To: **All Members of Cabinet:**
 R.J. Phillips (Leader)
 Mrs. L.O. Barnett
 P.J. Edwards
 Mrs. J.P. French
 J.C. Mayson
 D.W. Rule MBE (Deputy Leader)
 R.V. Stockton
 D.B. Wilcox
 R.M. Wilson

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Your Ref:	
Our Ref:	NMP/CD
Please ask for:	Mr. N.M. Pringle
Direct Line/Extension:	(01432) 260044
Fax:	(01432) 340189
E-mail:	npringle@herefordshire.gov.uk

8th December, 2005

Dear Councillor,

MEETING OF CABINET
THURSDAY, 15TH DECEMBER, 2005 AT 2.00 P.M.
THE COUNCIL CHAMBER, BROCKINGTON, 35 HAFOD ROAD, HEREFORD

AGENDA (05/18)

1.   **APOLOGIES FOR ABSENCE**

       To receive any apologies for absence.

2.   **DECLARATIONS OF INTEREST**

       To receive any declarations of interest by members in respect of items on this agenda.

3.   **LOCAL PUBLIC SERVICE AGREEMENT UPDATE**

       To recommend to Cabinet the allocation of funding for the second generation Local Public
       Service Agreement (LPSA 2). *(Pages 1 - 54)*

4.   **IMPLEMENTING ELECTRONIC GOVERNMENT 5 RETURN**

       To seek Cabinet's approval of the Implementing Electronic Government Return (IEG5).
       (Pages 55 - 68)

5.   **UPDATE ON THE OPERATION OF THE HEREFORDSHIRE CODE OF PRACTICE FOR**
       THE TEMPORARY AGRICULTURAL USE OF POLYTUNNELS

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To consider the recommendations of the Environment Scrutiny Committee in response to the update report of the Head of Planning Services on the operation of the code of practice in the light of experience through the growing season of 2005. *(Pages 69 - 74)*

6.   LOCAL DEVELOPMENT SCHEME

To approve the revised Local Development Scheme. *(Pages 75 - 100)*

7.   ANNUAL MONITORING REPORT 2004-2005

To approve the first Annual Monitoring Report 2004-2005 and its formal submission to the Secretary of State. *(Pages 101 - 158)*
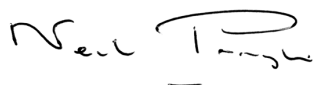
8.   HEREFORDSHIRE HOUSING POST TRANSFER IMPROVEMENT PROGRAMME

To note the progress made in delivering improvements to housing stock transferred to Herefordshire Housing Ltd. *(Pages 159 - 162)*

9.   COMMUNITY EQUIPMENT/INDEPENDENT LIVING

To endorse the proposed plans for the Integrated Community Equipment Service to meet growing demands, by developing and expanding services. *(Pages 163 - 170)*

Yours sincerely,

N.M. PRINGLE
CHIEF EXECUTIVE

Copies to: Chairman of the Council
               Chairman of Strategic Monitoring Committee
               Vice-Chairman of Strategic Monitoring Committee
               Chairmen of Scrutiny Committees
               Group Leaders
               Directors
               County Secretary and Solicitor
               County Treasurer

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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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Do not delay your vacation of the building by stopping or returning to collect coats or other personal belongings.

LOCAL PUBLIC SERVICE AGREEMENT UPDATE

PROGRAMME AREA RESPONSIBILITY:
CORPORATE STRATEGY AND FINANCE

CABINET   **15TH DECEMBER 2005**

Wards Affected

No Wards are affected.

Purpose

To recommend to Cabinet the allocation of funding for the Second Generation Local Public Service Agreement (LPSA 2).

Key Decision

This is not a Key Decision.

Recommendation

That Cabinet agree the option for funding LPSA 2 as set out in paragraph four.

Reasons

It is important that progress is made towards the achievement of the stretched LPSA 2 targets and a decision on how earmarked funds should be allocated is therefore required.

Considerations

Background

1.   Government ministers have now signed off the LPSA 2 and this is included in Appendix A. The majority of the stretched targets have an end date of March 2008 with the exception of the Road Safety target, which is measured to December 2008.

2.   Cabinet will note that there is a significant level of Performance Reward Grant (PRG) attached to the achievement of these targets. This amounts in total to just under £4.4m or £366k per target. The PRG is allocated evenly across each sub target with the exceptions of the targets 8, 11 and 12. It is of particular note that the DfES have only agreed to allocate 5% of the total PRG available for target 12 to the looked after children element of school absences.

Funding the Agreement

3.   The first Local Public Service Agreement finished on March 31st 2005. Internal Audit staff are at the final stages now of completing the verification of the reported performance figures. These will need to be signed off by the Chief Executive and submitted to the Office of the Deputy Prime Minister by a provisional deadline of

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Further information on the subject of this report is available from
Andrew Tanner, Assistant County Treasurer on 0162

February 2006. It is estimated that around £1.7m of Performance Reward Grant (PRG) will be earned from LPSA 1 for reinvestment in the second agreement. This could change however on final sign off and this issue will be addressed in the risk assessment. In addition to the PRG the government have provided just under £930k of pump priming grant to help achieve the targets.

4. Work has been carried out on costing the initiatives required to meet the stretched targets throughout the negotiation period. These costings have now been through a formal challenge process by Directors and nominated Cabinet leads. The funding bids submitted by the target lead officers were significantly in excess of the funding available and the challenge process has not been able to reduce these significantly. As a result CMB recommend that allocations are made to each target in line with the following funds being made available:

	£m
Performance Reward Grant from LPSA 1 -	1.7
Pump Priming Grant -	0.9
	2.6

These are set out in detail in Appendix B. Cabinet need to bear in mind that early investment in these targets is required to maximise the potential for achieving the future PRG.

Alternative Options

An alternative option is not to fully allocate the LPSA 1 reward grant to LPSA 2 and ask target leads to utilise their base budget funding to make up the shortfall.

Risk Management

LPSA 2 represents an opportunity for the Council and its partners to secure significant future investment in priority areas. Failure to invest to appropriate levels and focus on performance improvement in current targets will have an adverse impact on the Council's ability to sustain such improvement in the future.

The Performance Reward Grant from LPSA 1 has not been confirmed yet and Cabinet will need to consider corporate funding to underpin future performance if the level of PRG falls below expectations. A relatively prudent view has been taken on this so it is not anticipated that this will have to be the case.

Consultees

There are no consultees.

Background Papers

PSA Report to Cabinet on 19th May 2005

PSA Report to Cabinet on 13th January 2005

PSA Report to Cabinet on 14th October 2004

Herefordshire Council
Local Public Service Agreement

LOCAL PUBLIC SERVICE AGREEMENT

BETWEEN HEREFORDSHIRE COUNCIL AND

THE GOVERNMENT

Introduction

1.   Herefordshire Council and the Government have made this Local Public Service Agreement (Local PSA) with the intention of further improving the services to local people that Herefordshire Council provides. This agreement covers the period 1st April 2005 to 31st March 2008.

2.   The agreement records the present intentions of the Council and the Government. It is entered into by both in good faith, but it is expressly recognised that neither can fetter the future discretion of the Council or of Ministers and Parliament. The agreement is therefore not intended to create legal relations. Subject to that, the following points are agreed.

