

## **CABINET**

**Decision Notices and Minutes of a meeting of the Cabinet held on Thursday, 6th December, 2012 at 5.00 p.m. at the Civic Offices, Telford**

**PUBLISHED ON WEDNESDAY, 12<sup>th</sup> DECEMBER, 2012**

**(DEADLINE FOR CALL-IN: MONDAY, 17<sup>TH</sup> DECEMBER, 2012)**

**PRESENT:** Councillor K.S. Sahota (Leader and Chair), E.A. Clare, S. Davies, A.R.H. England, W.A.M. McClements, R.A. Overton, H. Rhodes, C.F. Smith and P.R. Watling

**ALSO PRESENT:** Councillor A.J. Eade (Conservative Group Leader) and Councillor W.L. Tomlinson (Lib Dem/Independent Group Leader)

### **CB-65        MINUTES**

**RESOLVED** – that the minutes of the meeting of the Cabinet held on 8th November 2012 be confirmed and signed by the Chairman.

### **CB-66        APOLOGIES FOR ABSENCE**

None

### **CB-67        DECLARATIONS OF INTEREST**

None

### **CB-68        DRIVING DELIVERY OF THE COUNCIL'S PRIORITIES – HALF YEAR POSITION**

#### **Non-Key Decision**

Councillor W.A.M. McClements, Cabinet Member: Resources & Service Delivery, presented the report of the Managing Director which presented a review of performance against the Council's priorities at half year.

Two areas identified by Cabinet in September 2012 for improvement were supporting 16 to 24 year olds and homelessness, and the report detailed work that had been undertaken to take these services forward. For example, the number of nights of B&B usage for homeless cases had dropped dramatically due to a change in the type of temporary accommodation use, and there were currently no 16 or 17 year olds in bed and breakfast accommodation. Appended to the report was the detailed analysis of progress against the basket of performance measures for each Council priority, as at September 2012. Among the headline messages were a continued fall in recorded crime and anti-social behaviour; continued progress in educational attainment (particularly at 5 GCSE A\*-C which was now above the national average);

another reduction in teenage pregnancy rates; and the overall level of unemployment now being below the regional average. However, youth unemployment continued to rise – up to 26.3% from 23.2%.- and there was concern that national government was not doing enough to tackle the lack of jobs and training opportunities for 16-24 year olds. Therefore, Cabinet would be targeting jobs and youth unemployment as areas for improvement, as well as prioritising the retention of front line services.

During the ensuing discussion, concern was raised about the apparent deterioration of the indicators relating to the educational achievement of children in care and accommodation for care leavers. Councillor P.R. Watling, Cabinet Member for Children, Young People & Families accepted that more needed to be done, but that the corporate parenting team was now working across all age groups, with a ‘virtual head’ to ensure everything was connected.

### **RESOLVED –**

- (a) that the on-going progress that the Council and its partners is delivering in key areas be noted;**
- (b) that jobs and youth unemployment be targeted as key areas for improvement.**

### **CB-69        SCHOOL ORGANISATION – BEHAVIOUR REVIEW/JIGSAW SCHOOL**

#### **Non-Key Decision**

Councillor P.R. Watling, Cabinet Member: Children, Young People & Families, presented the report of the Assistant Director: Education & Skills which provided an update, following a period of consultation, over proposals for Behaviour Management including Jigsaw School.

The report outlined the current provision across the Borough to meet the needs of those students experiencing barriers to accessing mainstream education. This had been reviewed by a Behaviour Working Party, who had established five task and finish groups to collect evidence and undertake discussions with key partners. It was concluded that the biggest individual cohort of children and young people placed were those who fell into the Autistic Spectrum Condition (ASC) and Behaviour, Emotional & Social Development (BESD) category of need. It was therefore proposed that the Jigsaw School site be used to provide ASC/BESD specialist provision. However, a period of transition would be required to develop this setting, and it was proposed that in the short term the existing Jigsaw School be annexed to a mainstream secondary school from September 2013.

In terms of other sites, it was proposed to establish Assessment & Intervention centres at Haughton and Southall schools to replace the current provision for Key Stages 1, 2 and 3 at Admaston Pupil Referral Unit. For students aged 14 or over, it was proposed to establish specialist provision at

Telford College (TCAT) to replace the current provision at King Street – this would provide students with better support and greater continuity in their studies.

Feedback during informal consultation on the proposals had been positive, and examples of comments received were shown in the report. In order to end the contract with the current provider at Jigsaw School, and transfer the school to become an annex of a mainstream secondary school, a 6 week statutory consultation period would have to be undertaken. Cabinet would then consider the outcome of the consultation at a future meeting.

Members welcomed the proposals as a positive step forward in the delivery of these services.

### **RESOLVED –**

- (a) that the placing of a statutory public notice for transferring the responsibility for delivering education on the Jigsaw site to the control of the Local Authority with effect from September 2013 be approved;**
- (b) that the Jigsaw site be used to establish a specialist ASC/BESD provision extending the age range on the site from 11-16 to 10-18, and to provide a limited number of places for Year 6 pupils and post 16 provision for this specialist group;**
- (c) that an Assessment and Intervention Centre with the capacity for 16 full-time equivalent places should be established under the leadership of Haughton School to replace the Key Stage 1 and 2 provision at Admaston;**
- (d) that an Assessment and Intervention Centre with the capacity for 16 full-time equivalent places should be established under the leadership of Southall School to replace the Key Stage 3 provision at Admaston;**
- (e) that specialist provision be established at Telford College (TCAT) for students aged 14 or over, with the capacity for 32 full-time places, to replace the current provision at King Street.**

### **CB-70            RELOCATION OF THE INCLUSIVE EDUCATION SERVICE AND DISPOSAL OF THE SOCIAL EDUCATION CENTRE**

**Key Decision** identified as **Re-location of Social Education Centre Services and Disposal of Property** in the Notice of Key Decisions published on 9 October 2012.

Councillor E.A. Clare, Cabinet Member: Adult & Social Care, presented the report of the Assistant Director: Care & Support which set out proposals arising from a review of 'in-house' provider services.

The review of the services included two residential homes, day services, community support and shared lives providing predominately for clients with a learning disability, and would explore options and models of service delivery to ensure the future requirements of personalisation were met. A programme of stakeholder engagement was planned to roll out to January 2013, including workshops with service users. A specific piece of work within the review was a proposal to relocate the service for Adults with Learning Disabilities currently delivered at the Social Education Centre based at the campus of Telford College of Arts & Technology (TCAT), and the sale of the building to TCAT. The sale would realise a capital receipt of £635,000 and allow for the relocation and development of the services to other settings. A number of options for relocation were being explored, and were detailed in the report.

As part of the condition of the sale of the property, TCAT would, at no cost to the Council, lease the building back whilst service delivery was relocated. There would be no loss of employment for members of staff. Members commended the quality of the facilities and staff at a number of community day centres, and emphasised that it was important to keep clients informed of the plans.

**RESOLVED –**

- (a) **that the sale of the Social Education Centre to Telford College of Arts & Technology be approved;**
- (b) **that the relocation of the current service within existing service provision be approved;**
- (c) **that a proportion of the funding realised from the sale of the Centre be used for re-development of existing buildings in order to accommodate the relocated services, with the residual funding maybe being used to develop cost effective longer term options within the provider review;**
- (d) **that authority be delegated to the Assistant Director: Development, Business & Housing, in conjunction with the Assistant Director: Law, Democracy & Public Protection, to agree terms and conditions in order to complete the sale of the property, and to enter into any contracts and transfer of documents that may be required to achieve the sale of the property and the relocation of the service.**

**CB-71      DEVELOPMENT OF A POOLED BUDGET (SECTION 75 AGREEMENT) FOR CARERS SERVICES**

**Key decision** identified as **Development of a Pooled Budget (Section 75 Agreement) for Carers Services** in the Notice of Key Decisions published on 9 October 2012.

Councillor E.A. Clare, Cabinet Member: Adult & Social Care, presented the report of the Assistant Director: Care & Support which set out proposals for a

Pooled Budget for Carers to be hosted by the Council in partnership with the Clinical Commissioning Group (CCG) to become operational from 1<sup>st</sup> April 2013.

Within Telford & Wrekin, through joint commissioning with the Primary Care Trust, a Multi-Agency Strategy for Carers had set out a framework to support family carers and develop service improvements to increase the level of support offered. The Strategy reflected the national expectations and key priorities. The proposed pooled budget would maximise the required delivery of national policy guidance and maintain ongoing service development and improvement at a local level. It was proposed that the Council would take a lead role in the commissioning and development of carers' services which would enable the CCG to discharge its responsibilities to carers via the local authority. A number of other benefits from a joint approach were detailed in the report.

It was proposed to transfer existing Council budgets into the pooled arrangement. With £195k of NHS funding, this would lead to a pooled budget of around £340k. Co-ordination would be via the role of a jointly funded Commissioning Officer post, and it was proposed that the pooled budget would be monitored through the Carers Partnership Board. Overall governance would be maintained through the Health & Wellbeing Board. In response to a question, it was confirmed that the proposal would be cost neutral – it was the pooling of existing money, but that this would allow greater flexibility and remove any duplication.

#### **RESOLVED –**

- (a) that the proposal to develop a Pooled Budget for Carers be endorsed, and that authority be delegated to the Assistant Director: Care & Support, in consultation with the Cabinet Member for Care & Support, to complete and sign the required agreement;**
- (b) that it be noted that the proposed governance arrangements will be subject to further consultation in relation to the developing Health & Wellbeing Board.**

#### **CB-72      TELFORD ICE RINK – NEW WAYS OF WORKING**

##### **Non-Key Decision**

Councillor A.R.H. England, Cabinet Member: Leisure & Wellbeing, presented the report of the Assistant Director: Neighbourhood & Leisure Services which set out proposals for the piloting of a new management model for Telford Ice Rink.

Following the refurbishment and re-opening of the Ice Rink, it was recognised that in keeping with Co-operative principles, an opportunity existed to work more closely with stakeholders, many of whom had a long association with the facility. A vision of enhancing and supporting the financial model for the Ice Rink through a recognition and development of social values had emerged

following engagement and consultation with stakeholders including ice rink users, staff, senior managers and Members. From this, there were clear views from stakeholders on the areas for improvement and where co-operative working could be adopted – eg: management & decision making, marketing & promotion and innovation. Appended to the report was an interim model which had been developed with stakeholders. This included the establishment of a steering group to reflect the community and users of the ice rink. Linked to the proposed new management model, there was an opportunity to review working practices and to support a creative and entrepreneurial spirit amongst management and staff.

During the ensuing discussion, the importance of the Ice Rink as a vibrant community facility, particularly for young people, was noted. In response to comments from Councillor Eade (Conservative Group Leader), the Leisure Service Delivery Manager advised that this was a step-by-step approach, and that there would be an opportunity to work with business partners in promoting the wider Southwater re-development.

### **RESOLVED –**

- (a) that the proposed interim ice rink steering group model, as set out in Appendix 2 of the report, be endorsed, and that a review be received after a 12 month period of operation;**
- (b) that the general review of working practices and resource alignment detailed within the report be endorsed, and that authority be delegated to the Managing Director to progress and implement these.**

### **CB-73      MARCHES LOCAL TRANSPORT BODY**

#### **Non-Key Decision**

Councillor H. Rhodes, Cabinet Member: Transport & Community Protection, presented the report of the Assistant Director: Neighbourhood & Leisure Services concerning arrangements for the devolvement of the major scheme transport funding programme to Local Transport Bodies (LTB).

