

Dear Members

Economic Development and Planning Scrutiny Committee

A meeting of the Economic Development and Planning Scrutiny Committee will be held in the **Craddock Room, Civic Centre, Riverside Stafford** on **Tuesday 4 February 2025 at 6.30pm** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded.

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Governance

ECONOMIC DEVELOPMENT AND PLANNING SCRUTINY COMMITTEE

4 FEBRUARY 2025

Chair - Councillor F Beatty

AGENDA

- 1 Minutes of 19 November 2024 as previously published on the Council's website.
- 2 Apologies
- 3 Public Question Time - Nil
- 4 Councillor Session - Nil
- 5 Members' Item
 - (a) Councillor F Beatty - Conclusion of Task and Finish Group, Town Centre Events - Verbal Update
- 6 Called In Items - Nil

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Membership

Chair - Councillor F Beatty

J A Barron

F Beatty

B M Cross
P C Edgeller
E G R Jones
A M Loughran

D M McNaughton
A Nixon
J S Powell
D P Rouxel

Agenda Item 7(b)

Stafford Station Gateway Project Update

Committee:	Economic Development and Planning Scrutiny
Date of Meeting:	4 February 2025
Report of:	Head of Economic Development and Planning
Portfolio:	Economic Development and Planning Portfolio

1 Purpose of Report

- 1.1 To update Committee on progress made in relation to the regeneration of Stafford Station Gateway.

2 Recommendations

- 2.1 That Committee note the report.

3 Key Issues

- 3.1 The report sets out the main updates that have occurred since Committee was last updated in October 2024.

4 Relationship to Corporate Priorities

- 4.1 Stafford Station Gateway supports delivery of Business Objectives 1,2 and 3 in the Council's Corporate Business Plan 2021-2024. The scheme supports the delivery of sustainable economic and housing growth.

Objective 1: Delivering sustainable economic and housing growth to provide income and jobs.

Objective 2: Developing strong communities that promote health and wellbeing.

Objective 3: to continue work towards our Climate Change and Recovery objectives, integrating them into our activities and strategic plans.

- 4.2 It also delivers against Growth Priority 1 in the Economic Growth Strategy for Stafford Borough 2020-2025.

- 4.3 The project is also consistent with and supportive of the Council's adopted development strategy as set out in The Plan for Stafford Borough (adopted 2014) and the emerging Local Plan 2020-2040 Preferred Options document.

5 Report Detail

- 5.1 The Stafford Station Gateway mixed use redevelopment proposals represent a significant investment opportunity, maximising potential economic benefits. The Stafford Station Gateway project has been developed over a number of year and culminated in the adoption of the Strategic Regeneration Framework (SRF) in 2023.
- 5.2 The SRF, published in February 2023 presents a vision, illustrative masterplan and a set of design and development principles that will guide the future development of Stafford Station Gateway. The document responds to existing and emerging planning policies and seeks to nurture the assets and opportunities that are unique to this part of Stafford, including its green and blue infrastructure, major development site opportunities and exceptional connectivity.
- 5.3 Cabinet received a detailed update report on the progress of the Stafford Station Gateway at its meeting on the 7 March 2024 at which it accepted the £19.9m funding provisionally awarded by Government to support site remediation and enabling works, subject to formal confirmation within a Memorandum of Understanding (MoU). Work did continue during this period in terms of ongoing dialogue with landowners and initial ground investigation works.
- 5.4 In October Members were advised that before the project can proceed any further, the Council still required confirmation of the funding from the Ministry for Housing, Communities and Local Government (MHCLG) via an MoU. This was received and signed in November 2024.
- 5.5 The project is being delivered in partnership between the Borough and County Councils, each leading on specific workstreams as set out below.

Land Acquisition

- 5.6 In a report to the Borough Council Cabinet in March 2024 authority was delegated to commence negotiations to acquire land within the Gateway. It would have been inappropriate to seek delegations to complete the land acquisition without first securing certainty that funding was available to then prepare the land for viable redevelopment. The MoU referenced in 5.4 secures this funding therefore a further report will be presented to Members on completion of the associated business case.