The Intentions of Herefordshire Council

3.   Herefordshire Council will use its best endeavours to achieve more demanding performance targets than those it would be expected to achieve in the absence of this Local Public Service Agreement. These enhanced targets are specified in Schedule 1 to this agreement.

The Intentions of the Government

4.   The intentions of the Government set out in this agreement are subject to the outcome of any statutory consultations and any necessary approval of the Treasury and Parliament.

5.   The Government will pay Herefordshire Council a grant of £926,912 in 2005-2006 in support of the expenditures described in Schedule 3 to this agreement. The conditions attached to this "pump-priming" grant are also set out in Schedule 3.

6.   The Government will pay a performance reward grant to Herefordshire Council, as set out in Schedule 4 to this agreement, if it achieves all the enhanced targets ("performance target with Local PSA") specified in Schedule 1. Schedule 4 also sets out the grant it intends to pay if the Council secures a substantial improvement in performance that falls short of the target. The Schedule also stipulates the intended timing of payments of the grant. Herefordshire Council undertakes to provide audited information confirming the extent of improvement in their performance relative to the Local PSA performance targets set out in Schedule 1, as a precondition for the determination and payment of the performance reward grant.

For Herefordshire Council	For Her Majesty's Government

....

Councillor R J Phillips
On behalf of Herefordshire Council

....

Phil Woolas MP
Minister of State, Office of the Deputy Prime Minister

....

Neil Pringle
Chief Executive

....

The Right Hon Des Browne MP
Chief Secretary to Her Majesty's Treasury

The above Ministers sign on behalf of their colleagues listed below:

The Right Hon John Prescott MP
Deputy Prime Minister

The Right Hon Gordon Brown MP
Chancellor of the Exchequer

The Right Hon Patricia Hewitt MP
Secretary of State for Health

The Right Hon Ruth Kelly MP
Secretary of State for Education and Skills

The Right Hon Charles Clarke MP
Secretary of State for the Home Department

The Right Hon Margaret Beckett MP
Secretary of State for Environment, Food and Rural Affairs

The Right Hon Alan Johnson MP
Secretary of State for Trade and Industry

The Right Hon Alistair Darling MP
Secretary of State for Transport

The Right Hon Tessa Jowell MP
Secretary of State for Culture, Media and Sport

The Right Hon David Blunkett MP
Secretary of State for Work and Pensions

SCHEDULE 1: PERFORMANCE TARGETS

Summary table

Target 1

Priority: A more highly skilled adult population

Indicators by which performance will be measured

1.   The number of Herefordshire residents aged 19+ achieving a Level 2 qualification (excluding manufacturing & engineering)

2.   The number of Herefordshire residents aged 19+ achieving a Level 3 qualification (excluding manufacturing & engineering)

Current performance (2003/4 academic year)

1.   1,738

2.   825

Performance at the end of the period of the Local PSA (2007/8)

Performance expected <u>without</u> the Local PSA

1.   1,803

2.   854

Performance target <u>with</u> the Local PSA

1.   1,872

2.   878

Enhancement in performance with the Local PSA

1.   69

2.   24

Target 2

Priority: More sustainable employment

Indicators by which performance will be measured

1.   The number of people employed in technology and knowledge intensive industries[1]

2.   The number of Herefordshire residents aged 19+ achieving a Level 2 qualification in manufacturing & engineering

3.   The number of Herefordshire residents aged 19+ achieving a Level 3 qualification in manufacturing & engineering

Current performance (Indicator 1: 2003; Indicators 2 & 3: 2003/4)

1.   9,339

2.   35

3.   26

Performance at the end of the period of the Local PSA (Indicator 1: 2008; Indicators 2 &3: 2007/8)

Performance expected <u>without</u> the Local PSA

1.   10,086

2.   41

3.   32

Performance target <u>with</u> the Local PSA

1.   10,286

2.   57

3.   44

Enhancement in performance with the Local PSA

1.   200

2.   16

3.   12

241 : Manufacture of basic chemicals	352 : Manufacture: railway/tramway vehicles
242 : Manufacture of pesticides etc	353 : Manufacture of aircraft and spacecraft
243 : Manufacture of paints, varnishes etc	354 : Manufacture of motorcycles and bicycles
244 : Manufacture of pharmaceuticals etc	355 : Manufacture of transport equipment nec
245 : Manufacture of soap and detergents etc	641 : Post and courier activities
246 : Manufacture of other chemical products	642 : Telecommunications
247 : Manufacture of man-made fibres	651 : Monetary intermediation
291 : Manuf: machin. for prod. of mech. power	652 : Other financial intermediation
292 : Manuf: other general purpose machinery	660 : Insurance and pension funding
293 : Manuf: agricultural/forestry machinery	671 : Activ. auxil. to finan. intermediation
294 : Manufacture of machine tools	672 : Activ. auxil. to insur./pension funding
295 : Manuf: other special purpose machinery	711 : Renting of automobiles
296 : Manufacture of weapons and ammunition	712 : Renting of other transport equipment
297 : Manufacture of domestic appliances nec	713 : Renting of other machinery and equipment
300 : Manufacture: office machinery/computers	714 : Renting of personal/household goods nec
311 : Manuf: electric motors/generators etc	721 : Hardware consultancy
312 : Manuf: electricity distrib. apparatus	722 : Software consultancy and supply
313 : Manufacture of insulated wire and cable	723 : Data processing
314 : Manufacture of accumulators etc	724 : Data base activities
315 : Manufacture of lighting equipment etc	725 : Maintenance/repair:office machinery etc
316 : Manufacture of electrical equipment nec	726 : Other computer related activities
321 : Manufacture of electronic valves etc	731 : Research: natural sciences/engineering
322 : Manufacture of TV/radio transmitters etc	732 : Research: social sciences/humanities
323 : Manufacture of TV/radio receivers etc	741 : Accounting/book-keeping activities etc
331 : Manuf: medical/surgical equipment nec	742 : Architectural/engineering activities etc
332 : Manuf: instruments for measuring etc	743 : Technical testing and analysis
333 : Manuf: industrial process control equip.	744 : Advertising
334 : Manufacture of optical instruments etc	745 : Labour recruitment etc
335 : Manufacture of watches and clocks	746 : Investigation and security activities
341 : Manufacture of motor vehicles	747 : Industrial cleaning
342 : Manufacture of motor vehicles bodies etc	748 : Miscellaneous business activities nec
343 : Manufacture of parts for motor vehicles	

Target 3

Priority: Improving the incomes of older people

Indicators by which performance will be measured

1. The number of people in receipt of Pension Credit

2. The number of people in receipt of Attendance Allowance (AA)

2. The number of people in receipt of Council Tax Benefit (CTB) aged 60 or over

Sources of Data

1. DWP Pension Credit Statistics

2. DWP Attendance Allowance Statistics

3. Herefordshire LA CTB records

Current Performance (2004-05)

1. 7596

2. 5874

3. 6862

Performance at the end of the period of the Local PSA (March 2008)

Performance expected <u>without</u> the Local PSA

1. 7826

2. 6352

3. 7466

Performance target <u>with</u> the Local PSA

1. 8138

2. 6702

3. 8061

Enhancement in performance with the Local PSA

1. 312

2. 350

3. 595

Target 4a

Priority: Improving the quality of life for older people

Indicator by which performance will be measured

The gap between:

- the percentage of people 65 and over using home care services provided through Social Care, and people 65 and over who directly purchased services using Direct Payments, who report being satisfied[1] with the help they received from Herefordshire Social Care

- and perfection (= 100%).