Following a consultation, to which the Council responded, the Department for Transport had now published its proposals. These included the need to formally establish a Local Transport Body based on the geographical area of the existing Marches Local Enterprise Partnership (LEP). It had been agreed that the three Transport Authorities (Herefordshire, Telford & Wrekin and Shropshire) would form the basis of the LTB in conjunction with the Marches LEP in an advisory capacity. The final governance structure was subject to imminent guidance and to confirmation of the LEP's role, but at this stage it was proposed that a joint Cabinet committee would be the most appropriate solution in terms of meeting the assurance framework required by Government. Each Authority would appoint 2 Cabinet members, and the report set out their powers and responsibilities and how the LTB would be supported.

The devolved funding from the Department for Transport would be allocated through a formula based on population size, with the Marches region expected to receive around £16m. This would be in addition to the LTP block allocation, and would need to be spent on major schemes. A provisional list of prioritised schemes would need to be submitted to the DfT by April 2013. In response to a question about reporting back of decisions taken by the new Local Transport Body, it was suggested that this could be done through the Cabinet.

**RESOLVED –**

- (a) **that the establishment of a Marches Local Transport Body, as set out in the report, be approved;**
- (b) **that the Cabinet Member for Transport & Community Protection and the Cabinet Member for Housing, Regeneration & Economic Development be appointed to represent the Council on the Marches Local Transport Body board, as set out in the governance proposals in the report;**
- (c) **that authority be delegated to the Assistant Director: Neighbourhood & Leisure Services, in consultation with the Cabinet Members for Transport & Community Protection and for Housing, Regeneration & Economic Development, to agree documentation and terms of reference for the LTB;**
- (d) **that authority be delegated to the Assistant Director: Law, Democracy & Public Protection to agree and execute all necessary documentation to give effect to the recommendations contained in the report.**

**CB-74      TELFORD & WREKIN ARMED FORCES COMMUNITY COVENANT**

**Non-Key Decision**

Councillor S. Davies, Cabinet Member: Neighbourhood Services & Co-operative Council, presented a report which sought approval for the Council to sign up to the Telford & Wrekin Armed Forces Community Covenant.

An Armed Forces Community Covenant was a voluntary statement of mutual support between a civilian community and its local Armed Forces community – this included serving personnel, reserve forces, veterans and their families. The aim of such a Covenant was to encourage local communities to support the Service community in their area and nurture understanding and awareness amongst the public of issues affecting the Armed Forces community. A proposed Covenant for Telford & Wrekin was appended to the report. It incorporated Co-operative Values, and included a number of measures about how the Council would support the Armed Forces community and help them access Council services. In order to be effective, the Covenant

needed support from a range of agencies, and it was suggested that the oversight of the delivery of the Covenant be undertaken by a Community Covenant Partnership via the existing Local Strategic Partnership Executive Group.

Once signed, it was possible to access the national Community Covenant Grant Scheme, which delivered financial support to projects at the local level. Bids in the first instance must be considered by the Community Covenant Partnership.

Members welcomed this commitment to support local people in the armed forces, and their families, and noted that the official signing of the Telford & Wrekin Covenant by key representatives would take place on 14 December 2012.

**RESOLVED –**

- (a) that the development of an Armed Forces Community Covenant within Telford & Wrekin, along with the specific commitments made by the Council within the draft Covenant appended to the report, be approved;**
- (b) that the Leader of the Council and the Mayor be authorised to sign the Covenant on behalf of the Council;**
- (c) that support is given to establishing a Community Covenant Partnership linked to the Local Strategic Partnership, with responsibility for overseeing the delivery of the Community Covenant and considering local applications to the national Community Covenant Grant Funding Scheme.**

**CB-75      EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED – that the public and press be excluded from the meeting for the following item of business on the grounds that it may involve the disclosure of information relating to the financial or business affairs of any particular person (including the authority holding that information) as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.**

**CB-76      NEWPORT PLANNING - UPDATE**

**Key Decision** identified as **Planning Application – Land at Newport** in the Notice of Key Decisions published on 8 November 2012.

Councillor R.A. Overton, Deputy Leader, presented the report of the Assistant Director: Development, Business & Housing which updated Members on the progress of various planning and property matters in relation to developments at Newport.

The report detailed the current position regarding the planning application for land at Station Road, Newport, which the Council, as landowner, was contractually committed to pursue. That application was subject to a Public Inquiry, and the report outlined the likely costs arising from being represented at the Inquiry. In addition, there were a number of related issues relating to planning applications and permissions that had been granted on other sites in Newport, and the intention of the Council to pursue a High Court challenge in respect of the Audley Avenue site. There had also been costs incurred in relation to Council representation at an inquiry to determine an application by local residents for the Council's land at Station Road to be designated as a village green.

**RESOLVED –**

- (a) that the decision made by the Assistant Director: Law, Democracy & Public Protection to pursue a High Court challenge to the decision of the Secretary of State dated 2 August 2012 in respect of the site at Audley Avenue be ratified;**
- (b) that it be noted that the Council, as landowner, is contractually bound to support St Modwen Developments in pursuing the planning application for Station Road, Newport on the land shown in the appendix to the report.**
- (c) that it be noted that the Council's position at the Station Road call-in inquiry be one of continuing to support its decision that the application should be approved;**
- (d) that the potential costs which may be incurred as detailed in the report be approved, including a capital allocation and expenditure of £0.4m and the use of the corporate contingency of £0.3m for the revenue costs as detailed in Appendix 1 of the report, and that the potential additional revenue liability of £0.2m should planning appeals be lost and costs granted against the Authority be noted.**

The meeting ended at 6.02 pm.

**Signed for the purposes of the Decision Notices**

**Jonathan Eatough**  
**Assistant Director: Law, Democracy & Public Protection**  
**Date: 12 December 2012**

**Signed: .....**

**Date: .....**

**STATEMENT OF COMMUNITY INVOLVEMENT**

**REPORT OF ASSISTANT DIRECTOR: DEVELOPMENT, BUSINESS & HOUSING**

**LEAD CABINET MEMBER – CLLR CHARLES SMITH**

**PART A) SUMMARY REPORT**

**1. SUMMARY OF MAIN PROPOSALS**

1.1 The Council is establishing a revised framework for public engagement in planning. Following public consultation on the draft, Cabinet approval is now being sought to formally adopt the Statement of Community Involvement attached at Appendix 1. The adopted Statement of Community Involvement will be used to guide engagement in relation to all planning applications and the preparation of Shaping Places, the new Development Plan.

**2. RECOMMENDATIONS**

2.1 That Cabinet adopt the Statement of Community Involvement as attached in Appendix 1

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Good engagement will help support action across a range of Council priorities including: Protect and create jobs as a 'Business Supporting, Business Winning Council'; Regenerate those neighbourhoods in need; Work to ensure that local people have access to suitable housing; Ensuring that neighbourhoods are safe, clean and well maintained.
	Will the proposals impact on specific groups of people?	
	Yes	The document is important for any stakeholders who wish to engage in planning. The Statement of Community Involvement specifically highlights how the Council will seek to engage with groups who have previously been less involved with planning.
<b>TARGET COMPLETION/ DELIVERY DATE</b>	Adopt Statement of Community Involvement in December 2012	
<b>FINANCIAL/ VALUE FOR MONEY IMPACT</b>	Yes	The draft Statement of Community Involvement proposes a number of enhancements to existing planning processes, some of which have a financial implication. A wide range of techniques will be utilised to improve stake holder involvement in the planning process. Whilst some of these communication techniques will add costs it is envisaged that this will be offset by the increased use of an on-line consultation portal. Consultation costs overall should, therefore, be contained within existing budgets. Support to planning applicants will be enhanced through the provision of free pre-application advice for all developments and access to a Strategic Application Workshop service for large development applications. These services will be provided, free of charge to the applicant, by existing officer resources from the appropriate professional teams within the Council. This will impact upon the capacity of these teams to undertake chargeable work and may lead to income shortfalls for these teams. In order to limit the potential budget growth due to income shortfalls it is recommended that the extent of the pre-application service to be provided free of charge is agreed and monitored. Income against targets will be monitored on an ongoing basis and reported as appropriate through the Service and Financial Planning process. JAC 30.11.12

<b>LEGAL ISSUES</b>	Yes	It is a statutory requirement under Section 18 of the Planning and Compulsory Purchase Act 2004 for the Council to produce a Statement of Community Involvement.
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	Yes	The Statement of Community Involvement will provide greater overall clarity for investors regarding the Council's expectations, setting out how they can engage with planning and reflecting the new streamlined processes pledged in the new Business & Development Charter.
<b>IMPACT ON SPECIFIC WARDS</b>	No	Borough wide impact.

## **PART B) ADDITIONAL INFORMATION**

### **4. INFORMATION**

- 4.1 The Council adopted a Statement of Community Involvement in 2006. This needs to be updated to reflect the Council's Co-operative Values and the ways in which the Co-operative Council has updated engagement with stakeholders. It is also important to have an up to date Statement of Community Involvement in place to ensure effective engagement in the preparation of the new Shaping Places Development Plan
- 4.2 The Draft Statement of Community Involvement was agreed by Cabinet in July 2012. This was subject to public consultation between 28 August and 9 October 2012.
- 4.3 The Council received 36 comments in relation to the Statement of Community Involvement. These were from a range of stakeholders including Parish Councils, statutory bodies, a residents association and the general public. The Environment Agency, English Heritage and the Coal Authority also provided advice on how the Council should engage with them as statutory bodies.
- 4.4 The responses have been analysed and a number of changes have been made to the document and also other matters referred to colleagues for further action. Changes proposed to the SCI include adding more detail in relation to neighbourhood planning, adding a diagram illustrating the processes relating to an application for planning permission and adding greater signposting to the Council website. A document setting out the comments received, the Council response and the action taken is available by using the following link:  
[http://www.telford.gov.uk/downloads/download/1358/statement\\_of\\_community\\_involvement](http://www.telford.gov.uk/downloads/download/1358/statement_of_community_involvement)
- 4.5 The SCI forms the basis for engagement in planning but all stages of formal engagement in development plan preparation will be developed further. They will be planned in consultation with the corporate Community Engagement and corporate policy Teams in order to maximise the involvement of the community and align with best practice.

### **5. IMPACT ASSESSMENT – ADDITIONAL INFORMATION**

- 5.1 One of the comments received during the public consultation emphasised the need to tailor our methods of consultation for different audiences. The Equalities section of the Statement of Community Involvement has been updated to reflect this.
- 5.2 In consultation with the Community Engagement team a summary leaflet has been produced to accompany the final SCI document (See Appendix 2). This has been approved by the Council's Readers Group to ensure it is accessible to all.