Doxey Road Land Reclamation

- 5.7 The County Council continues to progress a number of key preliminary actions to take forward the Doxey Road element of the grant funded land reclamation works. In summary, actions include, the completion of a Ground Investigation Study inclusive of recommendations for further investigations that that will inform a reclamation strategy. Amey has supported this process to ensure coordination is maintained when works commence. Surveys to support the submission of future planning applications have commenced and these will continue through to Spring.

Existing Tenants

- 5.8 Borough Council Officers are supporting Community Link Stafford and District, a current tenant of the County Council located at the Doxey Road site, with identifying a permanent alternative vehicle parking site.

Connectivity

- 5.9 Officers continue to work directly with Network Rail to understand the opportunities to create a western pedestrian access from Stafford Station Gateway into Stafford Railway Station. Discussions have progressed to include operational requirements with adjacent landowners.
- 5.10 To support the strategic understanding of the Stafford Station Gateway and associated rail provision Officers have also made, and continue to make, significant contributions to the Stafford Station Integrated Transport Access study commissioned by Midlands Connect. This engagement has included stakeholder workshops and bespoke meetings enabling Borough Council priorities to be clearly articulated and captured.

Governance

- 5.11 The implementation of the project governance structure, as set out in June 2024 to Cabinet, remains a priority. The receipt of the MoU enables Terms of Reference and Membership of the Programme Board, Community Forum and Landowner Forum to be progressed.

Health Impact Assessment

- 5.12 During 2024 funding was secured to complete a Health Impact Assessment (HIA) which sought to understand how the adopted SRF may impact upon the key determinants of health. The study was the first to be completed within Staffordshire.
- 5.13 Throughout July 2024 facilitated groups and individual sessions were undertaken with Borough and County technical Officers. During the same period Borough Officers completed a review of the strategic and local policy context as well as reviewing a range of published data and information from a

variety of sources to set out a picture of community health and wellbeing demographics for Stafford Borough. In September 2024 a review and findings and the development of recommendations was completed and a draft report for consideration by the funding panel was submitted.

- 5.14 The value of the completion of the HIA is wider than providing a set of recommendations. Implementing the HIA process from commencement to completion has enabled a critical review of the methodology and provided a template for future HIA's. There has been a significant increase in understanding of the SRF by technical Officers across the Borough and County Councils. Raising the profile of the development via positive dialogue as opposed to a critical methodology promotes greater engagement and ownership when opportunities to influence at delivery are available.
- 5.15 The HIA process itself does not result in improvements to health outcomes. Commitment to the delivery of recommendations set out within the completed report is essential to ensuring any health benefits are experienced by the identified communities. Stafford Station Gateway governance structure will be given the opportunity to consider the HIA including its recommendations.

Delivery of the SRF

- 5.16 As set out in 5.2 above, the SRF is a vision document with illustrative masterplanning, this is the start of the process that culminates in detailed planning applications to secure specific design elements. As such, the Community Forum referenced in 5.11 along with a range of other stakeholders will be involved in the development of the next iteration of design work.

6 Implications

6.1 Financial

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

None

6.6 Health

None

6.7 Climate Change

None

7 Appendices

None

8 Previous Consideration

Economic Development and Planning Scrutiny Committee 17 October 2024.

9 Background Papers

None

Contact Officer: Michelle Smith

Telephone Number: 01785 619 335

Ward Interest: Doxey and Castletown and Rowley

Report Track: Economic Development and Planning 4 February 2025
(Only)

Key Decision: N/A

Agenda Item 7(c)**Section 106 Update and Infrastructure Funding Statement 2024**

Committee:	Economic Development and Planning
Date of Meeting:	4 February 2025
Report of:	Head of Economic Development and Planning
Portfolio:	Economic Development and Planning Portfolio

1 Purpose of Report

- 1.1 To update Members on the Section 106 process and publication of the Infrastructure Funding Statement 2023/2024, published in December 2024 (please see **APPENDIX 1**) setting out the financial position on Section 106 monies associated with developer obligations provided for through the planning process.

2 Recommendation

- 2.1 That the progress report be noted.

Reasons for Recommendation

This information item provides details about Section 106 agreements, which is a statutory process to secure developer contributions from new developments. There is also a legal duty to produce an Infrastructure Funding Statement, to be published by December each year.