The result achieved in relation to the above measure in 2006 will be subtracted from the result in relation to the above measure achieved in the 2009 survey to calculate performance in relation to this target.

Current Performance (2006)

X% (To be established February 2006)[2]

Performance expected without the Local PSA (2009)

"X" + (5/100)*(100-X)

Performance at the end of the period with the Local PSA (2009)

"X" + (10/100)*(100-X) + Confidence Interval from the 2009 survey

Enhancement in performance with the Local PSA

5% of the difference between performance in the 2006 survey and 100%

e.g. were the baseline to be 60%, the 'without LPSA' improvement would be a 5% reduction in the gap between the 60% baseline and 100% = 40 percentage points; 5% of 40 percentage points = 2 percentage points, equalling a 'without LPSA' performance of 62% overall satisfaction. In this example, the 'with LPSA' target would be this 62% plus the additional 5% stretch (= 2% points) plus the Confidence Interval (e.g. 4%) = 68% overall satisfaction.

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The survey will comprise the following three questions:

Q1. 'Overall how satisfied are you with the help that you received in your own home?'

Q2.   Responses to the following statements:

> *'I feel safe at home'*

> *'I have as much contact with other people as I want'*

> *'I get up and go to bed at times that suit me'*

Q3. 'Which of the following best describes your present situation?

An improved outcome will only be demonstrated by the following responses:

Q1. The first two options (of the seven): *'I am extremely satisfied' and 'I am very satisfied'*

Q2. The first option (of the four): *'Strongly agree'*

Q3. The first option (of the four): *'I have as much control over my daily life as possible'*
             or
The first two options (of the four): *"I feel in control of my daily life" and "Services help me to feel in control of my daily life"*
                 depending upon:
 whichever of these two approaches is adopted for the national survey conducted by the Health and Social Care Information Centre.

The survey will be scored as follows:-

% of Q1 **plus** Average % of Q2 [% of statement 1 + % of statement 2 + % of statement 3 **divided** by 3] **plus** % of Q3 **divided** by 3.

(NB In the event of Q2 being subdivided into three separate questions within the 2006 survey, an improved outcome shall still only be demonstrated by the first option '*Strongly agree*', and the questions shall be scored as per the three statements of the current Q2 i.e. average % answering the first option).

Sample to include **all** people aged 65 and over receiving home care services through Social Care and **all** people in the same cohort using Direct Payments.

Service users that receive both homecare services through the Council and Direct payments will be asked to complete the homecare survey.

To be eligible to be included in the survey of older people who use Direct Payments, users should be aged 65 and over and in receipt of 'ongoing' Direct Payments at the time of the survey; and not be receiving homecare purchased by Councils.

An "ongoing" Direct Payment is defined as a payment that has been made to cover a period of at least a month at the time when the sample is taken and is not for a one-off service such as a short break or item of equipment.

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4b: Improving the quality of life for older people by reducing emergency admissions to hospital

Indicator by which performance will be measured

Number of emergency unscheduled acute hospital bed days (defined in the Department of Health guidance for Local Delivery Plans 2005-2008[1]) occupied by a person aged 75 or over[2] in NHS hospitals, commissioned by Herefordshire PCT

Current Performance (Year ending 31 March 2004)

34,691

Performance at the end of the period of the Local PSA (Year ending 31 March 2008)

Performance expected <u>without</u> the Local PSA

32,956

Performance target <u>with</u> the Local PSA

31,222

Enhancement in performance with the Local PSA

1734

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[1] In-year bed-days of Finished Consultant Episodes (FCEs) where the admission method is reported as emergency (HES field admimeth, codes 21, 22, 23, 24, 28) and where in-year bed days are defined as the difference between the date at the end of the episode and the date at the start of the episode, or 1st April of the data year (whichever is later). Data is on a commissioner basis.

Exclusions

The target excludes emergency bed-days with the following primary diagnosis
and external cause codes:

Primary diagnosis codes

A00-B99, relating to infectious and viral diseases.

External cause codes

V01-V99, relating to vehicular accidents

[2] To count in this target, a person aged 75 or over must be registered with a GP in the Herefordshire PCT area.

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Target 5

Priority: Improve the health and wellbeing of children through an increase in the length of time that children are breastfed

Indicators by which performance will be measured

1. Percentage of babies born to mothers residing in the South Wye area (as covered by the South Wye Regeneration Partnership) of Herefordshire who are breast feeding at 6 weeks of age (South Wye is an area of multiple social deprivation, which has within it pockets of deprivation which rank amongst the highest 10% in the UK in terms of IMD dimensions of employment, education, and income)

2. Percentage of babies born to teenage mothers in Herefordshire who are breastfeeding at 6 weeks of age

Current performance (Year ending 31 March 2004)

1. 25.4% (382 babies in total were born in the South Wye area in the year, and 97 were breastfeeding at 6 weeks)

2. 15.1% (106 babies in total were born to teenage mothers in Herefordshire, and 16 were breastfeeding at 6 weeks)

Performance at the end of the period of the Local PSA (Year ending 31 March 2008)

Performance expected without the local PSA

1. Maintain the baseline

2. Maintain the baseline

Performance target with the local PSA

1. 40%

2. 30%

Enhancement in performance with the local PSA

1. 14.6% increase

2. 14.9% increase

Target 6

Priority: More active and involved communities

Indicators by which performance will be measured

1. Percentage of Herefordshire adult residents satisfied with their local community as a place to live

2. Percentage of adult residents who feel they can influence decisions affecting their local community

3. Percentage of adult residents reporting that they have engaged in formal volunteering for an average of two hours a week or more over the previous year

Current performance (2004)[1]

1. Baseline survey to be undertaken in 2005
   (Citizens' Panel survey (Spring '04) 84%)

2. Baseline survey to be undertaken in 2005
   (Citizens' Panel survey (Spring 04) 37%)

3. Baseline survey to be undertaken in 2005
   (Citizens' Panel survey (Spring 04) 63%)

Performance at the end of the period of the Local PSA (2008)

Performance expected <u>without</u> the Local PSA

1. No change from baseline

2. No change from baseline

3. No change from baseline

Performance target <u>with</u> the Local PSA

1. 7 percentage point improvement on the baseline

2. 5 percentage point improvement on the baseline

3. 5 percentage point improvement on the baseline

Enhancement in performance with the Local PSA

1. 7 percentage point improvement on the baseline

2. 5 percentage point improvement on the baseline

3. 5 percentage point improvement on the baseline

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[1] Please note figures given for baseline here are for illustrative purposes only. The 2005 survey will use: a) a different survey methodology and, b) slightly different questions than the Citizens' Panel.

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NB These targets are inclusive of the Confidence Interval of +/- 3%, and it will be the responsibility of the authority to ensure that these surveys achieve a confidence interval of +/- 3% or less.