### **6. PREVIOUS MINUTES**

<http://apps.telford.gov.uk/demservice/DisplayDocument.asp?type=pdf&ref=14675>

### **7. BACKGROUND PAPERS**

26 July 2012 Cabinet Report: Statement of Community Involvement – Draft for Consultation

**Report prepared by Matt Wedderburn, Development Plans Team Leader, 01952 384246**

# Statement of Community Involvement 2012





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# 1 Foreword

We believe that by involving people in the decisions that affect them we can create a better place for those who live, work and play in Telford and Wrekin. It is important that people know when and how they can be involved in the planning process. This document explains how Telford & Wrekin, as a Cooperative Council, will engage different people in planning; both the production of new planning policy and the decisions made on planning applications.

Engagement will be carried out when people can most effectively be involved in those planning issues that concern them. Your views matter to the Council and are important in shaping the future of Telford and Wrekin.



Councillor Charles Smith

Cabinet Member for Housing, Regeneration and Economic Development

## 2 Introduction

### 2.1 What is a Statement of Community Involvement?

**2.1.1** The Statement of Community Involvement is a document which provides people with information about how and when they can be involved with planning. It explains how different stakeholders (local businesses, developers and the general public) can get involved in the planning process, from preparing new policy documents to determining planning applications.

**2.1.2** As a Co-operative Council, and in the spirit of localism, Telford & Wrekin is keen to involve residents, businesses and other representative organisations in the planning process. The Council's Cooperative values mean that we will be open and honest in the way we work and make decisions. We will be accountable for our own actions and empower people with the skills to help themselves. We will respond to people's needs in a fair and consistent way, working together with the community, involving people in the decisions that affect their lives whilst being prepared to listen and take on new ideas.

**2.1.3** As a "business winning and supporting Council" Telford & Wrekin is committed to enabling businesses to engage with all Council services.

**2.1.4** The Telford & Wrekin Statement of Community Involvement has been prepared in accordance with national regulations which set expectations with regards to adequate stakeholder involvement in the planning process.

**2.1.5** A glossary of all terms used in this document is provided in Section 9.1.

## 3 The Vision for Involvement

### 3.1 Our Vision

**3.1.1** Local communities, businesses, investors and interest groups often have vital local knowledge and a stake in their local area. These groups are known as stakeholders. They have views and opinions on planning matters that are important to the Council. The Council will operate in an open and inclusive manner, considering the wide ranging views that planning can produce. In valuing all opinions we aim to create stronger neighbourhoods and an improved borough for all.

**3.1.2** The planning process in Telford & Wrekin; from policy development, to application decisions, is a dialogue between all interested parties. The Council will take account of the public's views and strive to see them incorporated in decision making, wherever possible.

**3.1.3** All stakeholders in the planning process should understand how the Council will inform, engage and involve them in planning. This information will be set out clearly in the Council's Statement of Community Involvement.

### 3.2 Our Commitment

**3.2.1** Telford & Wrekin Council is committed to involving communities and other stakeholders in the planning process. The Council will:

- Engage in a timely, and appropriate way with all stakeholders, ensuring people are invited to engage before major decisions have been made;
- Use a variety of methods to inform and engage communities in the planning process. The Council understands that people with different needs and interests require different methods to engage with planning;
- Continue to explore new and innovative ways to engage with a wider range of people, especially focusing on electronic communication;
- Avoid using jargon and strive to communicate in the clearest and simplest way possible;
- Ensure public involvement is appropriate in relation to the scale and nature of the planning issues being dealt with and in line with the resources available;
- Treat participants with respect and ensure the safety and wellbeing of participants by taking account of safeguarding frameworks, confidentiality and data protection guidelines<sup>(1)</sup>;
- Keep under continual review the suitability and effectiveness of our methods of engagement, and make changes where necessary.

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<sup>1</sup> It should be noted that not all comments can remain confidential as they may be subject to Freedom of Information requests or made public during a public inquiry, or examination of a document

## 4 The Planning System

### 4.1 How does Planning work?

#### 4.1.1 Planning Policy

**4.1.1.1** It is stated in the National Planning Policy Framework that the purpose of the UK planning system is to contribute to the achievement of sustainable development. To achieve this the planning process is guided by a forward looking plan.

**4.1.1.2** Each local authority must prepare a **Local Plan**. This plan may be supported by other planning documents that together guide development in that area. All decisions on proposed new development will be judged against the policies contained in the Local Plan (plus other relevant policy documents).

#### 4.1.2 Development Management (Planning Applications)

**4.1.2.1** Most types of development need planning permission<sup>(2)</sup>. An applicant must submit an application<sup>(3)</sup> to the council describing the proposed development. The Council must then consider the proposal against local planning policies, along with national guidance and other material considerations. Engagement in Development Management is described in more detail in Section 6.

### 4.2 Who is involved?

**4.2.1** At different stages of the planning process (from producing policy documents to assessing applications) a range of stakeholders will be involved in different ways.

**4.2.2** The Council holds a database of organisations and people who are to be kept informed about the development of planning policy and relevant planning applications in the Telford & Wrekin area. Any resident, business or interested party can add their details to the database by contacting the Development Plans Team via email ([developmentplans@telford.gov.uk](mailto:developmentplans@telford.gov.uk)) or telephone (01952 384255).

**Table 1 Stakeholders involved in planning**

Stakeholder	How they're involved
General Public	At all the key stages of policy production, people who have registered on the Council database will be notified of the publication of documents and provided with full details of how they can make their views known. The Council will ensure that the key consultation stages are widely publicised. The general public may also be involved in planning application decisions. They may receive a letter or read a site notice about a proposed development and are able to comment on proposed developments.

<sup>2</sup> There are some types of development which do not require planning permission (such as some minor building works), however in most cases planning permission must be applied for

<sup>3</sup> There are several different types of application dealt with by the Development Management team: for example, planning applications, listed building applications and advertisement consent.

## 4 The Planning System






Local Organisations and Businesses	As a 'Business winning and supporting Council' Telford & Wrekin is committed to enabling businesses to engage effectively with all Council services. Any local organisations and businesses who have an interest in planning can register with the Council to receive updates regarding planning policy production. The Council will also utilise existing business networks and contacts to make businesses aware of emerging planning policy. For further information on how the Council will support local companies please see the Development and Business Charter.
Parish and Town Council Members	Parish and Town Councillors are important representatives of the community. Parishes will be notified of planning applications in their locality and invited to comment. Planning Officers may attend the Parish Forum to engage with the Parishes as part of planning policy production. Officers will also use parish newsletters and attend individual parish meetings where appropriate. The Parishes are also the level at which Neighbourhood Plans are being produced in Telford & Wrekin.
Council Members	Elected Council Members sit on Plans Board to make decisions about some planning applications (see section 6.4). Members have a key role to play in preparing local planning policy and will be involved in this from the earliest stages.
Agents and Developers	This group includes landowners, private developers, and their agents. They have knowledge and expertise which is particularly relevant to the delivery of the Local Plan. The Council will use local networks and contacts to draw on this expertise, particularly regarding market conditions and the deliverability of development.

# 5 How you can be involved: Planning Policy

## 5.1 Methods we use

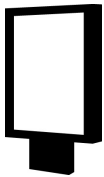


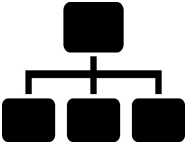



**5.1.1** There are a wide range of techniques which can be used to involve stakeholders in planning matters. The following methods will be used at various stages to engage stakeholders in the production of planning policy. Details of which methods will be used when follow in section 5.3 - 5.5.

**Table 2 Methods which the Council will use to engage with stakeholders**


	Method	How it works	Type of Involvement
	Email and letters	Emails and letters are sent out to inform stakeholders about planning policy production and opportunities for involvement	Information and awareness raising
	Face to face questionnaires	Questionnaires are undertaken with the public at a range of locations around the borough (for example community centres, train/bus stations) asking people's opinion about certain issues or policies	Active engagement
	Leaflet questionnaires	Distribution of leaflet questionnaires at a range of locations around the borough (for example libraries, post offices, leisure centres) asking people's opinion about certain issues or policies	Engagement through seeking opinions of proposals
	Online questionnaire on the Council's consultation portal <sup>(4)</sup>	Type of questions will differ at different stages of policy production; they could be broad open questions, multiple choice or specific questions related to a published document	Gathering opinion in general or regarding a published document
	Council notice boards/screens (libraries and community centres)	Posters and digital displays informing people about planning policy production in council owned buildings	Information and awareness raising

4 The Council has a web based consultation software package, where stakeholders can log in and provide comments on emerging planning policy online

## 5 How you can be involved: Planning Policy

	Method	How it works	Type of Involvement
	Non-Council notice boards/ stands/screens (village shop/hall, community centres)	Posters and information stands about planning policy production in non-council owned buildings	Information and awareness raising
	Press releases	Publication of an advert with information about planning policy production and opportunities to be involved in the local paper (usually the Shropshire Star - as the paper with the largest circulation, or other publications where appropriate)	Information and awareness raising
	Website pages	Publication of information about planning policy production	Information and awareness raising
	Social media (including Facebook and Twitter)	Publication of information about planning policy production, often directing stakeholders to the website/a questionnaire	Information and awareness raising
	Open workshops	Interactive engagement sessions where people's opinions and views are gathered through discussion and breakout groups	Active engagement with officers present to support our customers
	Young people's forum	Interactive engagement sessions where young people's opinions and views about planning policy production are gathered	Active engagement with officers present to support our customers
	Public meetings	Interactive engagement sessions where stakeholders' opinions are gathered - they are open to all and are widely advertised	Active engagement with officers present to support our customers

## 5 How you can be involved: Planning Policy

	Method	How it works	Type of Involvement
	Focus groups	Interactive consultation sessions where the views of a specific group of people (e.g. Parish councils, Wildlife Trusts) are sought - usually invite only events	Active engagement with officers present to support our customers

**5.1.2** The consultation methods that the Council uses will be continually reviewed. The opportunities to use new types of engagement techniques and continually innovate our approach to engagement will be considered at each and every consultation. These activities are not set out in the Statement of Community Involvement as they will be specific to the circumstances of the consultation, reflecting new opportunities and best practice.














### 5.2 Types of Planning Document

**5.2.1** The main planning policy document in Telford & Wrekin is the Local Plan, this is supported by a number of other planning policy documents. These each have a different status, therefore the amount of consultation that is required and carried out for each of the documents varies. The remainder of this section explains the consultation which will be carried out by the Local Authority in the production of each of the different planning policy documents. The documents are:

- Development Plan Documents
- Sustainability Appraisal
- Community Infrastructure Levy
- Supplementary Planning Documents
- Neighbourhood Planning Documents

**5.2.2** The following table shows which methods will be used at which stage in the production of each document. Sections 5.3 to 5.5 explain the purpose of each stage of production.