3 Key Issues**Introducing Section 106**

- 3.1 “S106” is the shorthand for the legal agreements used to obtain obligations in respect of some planning decisions and relates to the relevant section of the Town and Country Planning Act 1990. An agreement may contain multiple obligations which could be financial or non-financial. A non-financial obligation is discharged by the developer carrying out works, or by the developer directly providing for, at a cost to them, specified infrastructure such as affordable housing or public open space as part of a development.

- 3.2 In the circumstances described above, a financial obligation is discharged by the developer paying a sum to the Council, which the Council then uses to carry out works required to enhance infrastructure as a result of a planning decision within the adopted Local Plan policy context, or when required infrastructure is provided. On occasion, the Council may agree alongside a third party (such as a parish) that a third party will deliver/manage the infrastructure works.
- 3.3 A Unilateral Undertaking is a legal agreement in which the developer commits to deliver an undertaking (which may be financial) and could be considered as a form of simplified S106 agreement. For the purpose of this report, Unilateral Undertakings are considered to be the same as a S106 agreement.
- 3.4 At this stage the Council has not adopted a Community Infrastructure Levy. However, as part of the process for preparing the New Local Plan, the approach to developer contributions will be further considered in light of the latest Government planning reforms, such as the Infrastructure Levy.
- 3.5 Members will be aware that the Strategic Planning and Placemaking team updates the Council's Exacom system with information relating to current Section 106 agreements, providing a comprehensive overview of the financial position. This involved significant cross-departmental co-ordination with Legal Services, Finance and the Development Management teams. **APPENDIX 2** sets out a process map for Section 106/developer contributions.

Delivering Projects for Local Communities

- 3.6 In order to deliver for local communities the information in the Exacom system is used to confirm existing project allocations and potential future funding which could be allocated to projects, subject to formal decisions being made in that respect over £50,000 by Cabinet or approved by the relevant Cabinet Portfolio Holder in consultation with local Ward Members on sums of less than £50,000. For less than £50,000 a standard form is sent to relevant Members once the developer contributions have been received and resources available to deliver the project (Please refer to **APPENDIX 3**).
- 3.7 The available money must be allocated to projects that accord with the contribution type in compliance with the relevant S106 agreement(s). There may also be a caveat for the money to be spent within proximity of the development, which is stipulated per individual S106 agreement. It should also be noted that some funds are transferred to Staffordshire County Council to meet education and transport requirements.

Monitoring and Review

- 3.8 The Strategic Planning and Placemaking team continues to identify and propose projects which could be supported by the relevant developer contributions, subject to sufficient funds being available in a chronological order. The team will also continue to monitor the future potential funds and will invoice for financial contributions when/if the developer becomes liable to pay a contribution. Further information about new development delivered through the adopted Plan for Stafford Borough is published in the Authority Monitoring Reports.

Infrastructure Funding Statement 2023/2024

- 3.9 The Infrastructure Funding Statement 2024¹ details the verified Section 106 figures as at 31 March 2024 by the Finance team. The Infrastructure Funding Statement (IFS) is an annual report which provides a summary of the developer contributions secured, received and used by Stafford Borough Council during each financial year.

- 3.10 The following summary is set out in the Infrastructure Funding Statement (IFS) 2024 covering the period 1 April 2023 to 31 March 2024:

- 26 Section 106 agreements have been entered into, which have secured a total of £169,343.85 in financial contributions and the provision of 0 affordable housing units.
- £742,342.41 has been received in financial contributions and 163 affordable housing units have been completed.
- £579,058.46 has been allocated to projects.
- £1,564,644.93 has been spent on various infrastructure projects.

At the end of the financial year 2023/24, a total of £6,402,795.79 has been retained. Of this:

- £2,860,910.97 has been allocated to projects; and
- £3,541,884.82 is available to be allocated to a project(s).

¹ Information to inform this report is drawn from the Council's S106 monitoring tool Exacom.

4 Relationship to Corporate Priorities

4.1 The following key objectives from the Council's Corporate Business Plan 2021-2024 are considered relevant to this report:

"To deliver sustainable economic and housing growth to provide income and jobs."

"To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing."

"To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives."