Target 7

Priority: Reducing violent crime and night time disorder

Indicator by which performance will be measured

Number of violent crimes in Herefordshire (violence against the person, sexual offences and robbery, as set out in the recorded crime statistics)

Current performance (2003-04)

2844

Performance at the end of the period of the Local PSA (2007-08)

Performance expected <u>without</u> the Local PSA

2673

Performance target <u>with</u> the Local PSA

2553

Enhancement in performance with the Local PSA

120 fewer crimes

Target 8

Priority: Reducing anti-social behaviour

Indicators by which performance will be measured

1. The number of criminal damage incidents in Herefordshire as recorded by West Mercia Police

2. To reduce the percentage of people who report via survey that:

    a) Speeding traffic is a problem

    b) Vandalism, graffiti and other deliberate damage to property or vehicles is a problem

    c) People using drugs is a problem

    d) People dealing drugs is a problem

    e) People being drunk or rowdy in public places

Current performance (2003-04)

1. 2524

2. This baseline will be set during 2005-06 because of new methodology

Performance at the end of the period of the Local PSA (2007-08)

Performance expected without the Local PSA

1. 2246

2. Maintain the baseline level

Performance target with the Local PSA

1. 2101

2a   5% point improvement on baseline
2b   5% point improvement on baseline
2c   5% point improvement on baseline
2d   5% point improvement on baseline
2e   5% point improvement on baseline

Enhancement in performance with the Local PSA

1. 145

2. 5% point improvement on baseline

Performance Reward Grant will be allocated as follows:

1. 40%

2. 60% split equally between all 5 sub-indicators

NB Targets for indicators 2a-2e are inclusive of the Confidence Interval of +/- 3%, and it will be the responsibility of the authority to ensure that these surveys achieve a confidence interval of +/- 3% or less.

Target 9

Priority: A cleaner Herefordshire

Indicator by which performance will be measured

BV199a – Percentage of streets and public areas falling below Grade B for cleanliness

Current performance (2003-04)

34%

Performance at the end of the period of the Local PSA (2007-08)

Performance expected <u>without</u> the Local PSA

20%

Performance target <u>with</u> the Local PSA

17%

Enhancement in performance with the Local PSA

3%

Target 10

Priority: Improving road safety

Reducing the numbers of people killed or seriously injured on Herefordshire's roads

Indicator by which performance will be measured

Number of people killed or seriously injured (KSI) on the roads in Herefordshire, as measured by STATS 19 (BVPI 99a(i))

Current performance

1994/98 average	1999	2000	2001	2002	2003	2004 (provisional)
216 (249)	179	172	179	150	146	141

Performance during of the period of the Local PSA

(1 January 2006 to 31 December 2008)

Performance expected <u>without</u> the Local PSA

132 KSI on average

Performance target <u>with</u> the Local PSA

129 KSI on average

Enhancement in performance with the Local PSA

9 fewer people killed or seriously injured over the period of the target

Target 11

Priority: Improving educational attainment

Indicators by which performance will be measured

1.   % of all pupils in LEA schools achieving 5 or more 5A* - G grades at GCSE, or equivalent accredited vocational or alternative curriculum qualification

2.   The number of those young people who were looked after on 1ST April in their 17th year (aged 16) who were engaged in education, training, or employment at the age of 19 (PAF A4 2003-04 definition)

Current performance (2004/5)

1.   88.1% (summer 2004)

2.   12

Performance at the end of the period of the Local PSA (2007/8)

Performance expected <u>without</u> the Local PSA

1.   95.5% (summer 2008)

2.   41

Performance target <u>with</u> the Local PSA

1.   96.5% (summer 2008)

2.   46

Enhancement in performance with the Local PSA

1.   1%

2.   5

Performance reward grant will be apportioned as follows:

1.   75%

2.   25%

Target 12

Priority: Improving outcomes for pupils by improving their school attendance

12 a) Improving the % of pupils in primary schools maintained by the authority absent from school for any reason

Indicator by which performance will be measured

The number of half day sessions missed due to authorised and unauthorised absence expressed as a percentage of total number of sessions in Herefordshire primary schools

Current performance (2003/04)

5.2%

Performance at the end of the period of the Local PSA (2007/08)

Performance expected <u>without</u> the Local PSA

4.9%

Performance target <u>with</u> the Local PSA

4.0%

Enhancement in performance with the Local PSA

0.9% fewer primary school children per annum absent

Proportion of this target's performance reward grant apportioned to this indicator:

47%

12 b) Improving the % of pupils in secondary schools maintained by the authority absent from school for any reason

Indicator by which performance will be measured

The number of half day sessions missed due to authorised and unauthorised absence expressed as a percentage of total number of sessions in Herefordshire secondary schools

Current performance (2003/04)

7.8%

Performance at the end of the period of the Local PSA (2007/08)

Performance expected <u>without</u> the Local PSA

6.9%

Performance target <u>with</u> the Local PSA

6.0%

Enhancement in performance with the Local PSA

0.9% fewer secondary school pupils absent from school

Proportion of this target's performance reward grant apportioned to this indicator:

48%

12c) Improved outcomes for looked after children

Indicator by which performance will be measured

Number of children looked after by Herefordshire continuously for at least 12 months and were of school age who missed a total of at least 25 days of schooling for any reason during the previous year (PAF C24) in (i) September 2006, (ii) September 2007 and (iii) September 2008

Current performance (September 2004)

14 children

Performance at the end of the period of the Local PSA

Performance expected <u>without</u> the Local PSA

(i)   11 children

(ii)   10 children

(iii)   9 children

Performance target <u>with</u> the Local PSA

(i)   9 children

(ii)   8 children

(iii)   7 children

Enhancement in performance with the Local PSA

(i)   2 children

(ii)   2 children

(iii)   2 children

Proportion of this target's performance reward grant apportioned to these indicators:

(i)   1%

(ii)   1%

(iii)   1%

Target 12d) Improved outcomes for looked after children

Indicators by which performance will be measured

1. The number of half-day sessions missed due to authorised and unauthorised absence expressed as a percentage of total number of sessions in primary schools by children looked after by Herefordshire continuously for at least 12 months during the previous year

2. The number of half-day sessions missed due to authorised and unauthorised absence expressed as a percentage of total number of sessions in secondary schools by children looked after by Herefordshire continuously for at least 12 months during the previous year

Current Performance (2003/04)

1. 4.68% (839 sessions)

2. 7.66% (1656 sessions)

Performance at the end of the period of the Local PSA (2007/08)

(3-year average ending academic year 2007/8 and reported 30th November for children looked after by Herefordshire continuously for at least 12 months during the previous year on 30th September)

Performance expected <u>without</u> the Local PSA

A three-year average ending academic year 2007/8

1. 4.5%

2. 7.5%

Performance target <u>with</u> the Local PSA

A three-year average ending academic year 2007/8 of

1. 4.25%

2. 7%

Enhancement in performance with the Local PSA

A three-year average of ending academic year 2007/8 of

1. 0.25%

2. 0.5%

Proportion of this target's performance reward grant apportioned to these indicators:

1. 1%

2. 1%

SCHEDULE 3: PUMP PRIMING GRANT

IN SUPPORT OF INVEST TO SAVE OR INVEST TO IMPROVE PROJECTS

To assist in achieving the targets set out in this Agreement, the Government will make a pump priming grant of £926,912 to Herefordshire Council as a contribution towards expenditure of an "invest to save" or "invest to improve" nature. This grant will be paid no later than the financial year following that in which this agreement was concluded.

The grant is intended to contribute to the costs of the projects detailed below in Table 1, to the extent shown in the final column. It must be spent, during the period of this Local PSA, in accordance with this Schedule, or as otherwise agreed with the Government as likely to assist in achieving the enhanced performance specified in Schedule 1. Conditions protecting the proper use of public funds will apply.