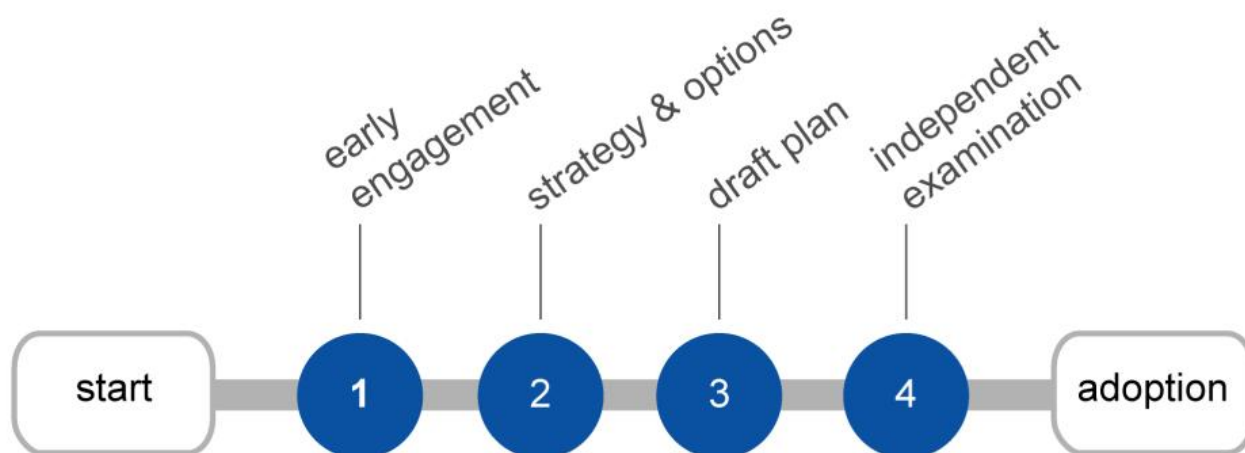
# 5 How you can be involved: Planning Policy

Methods used	Development Plan Documents and associated Sustainability Appraisal				Community Infrastructure Levy			Supplementary Planning Documents		Neighbourhood Planning	
	Early engagement	Strategy and Options	Draft Plan	Independent examination	Preliminary draft charging schedule	Draft charging schedule	Examination in public	Early engagement	Formal consultation	Neighbourhood area	Submission
 Email and letters	Y	Y	Y		Y	Y		Y	Y	Y	Y
 Face to face questionnaires	Y							Y	Y		
 Leaflet questionnaires	Y	Y	Y					Y	Y		
 Online questionnaire on the Council's consultation portal	Y	Y	Y		Y	Y		Y	Y		
 Council notice boards/screens/information stands	Y	Y	Y								
 Non-Council notice boards/stands/screens	Y	Y	Y					Y		Y	Y
 Press releases		Y	Y	Y			Y			Y	Y
 Council website pages	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
 Social media (Twitter and Facebook)	Y	Y	Y					Y	Y		
 Open workshops	Y							Y	Y		
 Young people's forum		Y									
 Public meetings		Y						Y	Y		
 Focus groups		Y			Y			Y	Y		

## 5 How you can be involved: Planning Policy

### 5.3 Development Plan Documents

**5.3.1** Development Plan Documents are statutory documents that contain land use planning policies and development proposals against which planning applications will be considered. The main Development Plan Document is the Local Plan. Set out below are the key stages of community engagement and involvement throughout the document preparation. There are several stages in the adoption of a Development Plan Document.



#### Stage 1: Early Engagement

**5.3.2** At this stage the consultation is centred around the gathering of initial views about what issues people would like the Development Plan Document to cover. People will be encouraged to register their details on the development plans database so that they can be informed and involved in later stages of the document production.

**5.3.3** All comments gathered at this stage are considered when writing the Strategy and Options stage document.

#### Stage 2: Strategy & Options Consultation

**5.3.4** The consultation at this stage is for stakeholders to comment on the development proposals put forward by the Council. This is a statutory six week consultation period within which anyone can make comments on the options set out in the document. At this stage, as the consultation period is fixed, care will be taken by the Council to ensure all relevant parties are aware of the dates of the consultation period.

**5.3.5** After the close of this consultation period, the Council will consider the comments received and make amendments to the document where appropriate. It may be the case that this consultation will identify matters/issues on which it will not be possible to build consensus. It is these matters which may need to be explored when the document is submitted for independent examination.

**5.3.6** The Council will consider all comments made at this stage in producing the Draft Plan.

## 5 How you can be involved: Planning Policy

### Stage 3: Draft Plan (Submission to the Secretary of State)

**5.3.7** The Council is required to publish a Draft Development Plan Document before it submits the document to the Secretary of State for independent inspection at an Examination in Public. The Council must invite comments on the document for a period of at least 6 weeks. A report detailing the main issues raised in this consultation will be submitted to the inspector.

**5.3.8** For comments to be considered by the planning inspector responsible for the Examination in Public they must be submitted at this stage.

### Stage 4: Independent Examination by the Secretary of State & Adoption of Final Plan

**5.3.9** An independent examination is carried out by a planning inspector appointed by the Secretary of State. The inspector will consider the "soundness" of the plan, this involves a legal compliance check, and assessing if the plan is justified, effective and consistent with national policy.

**5.3.10** The Council will publish an advert informing people of the details of the examination.

**5.3.11** Anyone who has a concern with the document has the right to have their comments considered by the inspector. The inspector will consider most comments in writing, although everyone has a right to speak at the inquiry. The inspector will try to make the inquiry as informal as possible.

**5.3.12** After the examination, the inspector will produce a report which will recommend that the Council either adopt the document or make changes before adopting the document. This report will explain any changes which must be made to the Development Plan Document for it to be found "sound". Following this the Council will adopt the document.

## 5.4 Sustainability Appraisal

**5.4.1** The Sustainability Appraisal process (which is a legal requirement in preparing planning policy documents) considers any likely significant environmental, social and economic effects of the policies or proposals contained within planning documents. The process should identify if there could be any negative impacts which could be caused by the policy. If this is the case measures are included in the plan to minimise or remove these impacts. The Appraisal process includes a Strategic Environmental Assessment which also has to be carried out in the preparation of all Development Plan Documents and Supplementary Planning Documents.

**5.4.2** The Sustainability Appraisal report is published for consultation at the same time as the relevant policy documents.

## 5 How you can be involved: Planning Policy

### 5.5 Community Infrastructure Levy

**5.5.1** The Community Infrastructure Levy is a payment that local authorities can choose to charge on new developments in their area. The Council must consult on the proposed charging schedule.

#### **Stage 1: Preliminary Draft Charging Schedule**

**5.5.2** The Council will produce and publish a Preliminary Draft Charging Schedule, this will set out what the proposed charges would be and how they would be implemented. The objective of this phase of informal consultation is to gain feedback on the proposed rates.

#### **Stage 2: Draft Charging Schedule**

**5.5.3** The Draft Charging Schedule will be formally published and consulted on for six weeks. This will be widely advertised. During this period anyone can provide their comments to the Council and suggest changes to document. Stakeholders may also request to speak at the Examination in Public. The Council may make changes to the document following this phase of consultation, prior to the Examination in Public.

#### **Stage 3: Examination in Public**

**5.5.4** The Council has to submit the Final Charging Schedule to the Secretary of State for independent examination. An independent examination is carried out by a planning inspector appointed by the Secretary of State. The Council will publish an advert informing people of the details of the examination. Anyone who requested to speak at the Examination in Public during stage 2 (above) will be heard at the examination. The inspector appointed to the examination will determine the examination procedures and timescales. At the end of the examination the inspector will either approve, reject or approve with changes the Charging Schedule. Following this, if successful, the Council will adopt the Charging Schedule.

## 5 How you can be involved: Planning Policy

### 5.6 Supplementary Planning Documents

**5.6.1** Supplementary Planning Documents are produced to support policies and proposals contained in a Local Plan. They provide additional information/guidance to support the implementation of a policy or proposal.

#### **Stage 1: Early Involvement**

**5.6.2** The nature of community involvement for Supplementary Planning Documents will depend on the nature of the document being produced. If a site specific Supplementary Planning Document is being produced for a major development site, the focus will be on involving local residents and businesses in the vicinity of the site. Where possible, events will be held within the area the document will affect. If the Supplementary Planning Document is more technical in nature for example concerning car parking standards, the Council's approach will focus more on engaging specialist stakeholders e.g. Developers and highway engineers. The main focus of this informal stage of engagement will be information gathering, and the consideration of issues and options.

#### **Stage 2: Formal Consultation**

**5.6.3** Once a draft document has been produced a formal consultation period will be held for no less than four weeks.

#### **Stage 3: Adoption**

**5.6.4** Following this the Council will produce a statement explaining how the comments raised at the formal consultation stage have been considered in the re-drafting of the final Supplementary Planning Document. Anyone who provides comments at the formal consultation stage will receive notification of the adoption of the final document.

## 5 How you can be involved: Planning Policy

### 5.7 Neighbourhood Planning

**5.7.1** A new tier of planning has recently been introduced, enabling local communities to prepare Neighbourhood Development Plans (also known as Neighbourhood Plans). A plan can enable communities to establish general planning policies for development and use of land in a neighbourhood. The level of detail in the plan will be set by the local community. For the most up to date information on Neighbourhood Planning please refer to the Council website, [www.telford.gov.uk/planning/neighbourhoodplanning](http://www.telford.gov.uk/planning/neighbourhoodplanning).

#### Neighbourhood Area Designation

**5.7.2** The first stage of the process is to establish the area to be covered by a plan. In Telford & Wrekin, these areas are likely to be parishes. The Council therefore receive an application from the Parish/Town Council to designate a Neighbourhood Area.

**5.7.3** The Council must then hold a consultation of at least 6 weeks to ensure people in the neighbourhood area i.e. those who live, work or carry on business in the area to which the application relates, have the chance to comment on the neighbourhood area suggested. As a result of the consultation, the neighbourhood area will either be accepted or refused by the Borough Council, the outcome is publicised as required by legislation. If accepted, it will be the responsibility of the Parish or Town Council to develop their Neighbourhood Development Plan<sup>(5)</sup>.

#### Preparing the Plan

**5.7.4** Engagement and consultation in relation to the preparation of a Neighbourhood Development Plan is the responsibility of the relevant Parish or Town Council. This should enable as many people local people as possible to engage in the process. It will also help involve local businesses and organisations who may be affected by the plan. The process may involve initial identification of key local planning issues followed by development of a local vision and detailed policies. Best practice advice on consultation is available via links on the Council website.

#### Plan Submission - Examination - Referendum

**5.7.5** Neighbourhood Development Plans have to meet a number of conditions (focused on legal compliance and that plans take account of national and local planning policy) before they can be put to a community referendum and legally come into force. The first step is for a Parish Council to submit its final Neighbourhood Development Plan to the Borough Council. The Council will then publicise the proposed plan to local people for a minimum six week period. The Council will publish the Neighbourhood Development Plan on the Council website and promote this as widely as possible in the plan area.

**5.7.6** An independent assessor will be then appointed by the Council to examine the plan and determine that it meets all appropriate legal requirements and considers any comments that have been received in relation to the plan. Depending on the outcome of the examination stage, a referendum (a vote) organised by the Council will then be held in the area covered by

5 The method by which the plan is written is at the discretion of the neighbourhood area (Parish); Telford & Wrekin Council officers will assist where appropriate, including by providing statistical information, and up to date guidance on how to produce Neighbourhood Development Plans

## 5 How you can be involved: Planning Policy

the plan. The plan must be considered favourably by over 50% of those who vote in order for the Council to adopt the Neighbourhood Development Plan. The Plan will then be considered alongside national and local planning policies when determining planning applications.