5 Implications

5.1 Financial

None

5.2 Legal

None

5.3 Human Resources

None

5.4 Risk Management

None

5.5 Equalities and Diversity

The Borough Council considers the effect of its actions on all sections and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

5.6 Health

None

5.7 Climate Change

None

6 Appendices

Appendix 1: Stafford Borough Infrastructure Funding Statement 2023/2024

Appendix 2: Planning Obligations (Section 106) - Process Map

Appendix 3: Section 106 - Introductory Project Template

7 Previous Consideration

None

8 Background Papers

Details with the Strategic Planning and Placemaking team, within Economic Development and Planning.

Contact Officer:	Alex Yendole
Telephone Number:	07800 619530
Ward Interest:	Nil
Report Track:	Economic Development and Planning Scrutiny - 4 February 2025 (Only)
Key Decision:	N/A

Appendix 1

**Stafford Borough Infrastructure Funding Statement
2023/2024 - Title page**

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1. Introduction

The Infrastructure Funding Statement (IFS) is an annual report which provides a summary of the developer contributions secured, received and used by Stafford Borough Council during each financial year.

Stafford Borough Council currently seek developer contributions through Section 106 (S106) agreements, also known as planning obligations. A S106 agreement is a legally binding agreement made between the developer and the Council and requires the developer to meet obligations to mitigate the impacts of the development proposed. A S106 agreement can include multiple obligations of different types, including:

- Financial obligations, requiring the developer to pay a financial contribution which must be used for defined purposes, such as open space or sports facilities. These are often to be spent off-site and required to be spent within proximity of the development.
- Non-financial contributions, such as undertaking certain works. For example, the provision of open space or affordable housing. These are often delivered on-site, although can be provided off-site.

The information included in the IFS will be updated annually and published on the Council's website. This will ensure that the most up to date information is readily available to the public and other interested parties, in line with Schedule 2 of The Community Infrastructure Levy (Amendment) (England) (No 2) Regulations 2019.

Staffordshire County Council is also responsible for the provision of infrastructure and collects planning obligations from development within Stafford Borough for education and highway provisions. Details on education and highway provisions are therefore not contained within this report, and are detailed within Staffordshire County Council's IFS which can be found at www.staffordshire.gov.uk/environment/planning/aZ/Infrastructure-Funding-Statement.aspx

Summary

A summary of the data for the financial year 2023/24 (1 April 2023 to 31 March 2024) can be found below, with further details within the relevant sections of this report.

During the financial year, a total of:

- 26 Section 106 agreements have been entered into, which have secured a total of £169,343.85 in financial contributions and the provision of 0 affordable housing units.
- £742,342.41 has been received in financial contributions and 163 affordable housing units have been completed.
- £579,058.46 has been allocated to projects.
- £1,564,644.93 has been spent on various infrastructure projects.

At the end of the financial year 2023/24, a total of £6,402,795.79 has been retained. Of this:

- £2,860,910.97 has been allocated to projects; and
- £3,541,884.82 is available to be allocated to a project(s).

2. Section 106 agreements secured in 2023/24

During the financial year 2023/24, 24 Section 106 agreements have been secured between Stafford Borough Council and developers. These contributions will be paid by the developer either once development has commenced on site, or once a specified payment trigger point has been delivered. In total, these contributions amount to £169,343.85 of financial contributions (without indexation), and no affordable housing units.

3. Section 106 contributions received in 2023/24

The total amount of money received from Section 106 contributions during the financial year 2023/24 was £742,342.41. This money can be spent on projects to deliver infrastructure within Stafford Borough. A S106 agreement will stipulate where this money can be spent, and usually needs to be spent within proximity to the development. In addition to the financial contributions received, a number of non-financial contributions have also been received, including the completion of 163 affordable housing units.

4. Section 106 allocations in 2023/24

The total amount of Section 106 contributions allocated during the financial year 2023/24 was £579,058.46. This includes money received from Section 106 financial contributions in the financial year 2023/24, as well as contributions received from previous financial years. Allocated S106 financial contributions is money which has been assigned to be spent on a project and has not yet been spent on the project.