Table 1

Target	Project	Planned total of council expenditure (£) including pump-priming	Grant contribution towards this expenditure (£)
2	To establish a new grants scheme to support employers to encourage their workforce to achieve level 2 & 3 qualifications	175,000	100,000
3	To initiate a new project to create integrated teams	188,000	50,000
4	To pilot community warden and carer/sitter schemes	472,000	158,000
5	To establish a programme of peer support to women in Herefordshire to promote breastfeeding	306,000	122,912
6	To build community capacity	217,000	100,000
7	To implement a problem-solving approach to violent crime arising from the night-time economy	265,000	40,000
8	To support the provision of additional community development and community support workers	406,000	50,000
9	To provide additional safety equipment and introduce a training and enforcement programme	650,000	151,000
10	To initiate a targeted approach to promotion and enforcement through training and the use of voluntary and community groups	250,000	75,000
11	Establish a drop-in centre	488,000	30,000
12	To provide additional education welfare support to work with targeted schools	165,000	50,000
	Total	**3,581,000**	**926,912**

SCHEDULE 4: PERFORMANCE REWARD GRANT

The provisions of this Schedule are subject to any additional provisions on the performance reward grant elsewhere in the Agreement.

The total potential grant

The total potential grant is equivalent to 2.5% of the authority's net budget requirement for 2004-5. It is divided equally among the targets. Where a target has sub-targets, the amount for the target is sub-divided equally among the sub-targets unless otherwise specified. The relevant net budget requirement was £175,573,000. Total grant if all the targets were fully achieved would be £4,389,325.

The reward for achievement on a target

The proportion of the potential grant attributed to a target or sub-target that is payable is the same as the proportion of the 'enhancement in performance with the Local PSA' specified in Schedule 1 that the authority achieves, subject to a maximum proportion of 100% and a minimum of 60%. If the authority achieves less than 60% of that enhancement in performance, nothing is included in the grant in relation to that target or sub-target.

Payment of the grant

The grant will be paid in two equal instalments in the financial year following that in which the end date of the Local PSA falls, and the next financial year, subject to the qualification below relating to interim payments on account.

Half of each instalment of the grant will be paid as a capital grant, and half as a revenue grant.

Appendix B

Proposals for Overall Funding of LPSA 2

	Target	Recommended Allocations
		£'000
Adult Learning	1	~
Knowledge Economy	2	131
Benefits	3	141
Older People	4	353
Health - reducing health inequaliites through breast feeding	5	229
Community Involvement	6	162
Community Safety - Violent Crime	7	199
Anti Social Behaviour	8	304
Street Scene	9	187
Road Safety	10	432
GCSE attainment and NEET at 19	11	365
School attendance	12	124
Totals		**2,627**

IMPLEMENTING ELECTRONIC GOVERNMENT 5 RETURN

PROGRAMME AREA RESPONSIBILITY: CORPORATE AND CUSTOMER SERVICES AND HUMAN RESOURCES

CABINET   **15TH DECEMBER, 2005**

Wards Affected

County wide.

Purpose

To seek Cabinet's approval of the Implementing Electronic Government return (IEG5).

Key Decision

This is a not a key decision.

Recommendation

THAT the IEG5 return be approved by Cabinet.

Reasons

This IEG return is an essential part of the national monitoring process for assessing electronic local service delivery capability against central government's 2005 target and supports the delivery of priority outcomes for local e-government. It is an important feedback mechanism for assessing progress towards realising the benefits from the investment in e-government and the use of IEG funding in individual local authorities.

Considerations

1.   This is the sixth time the Council has been required to submit an IEG return to central government to set out how it has or plans to achieve improvements in customer focused services underpinned by information technology. The ODPM has provided a prescriptive format that cannot be changed and this is essentially a technical document. The ODPM has mandated that the IEG5 return be submitted through the use of an electronic toolkit (ESD-toolkit); this toolkit has been used regularly to monitor local progress in the delivery of e-government through to March 2006 and is also used to submit the Council's Annual Efficiency Statement.

2.   Self-assessment against priority outcomes again appears in this IEG return. These priority outcomes provide a focus for reaching 100% e-enablement of services by December 2005 and shift the onus onto the service areas. Priority Outcomes are defined in a detailed and specific way to overcome some of the interpretations possible under BVPI 157. During October 2004 an exercise was carried out to allocate responsibility for each priority outcome to the appropriate Director and Department head. 2004/05 outturn was 85% with the 2005/06 forecast now at 99% e-enablement.

Further information on the subject of this report is available from Julie Holmes
Head of Information Technology and Customer Services on 01432 260403

CabinetIEG5Updatev10.doc

3. Building on the work undertaken by Sir Peter Gershon, the ODPM has set a target on local government to improve its effectiveness and efficiency in delivering services by 2.5% per annum up to 2007/08. E-government is expected to make a substantial contribution towards the achievement of this target. IEG5 return reports efficiency gains in line with the Annual Efficiency Statement. The IEG efficiency gains are now reported in a similar fashion to the Annual Efficiency Statement (AES) and are a sub-set of these efficiencies.

4. Information supplied by the Assistant County Treasurer indicates that IEG activities will give rise to expected cashable efficiency gains of £401,000 in 2005/06.

5. Access Channel Take-up. Re-launch of new website has had significant impact on number of visitors. Unique users have risen from 68,000 in 2003/04 to 200,000 in 2004/05 with a steep rise during the last 3 months of the fiscal year.

6. Number of e-enabled payment transactions accepted via website has risen from 2,000 in 2003/04 to 3,361 in 2004/05 and accepted by telephone from 9,000 to 14,916.

Risk Management

The IEG5 return is a required reference document providing evidence to auditors of how IEG grant funding has been used.

The Corporate ICT Strategy review has impacted the short-term delivery timescales for IEG targets as certain projects are now on hold pending the review of the strategy. However, in the longer-term, the service improvement opportunities and resultant cashable efficiency gains are likely to be greater through adopting a holistic approach to both ICT and IEG.

Alternative Options

There are no alternative options.

Consultees

The IEG5 return has been produced as a consequence of a Council wide collaboration to collate and validate the information provided within the report.

Background Papers

None identified.

IMPLEMENTING ELECTRONIC GOVERNMENT RETURN 2005 (IEG5)

"Meeting the targets for e-government"

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Name of Authority: Herefordshire Council

IEG Contact Name: Julie Holmes

Email: jholmes@herefordshire.gov.uk

Telephone No: 01432 260225

Local Context

Herefordshire is predominately a rural county, covering an area of some 840 square miles on the English side of the Welsh Marches. With a population of approximately 180,000, life in the county revolves around the key market towns of Leominster, Ross on Wye, Ledbury, and Kington and the city of Hereford; the geographic diversity of our county poses a number of challenges with regard to service provision, and we continue to see areas of economic and social deprivation.

Hereford is a Cathedral City with a strong and vibrant tradition in the Arts, particularly music, and is surrounded by a number of small market towns containing historic buildings and with many local traditional crafts.

The Vision

Herefordshire is a place where people, business and an outstanding natural environment will together bring about sustainable prosperity and well being for all.