## 6 How you can be involved: Development Management

### 6.1 Planning Applications

**6.1.1** Certain types of development require planning permission<sup>(6)</sup>, such as building, engineering, mining and certain changes to the use of a building or piece of land. For further information on what development requires planning permission please see <http://www.telford.gov.uk/info/200074/planning>.

**6.1.2** An applicant must submit an application to the Council describing the proposed development. Applicants may choose to appoint a planning consultant to do this on their behalf. The Council must then consider the proposal against local planning policies, along with national guidance and other material considerations.

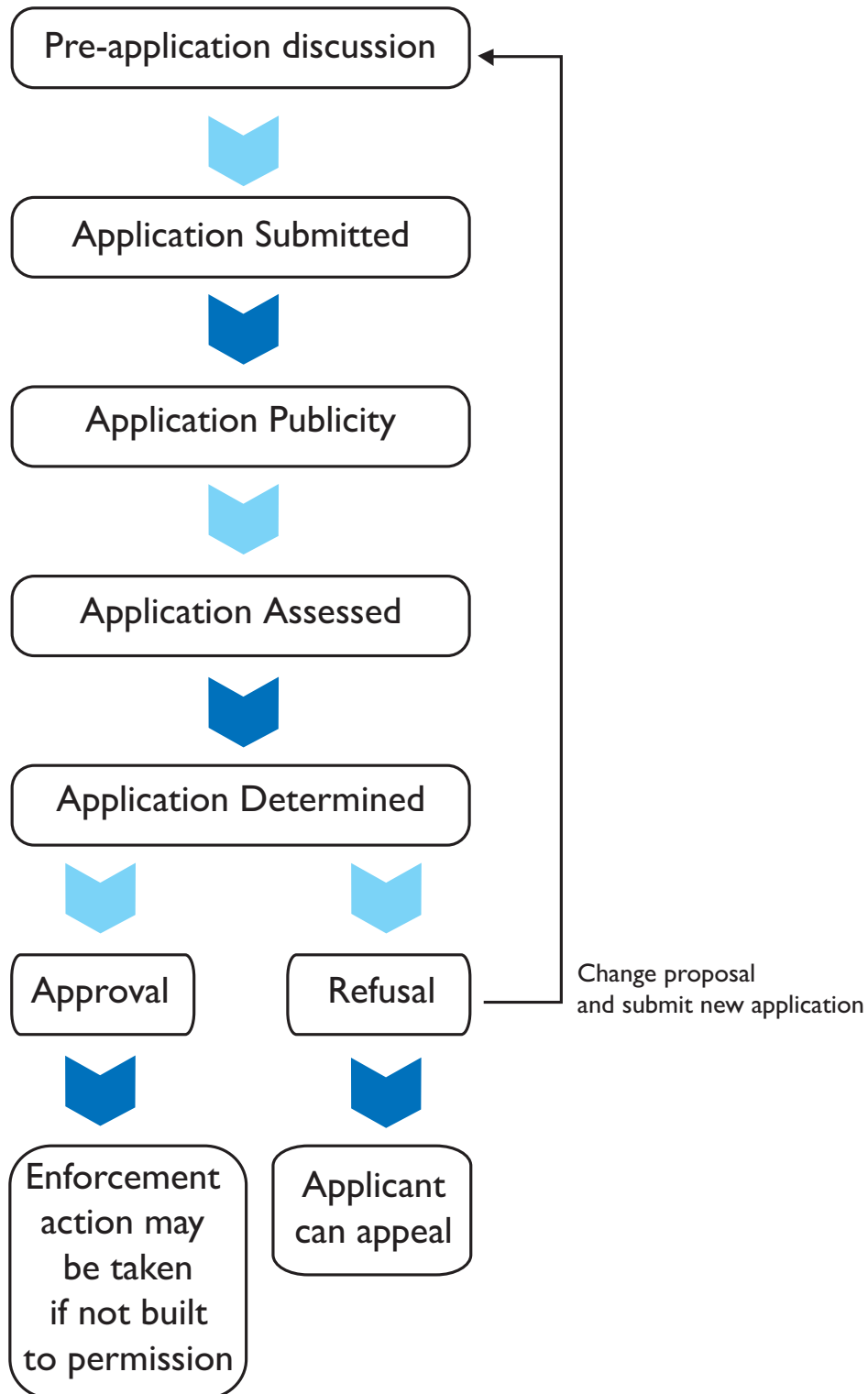
**6.1.3** The government sets minimum standards for consulting the public regarding planning applications. Anyone is entitled to comment on a planning application, either to object or support the proposals. The following section describes how to find out about current applications, and how to comment on different applications.

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6 There are some types of development which do not require planning permission (such as some minor building works), however in most cases planning permission must be applied for.

# 6 How you can be involved: Development Management

## Planning Application Process



**6.1.4** This diagram shows the process of applying for planning permission and the stages through which the planning application will pass.

## 6 How you can be involved: Development Management

### Pre-application discussions & workshops

**6.1.5** The Council is keen to encourage early engagement of all parties (including the public) to discuss and resolve issues prior to the submission of a planning application. This may be householder applicants discussing extensions with neighbouring properties or developers holding a public consultation event for a large new residential scheme.

**6.1.6** As set out in the Telford & Wrekin Development & Business Charter the Council will provide free pre-application planning advice on all schemes, and encourage potential applicants to access this service.

## 6.2 Publicising an Application

**6.2.1** The level of advertising of an application is determined by the type of application and the location. There is a statutory requirement for some applications to be advertised in a local newspaper and for a site notice to be displayed on or near the application site. The council will need to advertise an application if:

- The proposal is a departure from the Local Plan
- It affects a right of way
- It has an environmental statement submitted
- It is a major application
- It involves works to a listed building or the development affects the setting of a listed building
- It is within a conservation area or the development affects the setting of a conservation area.

**6.2.2** There is a 21 day period for responses to be submitted to the Council if an application has been advertised. Applications are advertised in the Shropshire Star (as the paper with the largest circulation locally) on a Thursday.

**6.2.3** The Council also sends a site notice with all applications to the applicant (or agent if one has been used) requesting that the notice is displayed on or adjacent to the site. The notice includes information on the nature of the application and details of how to comment.

**6.2.4** Occupiers of properties adjacent to the proposed development site are notified individually by letter. In cases where there are isolated applications (such as in the rural area) or larger applications which may have wider than adjacent impact it will be the Local Authority's judgement how far the neighbour notification will apply.

**6.2.5** Appropriate Statutory Consultees are also notified of the application. Not all Statutory Consultees are consulted on each application; the organisations consulted will depend on the type and nature of the application.

**6.2.6** All those who have been notified of a planning application have 21 days to send comments to the Council.

## 6 How you can be involved: Development Management

### 6.3 Amendments to an Application

**6.3.1** In order to avoid unnecessary delay, for minor amendments, such as small alterations to the design of extensions or individual houses where the amendment results in smaller buildings, no additional re-notification is undertaken. More significant alterations, such as re-siting of roads in residential developments or altering the siting of extensions or building closer to neighbouring properties may require neighbour re-notification - this is not always 21 days.

**6.3.2** In summary, significant amendments are subject to re-notification and possibly re-advertisement, whereas no notification would usually take place for minor amendments.

### 6.4 Determining an Application

**6.4.1** When the Council receives an application it will be assigned to a planning officer. The officer will produce a report about the planning application which will recommend either approval or refusal. Prior to preparation of this report, the officer may liaise with other officers in the Council (for example; engineers, parks and open spaces etc.) and potentially external bodies such as the Environment Agency and Parish Councils depending on the nature of the application. All comments from statutory bodies, other Council Officers and the general public are considered and have to be weighed up against national and local policy advice and guidance in coming to a decision. It is important to note that just because the Council has received an objection to a development this does not automatically result in refusal of the application.

**6.4.2** The majority of applications submitted to the Council are determined by planning officers through delegated authority. This helps ensure that most applications are determined within the statutory period. Applications which cannot be determined by delegated powers are considered by Plans Board, these include:

- Where the planning officer considers that the application should be considered by Plans Board
- Where the approval of an application would be a departure from local planning policy
- Where the proposal involves the Council either as applicant or land owner as required by the scheme of delegation to officers and committees
- Where the applicant/land owner is either a borough Councillor or Council employee at senior level
- Where a borough Councillor or a Parish/Town Council makes a written request for the application to be considered by Plans Board
- If the application is subject to a new or change to a planning obligation (also known as S106 agreement/undertaking).

**6.4.3** Plans Board comprises of a Chair, a Vice Chair and 8 other Borough Councillors. Plans Board usually meets every 3-4 weeks. Members of the public are allowed to speak at Plans Board if they have registered to do so in advance of the meeting through the Council's Democratic Services<sup>(7)</sup>.

**6.4.4** Applications are either:

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7 For further information see [http://www.telford.gov.uk/download/downloads/id/1900/information\\_about\\_public\\_speaking](http://www.telford.gov.uk/download/downloads/id/1900/information_about_public_speaking).

## 6 How you can be involved: Development Management

- Approved
- Approved with conditions/obligations<sup>(8)</sup>
- Refused

**6.4.5** After a decision is made, neighbours, Parish Councils and members who commented on the application will be notified of the outcome. If the decision was taken by committee at Plans Board the resolution will also be published in the minutes of the meeting.

### 6.5 Appeals

**6.5.1** If an application has not been determined within the appropriate timescales, the application has been refused, or the applicant disagrees with the conditions attached to the granting of permission the applicant has a right of appeal to the national Planning Inspectorate. This right of appeal only applies to the applicant, not a third party (for example a neighbour).

**6.5.2** There are several different types of appeal and these are dealt with in different ways. If an appeal is received everyone who was consulted on the original application, including those who commented, are notified of the appeal and information is provided on how to make any further views known. There is no need to re-submit previous information sent with the planning application as all this information will be sent to the Planning Inspectorate.

**6.5.3** Appeals are dealt with either in writing, (if a written representations appeal) or in person at an informal hearing or public inquiry.

**6.5.4** A written representations appeal is determined by the Inspectorate on the basis of written statements submitted by the appellant, the Council and any third parties. If a public inquiry is to be held to consider an appeal, a site notice is displayed with details of the date and location of the event. Third parties are able to attend both informal hearings and public inquiries.

**6.5.5** To reduce the amount of time taken to process small household appeals the Inspectorate offers a Householder Appeal service. A householder appeal is an appeal against a refusal on a householder planning application<sup>(9)</sup>. These appeals are carried out electronically, the inspector will only consider the material which was submitted to the local authority when it made its decision, and the appeal form submitted by the appellant. There is no opportunity for any party to submit further representations. Appeals will usually be dealt with within 8 weeks.

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8 Conditions may either be restrictive conditions to mitigate the potential impact of a development or a pre-commencement condition which is something that may need to be rectified before the development can commence. The application could also be subject to a planning obligation - a Section 106 agreement or charges made under a Community Infrastructure Levy (should the Council choose to adopt one). Section 106 agreements are private agreements negotiated between local planning authorities and persons with an interest in a piece of land, they are intended to make acceptable development which would otherwise be unacceptable in planning terms under the Town and Country Planning Act 1990.

9 Appeals where the Local Authority have failed to make a decision, applications for additional dwellings, applications relating to development to a flat and appeals against the authority's decision to impose a condition on a planning permission for a householder development are not suitable for the Householder Appeals Service.