Table 1 - S106 financial contributions allocated to projects during 2023/24

Project title	Amount allocated	Summary details
Yelverton Park	£129,095.86	Refurbishment and enhancement measures to Yelverton Park in the Baswich area including new play facilities along with picnic benches, seating, and a new circular pathway around the park boundary.
Stone Hockey and Rugby Club	£400,000	Provision towards the merger between Stone Rugby Club and Stone Hockey Club including new club house, changing rooms and pitches.
Meadow Road Play Park	£11,380.92	The provision of an inclusive roundabout which can be used by wheelchair users and parents with young children in push chairs.
Hixon Green Millenium Trust	£2,271.06	Hixon Green Millennium Trust (HGMT) have put together a project to encourage greater community cohesion by offering more frequent and more varied events within the local community. Provision has been made to offer people with disabilities easy access, including a sensory garden human sun dial, new wheelchair-friendly picnic tables, perimeter railings and gates, and a wooden timbered multi-purpose gazebo.
Deposits	£16,056.50	Deposits received for the provision of on-site open space.

Project title	Amount allocated	Summary details
Commuted Sums	£20,254.12	These contributions are typically used to maintain the off-site open space within the borough and is used to a specific location as part of the off-site open space contribution.

5. Section 106 expenditure in 2023/24

The total amount of Section 106 contributions spent during the financial year 2023/24 was £1,564,644.93. This includes money received from Section 106 financial contributions in the financial year 2023/24, as well as contributions received from previous financial years.

Table 2 - S106 financial contribution spent on projects in 2023/24

Project title	Amount spent	Project Summary
Stone Leisure	£880,901.22	New leisure provision in Stone, including a new leisure centre and destination play area at Westbridge Park, and maintaining the undeveloped part of Westbridge Park as an open space.
Haughton Play Area	£20,090.38	The provision of additional play equipment picnic table and benches at Haughton Play Area.
Rough Sleeper Accommodation	£56,000.00	The provision of Rough Sleepers Accommodation through schemes co-ordinated by the Council's housing service.
Hixon Green Millenium Trust	£25,196.15	Hixon Green Millennium Trust (HGMT) have put together a project to encourage greater community cohesion by offering more frequent and more varied events within the local community. Provision has been made to offer people with disabilities easy access, including a sensory garden human sun dial, new wheelchair-friendly picnic tables, perimeter railings and gates, and a wooden timbered multi-purpose gazebo.

Project title	Amount spent	Project Summary
Herbert Road Allotments	£2,500.00	The provision of a water connection to serve Herbert Road Allotment.
Eccleshall Road Cemetery	£15,392.50	Biodiversity enhancements to the land at Eccleshall Road Cemetery for wildlife and habitats.
Commuted Sums	£57,934.65	These contributions are typically used to maintain the off-site open space within the borough over several years, and is used to a specific location as part of the off-site open space contribution.
Cannock Chase SAC Mitigation	£506,330.29	Cannock Chase SAC contributions are used to mitigate the impacts of developments on the Cannock Chase SAC.
Residual amounts	£299.74	Minor sums pooled together from unspent allocations.

6. Section 106 balance

The following section reviews the overall balance for Section 106 obligations received, spent, and allocated for Stafford Borough Council.

As of 31 March 2023, a total of £6,402,795.79 in Section 106 money received has been retained. Of this, £2,860,910.97 has been allocated to S106 infrastructure projects and will be spent on these projects in the future. Table 3 provides a summary of these project allocations. The remaining £3,541,884.82 is available to be allocated to a project (s). Individual Section 106 agreements identify these funds to be spent on particular types of contributions i.e. open space improvements, with Table 4 providing a summary of these funds.