Our Economic Development Vision has a number of important aspirations centring on the need to raise resident and workplace incomes, promote social inclusion in rural and urban areas whilst demonstrating a genuine commitment to sustainable development. It also distils the essence of many of the ambitions of the Herefordshire Plan.

The Vision is ambitious yet realistic, as the strategy is underpinned by some genuinely distinctive assets which it seeks to reinforce. The County's outstanding natural environment, distinctive local culture, food and heritage, exceptional GCSE performance, and the strong sense of partnership are particularly important.

The Challenge

Despite these obvious strengths, Herefordshire has a relatively fragile economy and must improve its performance if it is to deliver higher incomes and tackle issues of isolation and social exclusion. Our economic development strategy therefore sets out to directly improve levels of productivity, entrepreneurship, knowledge intensity and skills. In addition, the strategy has been shaped by a guiding set of three principles in order to guarantee integrity and accountability; these are: diversity and equality, partnership and leadership, and quality.

To support the economic development strategy Herefordshire Council's e-government vision has always been innovative and highly ambitious, where everyone who has the skills and desire to do so can access our services and information online. The County will soon benefit from its own electronic gateway, the Herefordshire Hub - this highly innovative project will allow residents, businesses, voluntary sector organisations and indeed council employees themselves easy electronic access to a wide range of information and services.

Indeed the council's intention through IEG1, IEG2 and IEG3 has been to commit demonstrable deliverables on its journey towards achieving the benefits the e-government initiative has to offer. For example,

Customer Services

A Service Improvement Project was established under IEG3 with the aim to simplify and improve service delivery to residents, voluntary organisations and businesses. This programme has been further expanded for IEG4. We are doing this by improving access to services face-to-face, by phone and electronically through our INFO shops. The rollout programme here has been highly successful with

- Ross-on-Wye – opened in September 1999

- Leominster – opened in May 2001

- Bromyard – opened in January 2004

- Hereford City Info Point – opened August 2004

- Kington – planned November 2005

We successfully rolled out the first phase of a Customer Relationship Management system to all front line staff in December 2003 and this has continued to be expanded.

In addition, a major reengineering of our Revenues and Benefits processes has been completed seeing major improvements in lead times for citizens and efficiency gains in the council which are detailed in Section 6 of this document.

We are now in the process of building on this and we hope to open a fully-fledged Info Shop in Hereford City by the middle of next year. This will provide a number of new services including planning consultancy and electoral registration. There is also the potential for working with partner organisations in order for them to also make use of this new opportunity.
The library service in Herefordshire has been undergoing major change and we have received our Position Statement assessment score, which is part of our CPA score. We are pleased to report that we have improved our score from a 3 and 1 in 2003 to a 3 and 3 for 2004 reflecting the authority's performance towards meeting the Public Library Standards (as of 31.3.04) and the quality of our evidence of providing excellent policies and practice to implement Framework for the Future, the national library strategy. Overhauls of the Libraries in Leominster and Kington are ongoing and plans are being developed for a possible new library in Hereford city.

Web Services

We have implemented a new Council website, intranet, Herefordshire Partnership website and countywide directory of legal services website through the eGateway platform and are continuing development to deliver a countywide legal services extranet.

Significant work has already been done in conjunction with the GIS project, to develop online planning services through the Council website by the end of 2005.

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We have registered for the Government Connect service and are also examining the potential for engagement at Regional level.

ICT Back Office System

Herefordshire Council successfully implemented the solution for ICT back office processes on 1st August 2005. The remit was to improve efficiency and effectively manage internal business processes and costs across a wide array of ICT operations including Helpdesk, Finance, Project Management, Procurement, Asset Management and Time Recording. In addition an e-Procurement capability for all ICT related purchases was rolled-out across all Council Directorates resulting in the efficiency gains detailed in Section 6 of this return. The key aims of this project were to automate and integrate previously discrete processes in key business areas, in particular the integration of the Helpdesk with ICT back office functions.

The initial implementation services 100 users in Herefordshire's Information and Communications Technology (ICT) unit. Additionally, 1,700 more users across the Council have access to an e-Procurement Catalogue and an e-Notification process for raising ICT service requests.

The implementation was successfully completed and delivered in less than 6 months.

E-Gateway Project

This strategic project has delivered foundation architecture to support the development of knowledge and content as an enabler of transformational change. It is a key platform for the Council's Service Improvement Programme and the Council's vision for partnership working and community leadership. It has already improved accessibility to information and services for individuals and organisations in Herefordshire with 100% single-A compliance and 78% double-A compliance as of June 2005. Our aim is to reach 100% double-A compliance by the end of this year. Triple-A compliance for all content published through the eGateway is our ultimate goal as we move forward.

The eGateway includes a Content Management System, enterprise-wide search capability and monitoring and evaluation tools. We will be implementing metadata and taxonomy management tools this year through the enterprise search technology and are committed to benefiting from the debates at Regional and National level in relation to the eGMS to optimise this next phase of development. Currently we have reached 95% compliance with the mandatory metadata elements and 99% compliance with the recommended metadata elements. Our aim is to begin implementation of the IPSV controlled vocabulary for the end of this year.

Supporting People
The ICT Services and Adult & Community Services departments of the Council have worked in close partnership to implement the SPOCC system ("Supporting People with Oxford Computer Consultants") software during August 2004.The new system extracts information from existing corporate finance applications, housing, benefits and social care systems. The data is integrated into a central base of information which is used to manage clients, contracts, properties etc. more easily. Analysis and monitoring of various services using key performance indicator (KPI) information enables the identification of opportunities for improvement in service delivery. Through delivering this system the Council has:
-Improved contract management business processes, minimising user effort and improving data integrity leading to significant efficiency gains which are detailed in Section 6 of this return

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- Met the legislative requirements of ODPM and the performance management requirements of the Herefordshire Supporting People Partnership
- Enabled monitoring of the quality and effectiveness of services provided, helping to maximize the value-for-money of each service and release funds for new services
- Provided additional reporting facilities that meet the requirements of the Supporting People team, ODPM and other interested parties

Corporate GIS

Geographic Information Systems (GIS) have been present within Herefordshire Council since its inception in 1998. There are now over 350 GIS users across the Authority; over 70% of these are within the Environment Directorate.

The Council has now procured and will start to roll out in December 2005 a GIS solution that enables spatial information to be managed as a corporate resource and shared with Partners and the Public.

This solution meets the requirements of eGIF, the OGC, the Data Protection Act and Freedom of Information Act where applicable and it supports a robust security model. This solution will improve management and control of geographic data throughout the Council by centralising GIS data and reducing duplication and redundancy. It will assist Herefordshire Council in meeting e-Government requirements and increase the role that GIS plays in the planning and monitoring of service delivery within the Council and in conjunction with other Herefordshire partners such as the Health Service, emergency services, business and commercial services and environment groups.

Community Access Points

The Community Access Points Project is working to develop information and resource bases in the more remote parts of the County to overcome the issues of social and digital inclusion. We are working with a number of community and voluntary organisations and are in the process of consulting with candidate communities for the first five sites.

The aim is to extend access to a range of support for people from areas, which are very remote, and to sections of the community that might not otherwise take advantage of these services.

From these points, local people will be able to access the Internet via broadband connections.

These will mean that people no longer need to travel to reach council information and services. Instead, they can access information within or close to their own community. Coupled to this access to the Internet also opens up endless opportunities in terms of learning, real time information on housing, job opportunities, community events, local concerns, environmental issues, educational matters, leisure facilities and travel. Future possibilities could include payment options, video calls and messaging and also Smart Card technology.