## 7 Ensuring Equal Opportunities

### 7.1 Learning from Past Involvement

**7.1.1** Telford & Wrekin Council are keen for a wide representation of our borough's population to be involved in planning. Equalities data has been collected when carrying out previous consultations with the public on planning policy. Using this data we can see which sections of society are less involved in planning.

**7.1.2** It is evident from this data :

- More men than women engage with planning
- A greater number of people aged 40-64 engage with planning than any other age range
- The majority of those involved are White and British

**7.1.3** Unfortunately limited data has been collected regarding stakeholders with disabilities, this will be considered in developing appropriate engagement in the future.

### 7.2 Addressing Under-representation

**7.2.1** Many reasons may exist for the under-representation of certain groups such as selecting locations for engagement events which are unsuitable for all of our customers. We will continue to review our methods of engagement and seek to identify reasons for under-representation. Where identified we will adapt our communication methods to meet the participatory needs of underrepresented groups. Progress will be monitored through the annual monitoring report.

**Table 3 Methods used to engage hard to reach groups**

<b>Hard to reach group targeted</b>	<b>Methods to use</b>
Young people (under 35)	Engaging with the Young Peoples Forum as part of new policy production and using Social Media
People over 65	Holding our face to face consultation events at appropriate locations and using existing networks and groups
BME communities (including gypsies, travellers and travelling show people)	Holding our face to face consultation events at appropriate locations and using existing networks and groups such as "connecting communities"

## 8 Monitoring & Review

### 8.1 Monitoring

**8.1.1** The Annual Monitoring Report, considers the effectiveness of local planning policies. Future Annual Monitoring Reports will provide a summary of the previous years community involvement activities and assess their effectiveness.

**8.1.2** The Annual Monitoring Report is published annually in December, it is available at <http://www.telford.gov.uk/planning>

### 8.2 Review

**8.2.1** In the future the Statement of Community Involvement will be reviewed as required. The engagement methods outlined here will be supplemented, as appropriate, to reflect best practice in community engagement, to better manage stakeholder expectations and to address specific problems or concerns as these emerge. The Council will always seek to maximise effective engagement of all stakeholders in planning.

## 9 Glossary

### 9.1 Terms used in this document

**Annual Monitoring Report:** A document which assesses the extent to which local planning policies are being achieved.

**Black and Minority Ethnic "BME" Groups:** A term used to cover all the characteristics of a 'racial group', BME refers to people who do not define themselves as being White using the Census definitions.

**Community Infrastructure Levy:** A levy that local authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the Council, local community and neighbourhoods want - for example new or safer road schemes, park improvements or a new health centre<sup>(10)</sup>.

**Conditions:** Planning applications can be granted permission "with conditions", this means development is allowed but only if the certain conditions are met such as development must start within 3 years of the granting of permission.

**Development Management:** The Council service that considers planning applications

**Development Plan Documents:** The term used in the Planning Regulations under the Local Development Framework system to describe the statutory documents that contain land use planning policies and development proposals against which planning applications will be considered.

**Examination in Public/Independent Examination:** All Development Plan Documents will be subject to independent examination by an inspector appointed by the Secretary of State. The examination is to test the "soundness" of the document (this involves a legal compliance check, and an assessing if the plan is justified, effective and consistent with national policy).

**Local Plan:** The term used by the government in current national policy to describe the key planning policy document for a Local Authority area. It should set out the key policies and proposals for meeting the economic, environmental and social aims for the future of the area, where this effects the development and use of land. This term is now used rather than Core Strategy.

**Material Consideration:** Factors that will be taken into account when determining planning applications. Examples include: nature conservation issues, traffic, disabled access.

**National Planning Policy Framework:** The government's national planning policies (issued in March 2012) It replaces national Planning Policy Statements and Planning Policy Guidance Notes along with some circulars.

**Neighbourhood Development Order:** Local communities can produce a Neighbourhood Development Order to permit development they want to see without the need for planning applications. These must be supported by more than 50% of people in a referendum.

10 <http://www.communities.gov.uk/planningandbuilding/planningsystem/communityinfrastructurelevy/>

**Neighbourhood Development Plan:** Neighbourhood forums (In Telford & Wrekin these are Parish and Town Councils) can develop planning policies for the development and use of land in a neighbourhood. These plans must conform to national planning policies and the Telford & Wrekin Local Plan, once adopted they become part of the statutory planning policies for the area.

**Obligations (Section 106 agreements):** Private agreements negotiated, usually in the context of planning applications, between local planning authorities and persons with an interest in a piece of land, they are intended to make acceptable development which would otherwise be unacceptable in planning terms.

**Planning Application:** Most types of development need planning permission from the Local Authority. To apply for permission a developer must submit a planning application to the Local Authority who will make a decision. The Planning Application is a form which sets out information about the proposed development, it is accompanied by maps and plans of the development.

**Planning Permission:** Developers must request permission from the Local Authority to carry out development by submitting a planning application which will then be approved or refused.

**Plans Board:** The Board's main role is to determine applications for planning permission within the Borough. Not all applications come before the Board – decisions on many minor applications are delegated to Officers. The Board consists of 9 Council members and is politically balanced.

**Regulations:** Refers in this context to the national planning regulations to which all local planning authorities have to adhere in preparing plans.

**Secretary of State:** A cabinet minister who is in charge of a government department. The Secretary of State for Communities & Local Government oversees planning.

**Soundness (of a Planning Document):** Once a Development Plan Document has been produced, the local planning authority must submit it for independent examination where the "soundness" of the document is tested, namely that it is positively prepared, justified, effective and consistent with national policy.

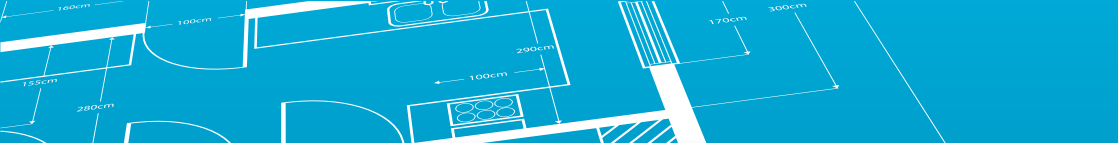
**Stakeholders:** People, groups and organisations which may be affected by planning, includes the general public, developers, Councillors and any other interested party.

**Statutory Consultees:** Organisations and bodies, defined by statute, who must be consulted on relevant planning applications and as part of relevant planning policy production.

**Strategic Environmental Assessment:** Required by European Legislation, an assessment of the effects of policies and proposals within the Local Plan on the environment.

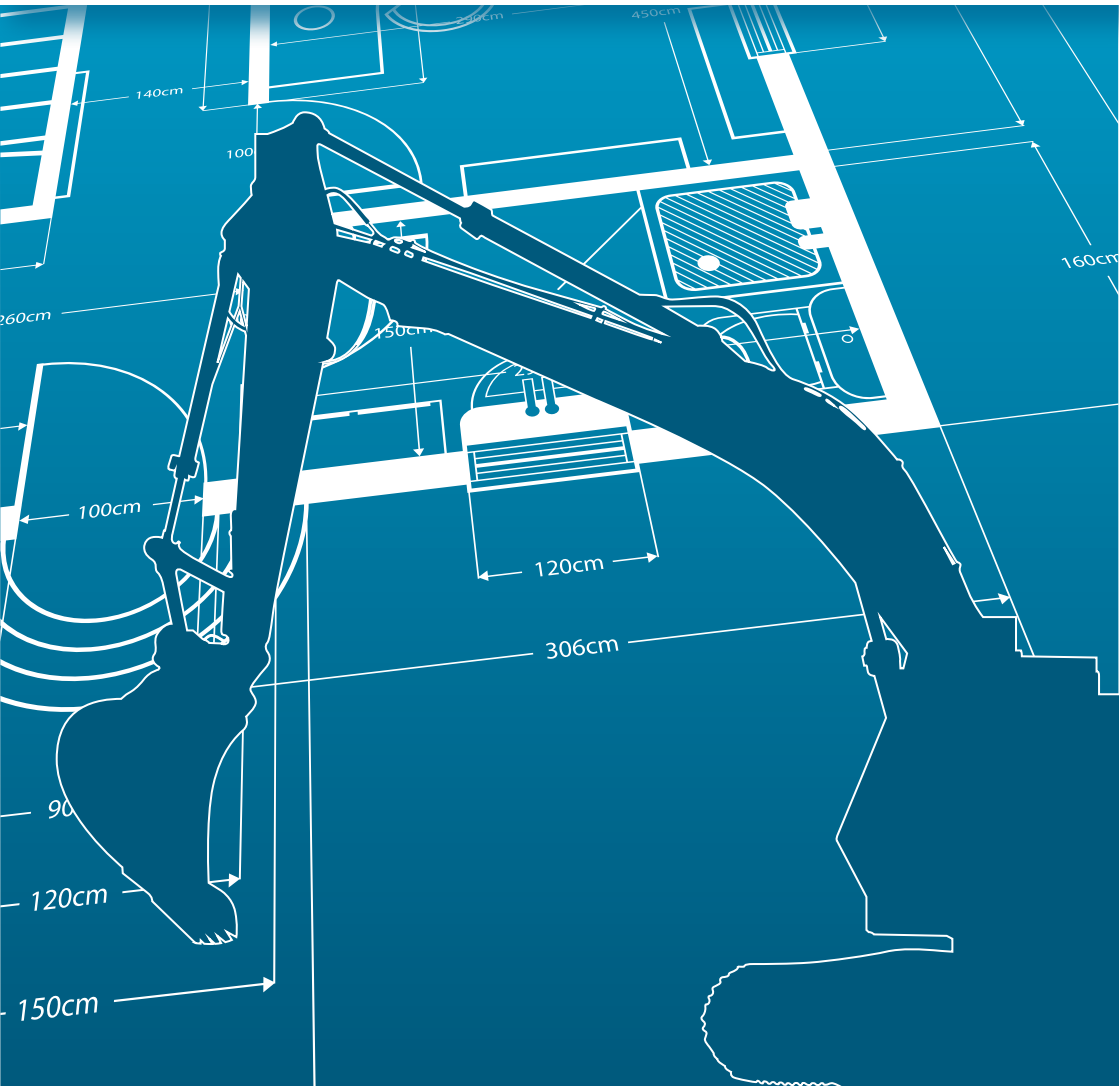
**Supplementary Planning Document:** Policy documents which provide policy guidance to supplement policies and proposals contained within Development Plan Documents.

**Sustainability Appraisal:** An appraisal of the potential impacts of policies from an environmental, economic, and social perspective. This will inform the Council of the potential implications of different alternatives. Strategic Environmental Assessment and Sustainability Appraisal will be undertaken together.



# Planning and Development

What is it and how can I have my say?



**As a Co-operative Council, Telford & Wrekin understands the importance of listening to the views and opinions of local people.**

**We know that ‘Your Views Matter’, and when it comes to planning, local communities and individuals have vital local knowledge that can help us to make the right decisions.**

**This leaflet will help you to understand what the Council has to do and how you can get involved in the planning process by giving your views on planning policy and planning applications.**

## Planning Policy

Every Council has to produce a plan which sets out how the borough will develop over the next 20 years. This is called the Local Plan, all decisions on planning applications should be made in line with this. The Council will also produce other policy documents to support the Local Plan.