Table 3 - Overall S106 financial contributions allocated to projects

Project title	Amount allocated	Project Summary
Stone Leisure facilities	£22,901.35	New leisure provision in Stone, including a new leisure centre and destination play area at Westbridge Park, and maintaining the undeveloped part of Westbridge Park as an open space.
Yarnfield drainage works	£16,800	
Future High Streets Fund	£1,000,000	The delivery and progress of renovations to Stafford Market Square.
Hixon Green Millenium Trust	£2,270	Hixon Green Millennium Trust (HGMT) have put together a project to encourage greater community cohesion by offering more frequent and more varied events within the local community. Provision has been made to offer people with disabilities easy access, including a sensory garden human sun dial, new wheelchair-friendly picnic tables, perimeter railings and gates, and a wooden timbered multi-purpose gazebo.
Eccleshall Cemetery	£13,065.50	Biodiversity enhancements to the land at Eccleshall Road Cemetery for wildlife and habitats.
Meadow Road Play Park	£11,380.92	The provision of an inclusive roundabout which can be used by wheelchair users and parents with young children in push chairs.
Yelverton Park	£129,095.86	Refurbishment and enhancement measures to Yelverton Park in the Baswich area including new play facilities along with picnic benches, seating, and a new circular pathway around the park boundary.

Project title	Amount allocated	Project Summary
Stone Hockey and Rugby Club	£400,000	Provision towards the merger between Stone Rugby Club and Stone Hockey Club including new club house, changing rooms and pitches.
Commuted Sums	£1,249,339.78	These contributions are typically used to maintain the off-site open space within the borough over several years and is used to a specific location as part of the off-site open space contribution.
Deposits	£16,056.50	Deposits received for the provision of on-site open space.

Table 4 - Available S106 money for project allocation by funding type

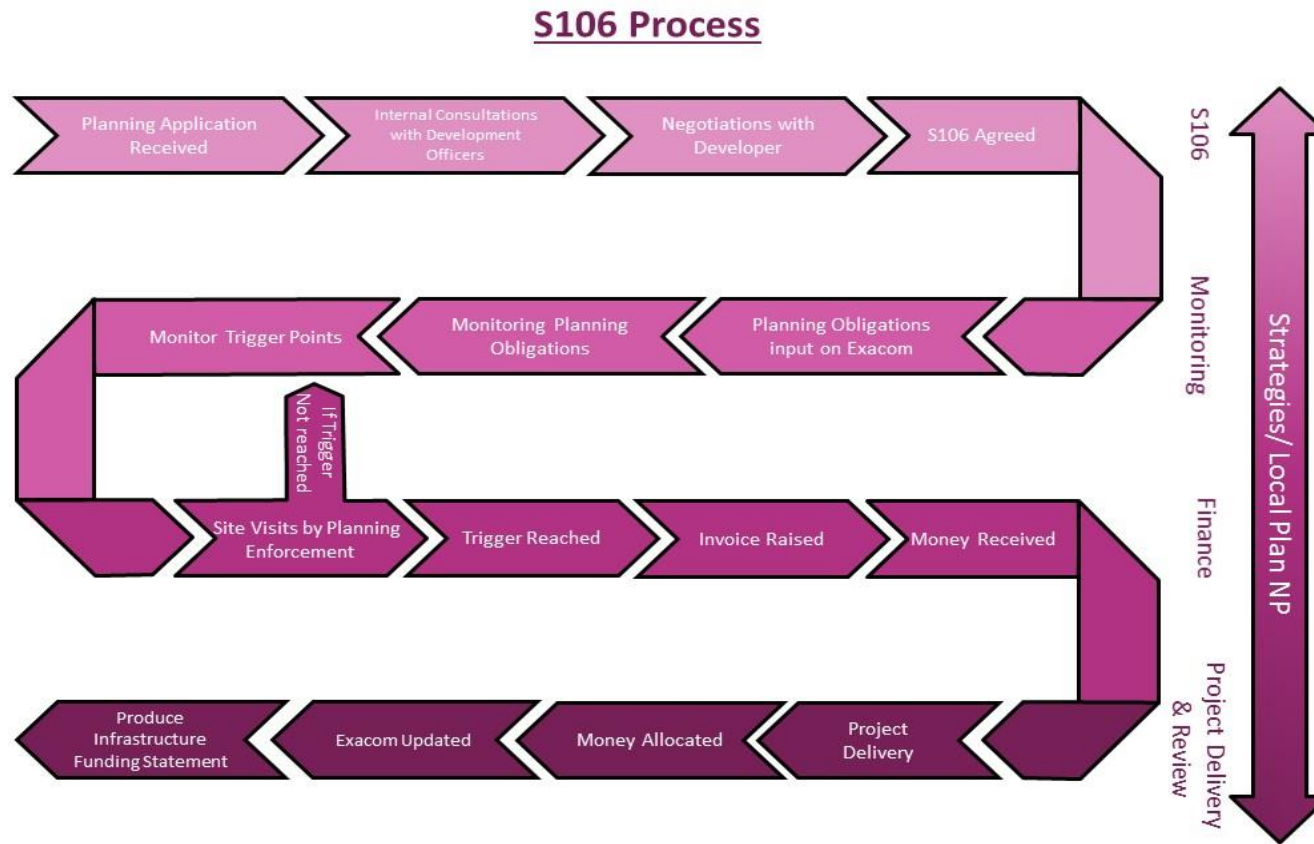
Type of S106 funding	Available amount for project allocation
Affordable Housing	£158,344.44
Allotments	£190.45
Biodiversity	£31,682.39
Off-site Open Space	£1,538,472.09
Sports 3G Pitches	£55,971.64
Sports AT Pitches	£61,859.21
Sports Other/Unspecified	£1,186.51
Sports Court/Hall	£782,990.02
Sports Swimming Pool	£911,188.07