The first five communities are planned to have their Access Points by June 2006. Subject to this going well, it is envisaged that a much larger of sites will then have Community Access Points implemented.

Community Network Upgrade
Herefordshire Council has an extensive ICT infrastructure covering one of the largest geographical areas of any council in the UK. The existing network infrastructure is made up of three separate components, namely Libraries, Schools and Corporate networks. The current corporate network was assembled in 1998 as an amalgamation of the old Authorities; however, there have been no structured infrastructure upgrades since that time.

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This has rendered the network unreliable and expensive to maintain and the design had also failed to take into consideration disaster recovery requirements for the Authority.

Following a scoping exercise for the replacement of the current infrastructure carried out in 2004, a network upgrade project was commissioned on 31st March 2005. The objectives of this project are to:

- Provide a single, sustainable, resilient and scaleable network infrastructure
- Ensure the upgraded network incorporates all the latest technology to be able to deliver new services
- Deliver a highly cost effective and flexible network
- Deliver improved speed, greater security and lower cost of ownership
- Deliver an environment that enables the accomplishment of key strategic initiatives such as flexible working
- Provide the foundations and backbone to support disaster recovery and business continuity.

Work has already commenced installing a fibre optic link between the Authorities two Data Centres, and infrastructure equipment and communications links are currently being installed at the two data centres and BT unbundled exchanges in the Market Towns. Phase I of the rollout is due to be completed in May 2006, with Phase II December 2006 and Phase III January 2007. When completed the new network will connect over 200 sites into a single infrastructure.

Flexible Working

Flexible working has a particular importance for the employers, members and the employees alike. A range of social, economic, business and legal factors mean that flexible working is now an increasingly important issue. The new 'right to request' legislation introduced in April 2003 has further increased pressure upon organisations to provide flexibility to their employees. The key issue therefore is how Herefordshire Council (HC) is tackling the increased level of flexibility and make it work for their business, their elected members and their employees.

Flexible working offers a range of ways of working – in particular where working away from a traditional office is involved. Home working is just one of the key initiatives, which is based upon the user's data being stored on a secure central server and fixed terminals are used instead of PC's to access the system. It is important to recognise that some variations may be required to fully embrace flexibility at all levels. The flexible working policy applies to all council employees; however, some functions may require local variations.

In order to test the benefits of Flexible Working a pilot trial of remote-based working within a select group of users was undertaken in 2004/5 to help establish remote-based [out of office] working as a viable Flexible Working option. However, since the pilot, technology has moved on and it was decided to establish a Model Office in co-operation with suppliers and partners to establish which technologies and communications should be used within the Council to support the various user applications both current and planned. The Model Office will contain Thin and Thick Client environments, laptop and tablet PC's, PDA's and other hand held devices, with a mixture of SHDSL, ADSL, G3 and GPRS communications techniques, in order to explore the viability of running applications in various locations, whether fixed or mobile.

The Transport Cross Service Review Implementation Project

The Transport Cross Service Review Implementation Project has significantly improved the services provided by the Adult & Community Services, and Childrens Services Directorates in meeting local

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transport needs in a quality and cost effective way. The Social Services operation comprises 16 in-house vehicles and up to 30 external contracts carrying up to 500 clients on 1,000 daily one-way trips. Education Transport consists of 230 mainstream contracts carrying 6,000 students to and from school daily and 110 Special Education Needs (SEN) contracts carrying 500 students on two trips per day. The new Demand Responsive service consists of five vehicles with an as yet unspecified number of one-way trips per day. To effectively integrate and improve these systems, an ICT solution has been implemented which addresses a wide range of issues such as timetable production, contract management, procurement, costing and invoicing, route planning, scheduling of demand-responsive transport, scheduling of fixed services, local call centre facilities and links to the existing Birmingham call centre The new system supports real time information, is web-enabled, and links to GIS information. There is a strong focus on innovation through the linking of a variety of transport services and providers; this has enabled better planning of multiple operators with different service parameters and mobile data capture on buses for real-time dispatch of information. Through this project real efficiency improvements have been achieved across the Council, which are detailed in Section 6 of this return.

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Section 1 - Priority Outcomes (self-assessment)
Satisfactory progress towards delivery of the listed priority outcomes listed below is required within the remit for achieving e-government by 2005

Outcome And Transformation Area Description	Current Status	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
R1 Parents/guardians to apply online for school places for children for the 2007 school year. The admissions process starts about a year before the beginning of the school year, e.g. September 2006 for 2007 entry.	Amber 01/11/2004	Amber 01/11/2004	Amber 01/11/2004
	Comment: A new Software solution planned for installation by 31st July 2006, in preparation for the new academic year 2006/07. Unfortunately this project has been delayed as a technical assessment of the server / network infrastructure has indicated that an upgrade via the Community Network project will be required to provide the necessary levels of performance for a public-facing application.		
R2 Online access to information about educational support services that seek to raise the educational attainment of Looked After Children.	Green 31/03/2005	Green 31/03/2005	Green 31/03/2005
	Comment:		
G1 Development of an Admissions Portal and / or e-enabled telephone contact centre to assist parents, carers and children in their choice of, and application to local schools	Amber 01/11/2004	Amber 01/11/2004	Amber 01/11/2004
	Comment: A new Software solution will enable acess to online content which includes an "Information for Parents" document, which details the application procedure. Further information is also provided, including a complete list of schools and contact information together with peformance statistics, Ofsted reports and admission criteria. Unfortunately this project has been delayed as a technical assessment of the server / network infrastructure has indicated that an upgrade via the Community Network project will be required to provide the necessary levels of performance for a public-facing application.		
If already 'green' on R1, R2 & G1 above please comment on **E1** Agreed baseline and targets for take-up of online schools admissions service and educational attainment of Looked After Children. Otherwise you may leave this row blank.	**Comment:**		
R3 One stop direct online access and deep linking to joined up A-Z information on all local authority services via website or shared telephone contact centre using the recognised taxonomy of the Local Government Category List (see www.laws-project.org.uk).	Amber 25/10/2004	Green 31/12/2005	Green 31/12/2005
	Comment: Reviewing alternative service taxonomies (including IPSV) for end of December 2005 and applied for end of March 2006 (see revised spec for this outcome).		
R4 Local authority and youth justice agencies to co-ordinate the secure online sending, sharing of and access to information in support of crime reduction initiatives in partnership with the local community.	Red 12/05/2005	Amber 31/12/2005	Green 30/03/2006
	Comment: Liasing with the Youth Justice Board to implement an exchange of secure e-mails between Service providers.		
G2 Empowering and supporting local organisations, community groups and clubs to create and maintain their own information online, including the promotion of job vacancies and events.	Amber 01/03/2005	Amber 01/03/2005	Green 31/03/2006
	Comment: Technical capabilities in place. External funding bids submitted and approved to facilitate external updating.		