When it produces new plans and policies the Council will promote them and let you know how you can comment and give your views. Copies of the document will always be made available on the Council website and you can call into Council buildings or your local library to have a look at them.

Local people’s views can be gathered in the following ways;



Face to face



Leaflet questionnaires



Online questionnaires



Open discussions



Public meetings



Focus groups

## Planning Applications

Many types of development need planning permission from the Council to go ahead. Planning applications are made to the Council which set out the nature of the proposed development.

Telford & Wrekin Council is supportive of people discussing issues in relation to development **before** planning applications are made. This might involve neighbours talking to each other about extensions and building work, or building companies holding public meetings and events with local people to talk through larger building schemes.

The Council asks people submitting a planning application to display a site notice at the site that is intended to be developed with details of how you can comment on the plans. If you live next to a development site you will receive a letter from the Council that tells you how you can give your views.

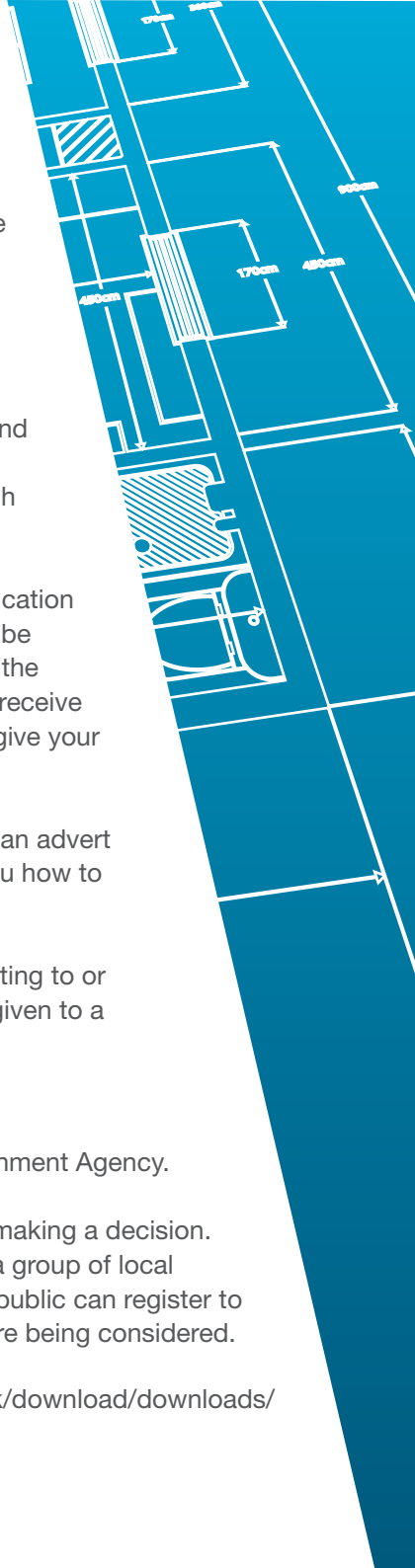
If an application is received for a large development an advert may be placed in the local newspaper which tells you how to have your say.

Anyone can comment on an application either objecting to or supporting proposals. Each planning application is given to a planning officer who will listen to the views of

- local people
- local businesses
- agencies such as English Heritage and the Environment Agency.

The officer will take these views into account when making a decision. Some planning applications have to be decided by a group of local councillors called the Plans Board. Members of the public can register to speak at Plans Board meetings when applications are being considered.

For further information see [http://www.telford.gov.uk/download/downloads/id/1900/information\\_about\\_public\\_speaking.](http://www.telford.gov.uk/download/downloads/id/1900/information_about_public_speaking.)"



## Giving your views

The views of local people really do matter to Telford & Wrekin Council. When it comes to planning it is vital for us to **listen** to public opinion.

The Council keeps the contact details of local people and organisations who are automatically contacted when views are being gathered during planning policy production.

If you would like to add your details to this database please email [developmentplans@telford.gov.uk](mailto:developmentplans@telford.gov.uk) or ring [01952 384255](tel:01952384255).

Watch out for opportunities to give your views on local planning issues and visit [www.telford.gov.uk/planning](http://www.telford.gov.uk/planning) to read the Council's full Statement of Community Involvement in Planning.

## Your Views Matter

### Noun symbol attribution

Face to Face  
Blog  
The Noun Project

Leaflet questionnaires  
Clipboard  
Designed by Seth Taylor

Online questionnaires  
Worker  
Bart Laugs from The Noun Project

Open Discussions  
Meeting  
Redesign from Otl Aicher's icon, from The Noun Project

Public Meetings  
Community  
The Noun Project

Focus Groups  
Lecturer  
Designed by Zbigniew Flakus



Text relay



Telephone interpretation



**TELFORD & WREKIN COUNCIL****CABINET - 20 DECEMBER 2012****IRONBRIDGE GORGE MUSEUM TRUST (IGMT) – PARTNERSHIP UPDATE****REPORT OF ASSISTANT DIRECTOR: FINANCE, AUDIT & INFORMATION GOVERNANCE AND ASSISTANT DIRECTOR: DEVELOPMENT, BUSINESS & HOUSING****LEAD CABINET MEMBER – CLLR BILL McCLEMENTS****PART A) SUMMARY REPORT****1. SUMMARY OF MAIN PROPOSALS**

- 1.1 Reflecting the Council's cooperative values to support the partnership with Ironbridge Gorge Museum Trust Limited (IGMT) – a key contributor to the local economy and Destination Telford – by extending the current loan arrangement approved by Cabinet in November 2009, for a further 10 years.

**2. RECOMMENDATIONS**

- 2.1 **That Cabinet approve the 10 year extension to the current £0.456m loan arrangements as outlined in the Report**
- 2.2 **That Cabinet Delegate authority to the Assistant Director: Law, Democracy and Public Protection to execute all appropriate contract documentation to give effect to 2.1 above**

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Priority Plan objective(s)?	
	Yes	Protect and create jobs as a 'Business Supporting, Business Winning Council' through contribution made to promoting/delivering Destination Telford
	Will the proposals impact on specific groups of people?	
	Yes	IGMT is a registered charity whose aims are education and heritage. Visitors come from all walks of life and IGMT also provide a significant number of free services to the communities of T&W including high quality education to a range of specific groups and volunteer opportunities
<b>TARGET COMPLETION/ DELIVERY DATE</b>	December 2012	
<b>FINANCIAL/ VALUE FOR MONEY IMPACT</b>	Yes	A £0.500m loan to the Ironbridge Gorge Museum Trust was approved by Cabinet in November 2009, for a period of 12 months. A 2 year extension was approved by Cabinet in October 2010. The recommendation in this report is to extend the loan for a further 10 years to January 2023. Interest will be charged at a rate equal to that which would be applicable if the Council borrowed 10 year funds from the Public Works Loans Board, thus making the loan cost neutral to the Council. Although cost neutral, the interest rate being charged is not a market rate and the loan is therefore classified as a "soft loan" in the financial statements, as required by accounting regulations. There is a separate note in the Statement of Accounts setting out the associated financial transactions – the outstanding balance at 31 March 2012 was £456k. Currently the loan is secured by a guarantee from the Ironbridge (Telford) Heritage Foundation Ltd – the guarantee will also be extended to match the period of the loan and the recommendation to extend the loan is subject to this condition. The intention is that the loan will be repaid through offsetting services bought by the Trust over the period of the agreement, notably the management functions across the World Heritage Site. It is important that repayment is monitored to ensure the loan is fully repaid in line with the agreement. Value for money is demonstrated through the partnership working which benefits the community as a whole.
<b>LEGAL ISSUES</b>	Yes	The Council entered into the current loan and guarantee using powers under the well-being provisions in section 2 of the Local Government Act 2000.

		Members will be aware that these provisions have been replaced by the General Power of Competence under the Localism Act 2011. This provides that councils are specifically empowered to do anything not prohibited by legislation and subject to public law principles and due process. Legal Services have provided advice to ensure that appropriate contract documentation is put into place to protect the Council's interests as much as possible.
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	No	
<b>IMPACT ON SPECIFIC WARDS</b>	Yes	Ironbridge specifically but the work and influence of the Museum delivers social and economic outcomes across the Borough

## **PART B) ADDITIONAL INFORMATION**

### **4. INFORMATION**

- 4.1 Founded in 1967, the Ironbridge Gorge Museum Trust Ltd (IGMT) is a registered charity whose twin aims are education and heritage conservation. By many markers, Ironbridge is recognised as one of the world's largest independent museums operating 10 museums under one umbrella which collectively tell the story of the birthplace of the Industrial Revolution. These museums received 545,000 visits in 2011, including around 70,000 school visits.
- 4.2 The largest of the Trust's sites is Blists Hill Victorian Town, which in 2009 saw the completion of a £12m development, supported by Advantage West Midlands and European Regional Development Funding. The Blists Hill Victorian Town redevelopment has secured Ironbridge as one of the UK's leading heritage attractions and as one of the three key tourism gateways to the West Midlands, attracting an additional 100,000 visitors per annum to the Ironbridge Gorge World Heritage Site. The development has supported the expansion and long-term sustainability of the tourism offer in Telford & Wrekin, benefiting the tourism businesses and accommodation providers within the Gorge and the wider Telford & Wrekin area.
- 4.3 Beyond the conservation and interpretation of the listed buildings and monuments of the Ironbridge Gorge World Heritage Site, IGMT provides a significant number of free services to the communities of Telford & Wrekin including the provision of high-quality education services for all ages, volunteer opportunities and support for inward-investment into the Borough.
- 4.4 In November 2009 Cabinet agreed the further development of the partnership between our two organisations as key to the regeneration of the local economy and supported this investment with a £0.5m loan to the Trust. In October 2010 it was agreed to extend the repayment period to the full 3 years envisaged in the original agreement. This repayment period will end on 15 January 2013.
- 4.5 Although the partnership with the IGMT has gone from strength to strength repayment of the loan has been limited. Some repayments have been made through IGMT's work project managing recent, highly successful WHS Festivals, provision of premises rent free and the provision of visitor information services but a significant proportion of the loan is outstanding.
- 4.6 The IGMT are a driving force in developing the cultural offer of Telford and promoting it widely. They are identified as key partners in the Destination Telford programme and there are many opportunities to work more closely to deliver borough wide economic outcomes and the joining up of the tourism and leisure offer that is a central element of Telford's Destination offer.
- 4.7 The extension of the repayment period for the loan will ensure that opportunities to promote the economic growth and regeneration of the Borough are driven forward in line with the Council's cooperative values. However it is recognised that after 3 years there is now a need to ensure that a realistic payment plan is agreed and in order to facilitate this, the loan needs to be extended for a period of 10 years.
- 4.8 Key to the loan repayment will be the provision by IGMT of a formal core management function across the World Heritage Site. The IGMT's presence in the Gorge links with all the stakeholders and local community and clear remit and commitment to the promotion and economic development of the Ironbridge area place them in a unique position to deliver this role. A Supplemental

Agreement has been drafted to ensure the effective and cooperative delivery of this function. This Agreement will be cliented by officers within the Development, Business & Housing Service ensuring delivery of this function aligns with Council priorities and the Destination Telford programme. Key elements of the management role are anticipated to include:

- Delivery of a revised Management Plan for the Ironbridge Gorge World Heritage Site coordinating full stakeholder engagement and establishing an implementation and funding programme to ensure delivery
- Administration of the Ironbridge Gorge World Heritage Site Steering Group (IGWHSSG)
- Co-ordination and completion of the UNESCO periodic review of the WHS under the direction of TWS and in line with set timescales and requirements
- Ongoing work with local stakeholders and funding partners to raise funds, develop business cases and pursue all opportunities for grants, lobbying and promotion of the WHS

4.9 This management role will form the central element of the loan repayment documentation. Loan repayments and the effectiveness of the management function to be provided by IGMT will be reviewed on a quarterly basis by TWC with the success of the management functions also kept under review by the IGWHSSG.