7. Conclusion

Stafford Borough Council is committed to working with the local community and other stakeholders to ensure that planning contributions are used in a fair and transparent way to maximise the benefits and opportunities arising from development, such as new affordable homes, community infrastructure, jobs and environmental improvements.

We have identified a need to improve the planning and delivery of Section 106 income and expenditure to respond to the levels of funding received. Steps are being undertaken to address these issues. Any changes to how the Council manage the Section 106 process will be take into account, including any changes resulting from the Government's consultations on planning reforms, once detailed policy and associated guidance has been released.

Planning Obligations (Section 106) - Process Map



Appendix 3

Section 106 - Introductory Project Template (available from March 2022)

1. ORGANISATION DETAILS	
Name of Organisation	
Name of Project Lead	
Telephone Number	
Email address	
Role descriptions of people involved in delivering the project.	
How will the team manage the project - how often will they meet?	
Will your organisation be working with any other agencies to deliver or fund this proposal?	Yes No
If yes please provide details:	
2. PROJECT DETAILS	
Name of Project	
Location of Project	
Borough Ward	

Project description	
<p>Project Background</p> <p><i>Based on local need please provide a business case for the project and/or please identify how this project has been identified as a priority and include linkages to National, Regional and Local Strategies if possible</i></p>	
Planning Application number to which S106 money is requested	
<p>Is Planning Approval required for the project and are any other Approvals to be secured?</p> <p>- If yes please provide draft plans and details</p>	
Parish (if applicable)	<ul style="list-style-type: none"> (i) Parish Council (ii) Voluntary or Community Group (iii) Registered Charity (iv) School (v) Other
Land Ownership (Is the land owned by the applicant - if not who?)	
<p>Does the applicant need approval from the landowner? - if yes, please provide evidence that the landowner has consented for the application to proceed.</p>	
<p>What outcomes will be achieved from the scheme?</p> <p><i>How does link into the Council's adopted Plan for Stafford Borough 2011-2031 and other Council strategies?</i></p>	

<p>Project Costs</p>
<p>Project Funding</p> <p><i>Please include amount requested and provide a breakdown of how the project will be funded. If applicable please also provide any information about partnership funding being allocated alongside S106 monies to deliver the project.</i></p>
<p>Stafford Borough Councillors</p> <p><i>Are local borough councillors aware of the proposed project? Do they support the project? If no, please provide information as to why and the reason you think the project should continue to be considered</i></p>
<p>Site Access</p> <p><i>Please provide details to confirm the site is accessible to all. Furthermore in terms of assessing project delivery please state if the site has open access or if access is restricted at any time</i></p>
<p>Public Engagement</p> <p><i>Please provide details of all public consultation undertaken and responses received as part of any engagement activities</i></p>

Key Milestone and Timescale

Set out timescale of planned works. Are there any contingencies for delays in materials, inclement weather, or outside factors? How would it affect the project?

Maintenance and Management

Please provide details of how the facility will be maintained. Who will manage the project once it is completed? Who will pay for the maintenance? How sustainable is the project? Will there be a sinking fund set up?

