic policies in the Local Plan.
  - 4- The DNDP, as modified by the Examiner's recommendations, would not breach, and be otherwise incompatible with EU obligations. The Examiner's assessment has involved considering the following Directives: the Strategic Environmental Assessment Directive (2001/42/EC); the Environmental Impact Assessment Directive (2011/92/EU); the Habitats Directive (92/43/EEC); the Wild Birds Directive (2009/147/EC); the Waste Framework Directive (2008/98/EC); the Air Quality Directive (2008/50/EC); and the Water Framework Directive (2000/60/EC). In addition, no issue arises in respect of equality under general principles of EU law or any EU equality directive. The Council issued a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Determination in November 2016, which confirmed to Dursley Town Council that a SEA and a full HRA were not required on the DNDP.
  - 5- The DNDP, as modified by the Examiner's recommendations, would not give rise to significant environmental effects on European sites and



European offshore marine sites. The Council issued a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening Determination in November 2016, which confirmed to Dursley Parish Council that a SEA and a full HRA were not required on the DNDP.

- 6- The DNDP, as modified by the Examiner's recommendations, is in all respects fully compatible with Convention rights contained in the Human Rights Act 1988. The Examiner considered the Convention's Articles 6(1), 8 and 14 and its First Protocol Article 1. Nothing in his examination of the Draft DNDP indicated any breach of a Convention right. There has been full and adequate opportunity for all interested parties to take part in the preparation of the Plan and to make their comments known.
  - 7- The DNDP, as modified by the Examiner's recommendations, complies with the definition of an NDP and the provisions that can be made by a NDP. The DNDP sets out policies in relation to the development and use of land in the whole of the neighbourhood area; it specifies the period for which it is to have effect; it does not include provision about development that is 'excluded development' and does not relate to more than one neighbourhood area or repeat an existing planning permission.
15. Subject to consideration at the meeting, members are asked to authorise officers to make the modifications specified in the Examiner's Report and progress the modified version of the plan to a referendum.
  16. The neighbourhood area matches the civic boundary of Dursley Parish; officers recommend that the referendum area should remain that of the Dursley Neighbourhood Area, as designated by the Council on 4<sup>th</sup> February 2014. However, the Council cannot make a decision that differs from the examiners' recommendations about the referendum area.

## **NEXT STEPS**

17. The Council must publish a statement setting out its decision and the reason for making it. Officers will need to modify the plan and produce a final version for the referendum.
18. The Council must hold a referendum within 56 working days from the date that the decision to take the plan forward to a referendum is published. In consultation with the Council's returning officer and elections department, early December 2018 has been identified as the suitable date for holding a referendum.
19. If the plan passes referendum, the Council is required to make (adopt) it unless it breaches EU or Human Rights legislation. The Council's scheme of delegation does not delegate this decision to officers or the Environment Committee, so the decision to make the plan will be made by full Council. This decision is expected to take place in February 2018. The plan cannot be modified at that stage.