## **5. IMPACT ASSESSMENT – ADDITIONAL INFORMATION**

5.1 IGMT will be continuing, where resources allow, offering opportunities for young people and targeted groups and communities. This includes:

- Providing specialist support and accredited training to young people not in employment, education or training (NEETS)
- A range of formal opportunities for young people from the area to participate in placements, apprenticeships, internships and volunteering on an on-going basis
- Outreach services to targeted groups such as the recent dementia partnership pilot project delivered to residents in care in Telford
- Explore with Council Services opportunities for Children in Care and Families at Risk in the Borough
- Continuing to provide substantial discounts for local residents through discounted Annual Passport season tickets (Flex Scheme) and ensuring that parts of the museums are open, free of charge, to provide informal recreation for residents across the Borough

## **6. PREVIOUS MINUTES**

Cabinet November 2009 and October 2010

## **7. BACKGROUND PAPERS**

None

Report prepared by Katherine Kynaston, Business & Development Planning Service Delivery Manager (01952) 384021

**TELFORD & WREKIN COUNCIL**

**CABINET – 20 DECEMBER 2012**

**REPRESENTATION ON OUTSIDE BODIES**

**REPORT OF THE ASSISTANT DIRECTOR: LAW, DEMOCRACY & PUBLIC PROTECTION**

**LEAD CABINET MEMBER – CLLR RICHARD OVERTON**

**PART A) – SUMMARY REPORT**

**1. SUMMARY OF MAIN PROPOSALS**

To consider the reappointment of representatives to the Telford & Wrekin Local Access Forum, and to appoint a substitute representative to the West Mercia Police & Crime Panel.

**2. RECOMMENDATIONS**

- 2.1 That the Cabinet Member: Leisure & Well-being and Councillor Tracy Hope be reappointed to the Telford & Wrekin Local Access Forum until the end of the 2014/15 civic year;**
- 2.2 That a substitute representative be appointed to the West Mercia Police & Crime Panel until the end of the 2012/13 civic year.**

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Priority Plan objective(s)?	
	No	Not applicable
	Will the proposals impact on specific groups of people?	
	No	Not applicable
<b>TARGET COMPLETION/DELIVERY DATE</b>	Not applicable	
<b>FINANCIAL/VALUE FOR MONEY IMPACT</b>	No	Not applicable
<b>LEGAL ISSUES</b>	No	Not applicable
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	No	Not applicable

<b>IMPACT ON SPECIFIC WARDS</b>	No	Not applicable
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## **PART B) – ADDITIONAL INFORMATION**

### **4. INFORMATION**

#### **4.1 Local Access Forum**

4.2 Telford & Wrekin Local Access Forum provides advice to Telford & Wrekin Council (and the Countryside Agency and other bodies specified in S94(4) of the CRoW Act if required to do so) on how to improve public access to land for open-air recreation and enjoyment of the area.

4.3 Its Terms of Reference provide for two representatives from Telford & Wrekin Council, one of whom should be the relevant Cabinet Member.

4.4 The Cabinet Member : Leisure & Well-Being and Councillor T.J Hope are the Council's current appointees to the Local Access Forum, but these appointments are now due for renewal.

#### **4.5 West Mercia Police & Crime Panel**

4.6 Council approved the establishment of a West Mercia Police & Crime Panel (PCP) as a joint committee of the 10 principal local authorities in the West Mercia Police Force area.

4.6 Councillors C.B.A. Elliott and R.K. Austin are currently appointed as members of the PCP and the appointed substitute will attend meetings when appointed representatives are not able to attend.

### **5.0 PREVIOUS MINUTES**

Cabinet – 23 November 2010 (Minute No. CB-96)

Cabinet – 20 October 2011 (Minute No CB-55)

Council – 24 May 2012 (minute no 13)

Report prepared by Phil Smith, Democratic Services Team Leader  
(01952-383211)

## **CABINET**

**Decision Notices and Minutes of a meeting of the Cabinet held on Thursday, 20th December, 2012 at 5.00 p.m. at the AFC Telford Learning Centre, Haybridge Road, Wellington, Telford**

**PUBLISHED ON THURSDAY, 27<sup>th</sup> DECEMBER, 2012**

**(DEADLINE FOR CALL-IN: THURSDAY, 3<sup>rd</sup> JANUARY, 2013)**

**PRESENT:** Councillor K.S. Sahota (Leader and Chair), E.A. Clare, S. Davies, A.R.H. England, W.A.M. McClements, R.A. Overton, H. Rhodes, C.F. Smith and P.R. Watling

**ALSO PRESENT:** Councillor A.J. Eade (Conservative Group Leader)

Lee Carter (Chairman of AFC Telford Utd FC) welcomed Members and all those present to the AFC Telford Learning Centre, which would be the regular venue for Cabinet meetings for the rest of the municipal year.

### **CB-77      MINUTES**

**RESOLVED** – that the minutes of the meeting of the Cabinet held on 6th December 2012 be confirmed and signed by the Chairman.

### **CB-78      APOLOGIES FOR ABSENCE**

Councillor W.L. Tomlinson (Liberal Democrat/Independent Group Leader)

### **CB-79      DECLARATIONS OF INTEREST**

None

### **CB-80      ADOPTION OF STATEMENT OF COMMUNITY INVOLVEMENT**

**Key Decision** identified as **Adoption of Statement of Community Involvement** in the Notice of Key Decisions published on 14 September 2012.

Councillor C.F. Smith, Cabinet Member: Housing, Regeneration & Economic Development, presented the report of the Assistant Director: Development, Business & Housing which sought approval for the adoption of a revised framework for public engagement in planning. A copy of the finalised Statement of Community Involvement was attached to the report, along with a summary leaflet that would be produced to accompany the final document.

Following an update of the existing Statement to reflect the Council's Co-operative values, Cabinet had approved a draft Statement of Community Involvement (SCI) in July 2012. This had been subject to public consultation between 28 August and 9 October 2012. 36 comments had been received from a range of stakeholders. Members had been able to analyse the comments received, the changes that had been made to the document as a result, and identify matters raised from the consultation that had been referred to other Officers for action. Proposed changes to the Statement included adding more detail in relation to neighbourhood planning, adding a diagram illustrating the processes of an application for planning permission, and adding greater signposting to the Council website.

The SCI formed the basis for engagement in the planning process, but all stages of formal engagement in development plan preparation would be developed further in consultation with the corporate Community Engagement team.

Having considered the comments received from the consultation process, and the resulting changes to the SCI, it was

**RESOLVED – that the Statement of Community Involvement, as shown at Appendix 1 of the report, be adopted.**

**CB-81            IRONBRIDGE GORGE MUSEUM TRUST (IGMT) –  
PARTNERSHIP UPDATE**

**Non-Key Decision**

Councillor W.A.M McClements, Cabinet Member: Resources & Service Delivery, presented the joint report of the Assistant Director: Finance, Audit & Information Governance and the Assistant Director: Development, Business & Housing which proposed a change to the arrangements for a loan to the Ironbridge Gorge Museum Trust (IGMT) that had been approved in November 2009.

The contribution that the IGMT, as one of the world's largest independent museums, made to the local economy was recognised as extremely valuable. As well as the large number of visitors it attracted to the area, it also provided a significant number of free services to the local community, including the provision of education services for Telford & Wrekin schools. In November 2009, Cabinet agreed to support further investment in the Museum's facilities with a loan of £0.5m to the Trust. The repayment period was due to end on 15 January 2013.

Although the partnership with the IGMT had gone from strength to strength, repayment of the loan had been limited. It was recognised that a more realistic payment plan needed to be agreed, and an extension would ensure that opportunities to develop the 'Destination Telford' offer and to promote the economic regeneration of the Borough were driven forward. Key to the loan agreement would be provision by IGMT of a formal core management function across the World Heritage Site. A Supplemental Agreement had been drafted

to ensure the effective and co-operative delivery of this function, and the report detailed the key elements of the proposed management role for the IGMT. Loan repayments and the effectiveness of the management function would be reviewed on a quarterly basis by the Council. The proposed new arrangements would be cost neutral to the Council.

Members reaffirmed their support for the partnership between the Council and the IGMT, and recognised the valuable role the Trust played as a key contributor to the local economy and 'Destination Telford'. It was felt that the proposed new arrangements would give the IGMT more flexibility, while still retaining value for money for the taxpayer. However, it was recognised that there needed to be regular monitoring and review of the arrangements to ensure the loan was fully repaid in line with the Agreement.

### **RESOLVED –**

- (a) that a ten year extension to the current £0.456m loan arrangements with the Ironbridge Gorge Museum Trust, as outlined in the report, be approved;**
- (b) that authority be delegated to the Assistant Director: Law, Democracy and Public Protection to execute all appropriate contract documentation to give effect to the resolution above.**

### **CB-82      REPRESENTATION ON OUTSIDE BODIES**

#### **Non-Key Decision**

Councillor R.A. Overton, Deputy Leader, presented the report of the Assistant Director: Law, Democracy & Public Protection concerning appointments to two outside bodies.

Telford & Wrekin Local Access Forum, which provided advice to the Council and other bodies on how to improve public access to land for open-air recreation and enjoyment of the area, included two representatives from the Council – the Cabinet Member for Leisure & Wellbeing and Councillor T.J Hope. These appointments were now due for renewal, and were for a two year term of office.

In May 2012, Council approved the establishment of a West Mercia Police and Crime Panel (PCP) as a joint committee covering 10 local authority areas. Councillors R.K. Austin and C.B.A. Elliott had been appointed as the Council's representatives on the PCP, but there was also provision to appoint a substitute to attend meetings when one of the appointed representatives was not able to attend. One nomination for an appointed substitute had been received.

**RESOLVED –**

- (a) that the Cabinet Member: Leisure & Wellbeing and Councillor T.J. Hope be re-appointed to the Telford & Wrekin Local Access Forum until the end of the 2014/15 civic year;
- (b) that Councillor F.R. Picken be appointed as a substitute representative to the West Mercia Police and Crime Panel until the end of the 2012/13 civic year.

The meeting ended at 5.13 pm.

**Signed for the purposes of the Decision Notices**

**Jonathan Eatough**  
**Assistant Director: Law, Democracy & Public Protection**  
**Date: 27 December 2012**

**Signed:** .....

**Date:** .....