Other Relevant Information

3. PROJECT DELIVERY

Procurement

How will you prove that you have obtained value for money in delivering the project?

- How many quotes will there be?
- Will they be evaluated on cost, quality, delivery of similar projects, value for money, or a mix of these?

Previous Experience

Please provide details of previous project your organisation has managed leading to a successful outcome

Risk Management

What are the risks in delivering this project? Please list the risks. How will they be managed? What could the cost or timescale implications be on the project?

Please note that to progress a project the Council will require Third Parties to enter into a Legal Agreement.

OFFICE USE	
S106 Reference	
S106 Amount	
S106 Clause	

Further details may need to be progressed in terms of the topics listed below:

1. Purpose
2. Outline Business Benefits/Business Case
3. Financial/Budget Requirements
4. Key Milestones and Timescales
5. Risk Log
6. Contingency Arrangements
7. Review and Reporting

Agenda Item 7(d)

Work Programme - Economic Development and Planning Scrutiny Committee

Committee:	Economic Development and Planning Scrutiny
Date of Meeting:	4 February 2025
Report of:	Head of Law and Governance
Portfolio:	Economic Development and Planning Portfolio

1 Purpose of Report

- 1.1 The purpose of this report is to present the Economic Development and Planning Scrutiny Committee's Work Programme

2 Recommendation

- 2.1 That the report be noted.

3 Key Issues

- 3.1 The first stage in achieving a Member-led Overview and Scrutiny process is to develop a Work Programme for the Members of the Committee to own.
- 3.2 Accordingly, an up-to-date copy of the Economic Development and Planning Scrutiny Committee's Work Programme is provided for Members to consider or amend as appropriate.

4 Relationship to Corporate Priorities

- 4.1 This report is most closely associated with the following Corporate Business Objective 1:-

To deliver sustainable economic and housing growth to provide income and jobs.

5 Report Detail

- 5.1 Members will recall that one of the fundamental philosophies behind the creation of Overview and Scrutiny is that the process should be Member-led and the first stage in achieving this is to develop a Work Programme that is:-
- Owned by all Members of the Scrutiny Committee
 - Flexible to allow the Committee to react to urgent items
 - Contain aspects of both Overview and Scrutiny
- 5.2 Therefore, at each scheduled meeting of the Economic Development and Planning Scrutiny Committee, an up-to-date copy of the Work Programme will be provided for Members to consider or amend as appropriate.
- 5.3 The Work Programme includes provision for the Committee to scrutinise appropriate items delivered through the Council's Service Delivery Plan up to twelve months in advance, whilst maintaining the flexibility to respond to any issues that may arise.
- 5.4 Accordingly, attached at **APPENDIX** is the Economic Development and Planning Scrutiny Committee's current Work Programme to consider or amend as appropriate.

6 Implications

6.1 Financial

None

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

None

6.5 Equalities and Diversity

The Borough Council considers the effect of its actions on all sections and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix: Work Programme

8 Previous Consideration

None

9 Background Papers

File available in Law and Governance

Contact Officer: Jackie Allen

Telephone Number: 01785 619552

Ward Interest: Nil

Report Track: Economic Development and Planning Scrutiny
Committee - 4 February 2025 (Only)

Key Decision: N/A

Work Programme - Economic Development and Planning Scrutiny Committee

Thursday 13 March 2025 at 6.30pm

Report Deadline: Wednesday 26 February 2025

Officer Reports: Tourism / Visitor Economy Update (Charlotte Cain)
Head of Economic Development and Planning

Final Recommendations from Task and Finish Group
Chair of Task and Finish Group

Q3 Performance Report
Head of Transformation and Assurance

S106 Update
Head of Economic Development and Planning

NPPF Changes Including Solar and On-Shore Wind Farms, Local Plan and Meecebrook
Head of Economic Development and Planning

Independent Review - Recommendation Implementation
Head of Economic Development and Planning

Work Programme
Head of Law and Governance

Future Items:

Parking Strategy

Masterplan - joint with Community Wellbeing

Historic Buildings in Town Centres - Policy regarding Historic Importance

Protecting Our Rivers and Oceans Motion (Local Plan) - July meeting - invite Water Authorities and Independent Drainage Board.

Rural Businesses Support