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Outcome And Transformation Area Description	Current Status	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
If already 'green' on R3, R4 & G2 above please comment on **E2** Agreed baseline and targets for customer satisfaction and efficiency savings between the supplying organisations on shared community information initiatives. Otherwise you may leave this row blank.	**Comment:**		
R5 Public access to online reports, minutes and agendas from past council meetings, including future meetings diary updated daily.	Green 01/01/2004	Green 01/01/2004	Green 01/01/2004
	Comment:		
R6 Providing every Councillor with the option to have an easy-to-manage set of public web pages (for community leadership purposes) that is either maintained for them, or that they can maintain themselves.	Green 01/01/2005	Green 01/01/2005	Green 01/01/2005
	Comment:		
G3 Citizen participation and response to forthcoming consultations and decisions on matters of public interest (e-consultation), including facility for citizens to sign up for email and/or SMS text alerts on nominated topics.	Green 10/11/2005	Green 10/11/2005	Green 10/11/2005
	Comment: All future consultations to be performed using corporate standard software allowing both the Council and Herefordshire Partnership to engage with the citizen.		
G4 Establishment of multimedia resources on local policy priorities accessible via public website (e.g. video & audio files).	Red 31/03/2005	Green 31/12/2005	Green 31/12/2005
	Comment: Video streaming will be enabled to support communications strategy relating to policies .		
If already 'green' on R5, R6, G3 & G4 above please comment on **E3** Agreed baseline and targets for e-participation activities, including targets for citizen satisfaction. Otherwise you may leave this row blank.	**Comment:**		
R7 Online public reporting/applications, procurement and tracking of environmental services, includes waste management and street scene (e.g. abandoned cars, graffiti removal, bulky waste removal, recycling).	Amber 31/12/2004	Amber 31/12/2004	Amber 31/12/2004
	Comment: Future work to be included as part of current IT Strategy for Environment directorate.		
R8 Online receipt and processing of planning and building control applications.	Green 31/08/2005	Green 31/08/2005	Green 31/08/2005
	Comment: On-line planning applications now live. With ODPM Planning Portal for Advanced level.		
G5 Public access to corporate Geographic Information Systems (GIS) for map-based data presentation of property-related information.	Amber 31/03/2005	Green 30/12/2005	Green 30/12/2005
	Comment: BS7666 quality check completed, postal addresses loaded by March 2005. On going maintenance continuing. Delivery of GIS project due December 2005		
G6 Sharing of Trading Standards data between councils for business planning and enforcement purposes.	Amber 01/02/2005	Amber 01/02/2005	Green 31/03/2006
	Comment: Herefordshire Trading Standard service has agreed to be a part of the Consumer Direct West Midlands (CDWM) which is based in Coventry – CDMW is due to go live in March 06.		

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Outcome And Transformation Area Description	Current Status	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
G7 Use of technology to integrate planning, regulation and licensing functions (including Entertainment Licensing and Liquor Licensing) in order to improve policy and decision-making processes around the prevention of anti-social behaviour.	Amber 01/11/2004	Green 30/12/2005	Green 30/12/2005
	Comment: On-line forms and e-consultation available for electronic submission. Scanned copies of submitted plans to be available as part of GIS project.		
If already 'green' on R7, R8, G5, G6 & G7 above please comment on **E4** Agreed baseline and targets for take-up of planning and regulatory services online, including targets for customer satisfaction and efficiency savings. Otherwise you may leave this row blank.	**Comment:**		
R9 Appropriate online e-procurement solutions in place, including as a minimum paperless ordering, invoicing and payment.	Green 01/08/2005	Green 01/08/2005	Green 01/08/2005
	Comment: An e-procurement solution has been deployed across the Authority for ICT and consumables procurement. This provides the potential for a wider roll-out should future efficiency savings be identified.		
G8 Establishment of a single business account (i.e. a cross-departmental 'account' run by the local authority whereby businesses are allocated a unique identifier that can be stored and managed via a corporate CRM account facility supporting face-to-face, website and contact centre transactions).	Amber 01/04/2004	Amber 01/04/2004	Amber 01/04/2004
	Comment: This will be part of a later phase of the introduction of the Customer Service strategy implementation. Implementation has been conducted in Phases with the next one planned in early 2006.		
G9 Regional co-operation on e-procurement between local councils.	Red 01/04/2006	Red 01/04/2006	Red 01/04/2006
	Comment: The Authority and our partners in West Mercia Supplies [Worcestershire, Shropshire & Telford & Wrekin] are working closely with WMCoE, but have no firm projects in place at this point in time.		
If already 'green' on R9, G8 & G9 above please comment on **E5** Access to virtual e-procurement 'marketplace';	**Comment:**		
E6 Inclusion of Small and Medium Enterprises (SMEs) in e-procurement programme, in order to promote the advantages of e-procurement to local suppliers and retain economic development benefits within local community;	**Comment:**		
E7 Agreed targets (please specify) for efficiency savings by December 2005, including the % of undisputed invoices paid in 30 days (BVPI 8). Otherwise you may leave these rows blank.	**Comment:**		
R10 Online facilities to be available to allow payments to the council in ways that engender public trust and confidence in local government electronic payment solutions (e.g. email receipting/proof of payment, supply of automatic transaction ID numbers).	Green 30/04/2005	Green 30/04/2005	Green 30/04/2005
	Comment: Improved e-Payment solution implemented on the Council's Internet site.		

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Outcome And Transformation Area Description	Current Status	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
R11 Delivery of 'added value' around online payment facilities, including ability to check Council Tax and Business Rate balances online or via touch tone telephone dialling.	Amber 01/08/2005	Green 31/12/2005	Green 31/12/2005
	Comment: Project initiated to enable citizens to check Council Tax & Business Rates balances on line. This requirement is now included in a Corporate Review of applications aimed at achieving fully integrated system across the Council and partner organisations.		
G10 Demonstration of efficiency savings and improved collection rates from implementation of e-payments.	Green 01/01/2003	Green 01/01/2003	Green 01/01/2003
	Comment: The council has provided on-line payment facilities for the last 2 years via the internet. However the most efficient and cost effective e-method of payment is Direct Debit. This Council has increased direct debit payments for the past 4 years and collection figures have also improved consistently over the same period.		
G11 Registration for Council Tax and Business Rates e-billing for Direct Debit payers.	Amber 01/08/2005	Green 31/12/2005	Green 31/12/2005
	Comment: Project initiated to implement e billing with target completion by end December 05. This requirement is now included in a Corporate Review of applications aimed at achieving fully integrated system across the Council and partner organisations.		
If already 'green' on R10, R11, G10 & G11 above please comment on **E8** Provision of facilities for making credit or debit card payments via SMS text message for parking fines (mobile phone).	**Comment:**		
E9 Adoption of smart cards as standard for stored payments (e.g. replacing swipe cards).	**Comment:**		
E10 Agreed baseline and targets for reductions in unit costs of payment transactions. Otherwise you may leave these rows blank.	**Comment:**		
R12 Online renewal and reservations of library books and catalogue search facilities.	Green 26/04/2005	Green 26/04/2005	Green 26/04/2005
	Comment: Online reservations of library books available with effect from April 2005.		
R13 Online booking of sports and leisure facilities, including both direct and contracted-out operations.	Amber 01/07/2005	Amber 01/07/2005	Green 31/03/2006
	Comment: Project being undertaken by HALO Leisure partners of Herefordshire Council for delivery of on-line booking leisure facilities. Initially for membership base then to be rolled-out to general clientele.		
G12 Integrated ICT infrastructure and support to ensure the consistent delivery of services across all access channels (e.g. web, telephone, face to face) based on e-enabled back offices and smart card interfaces for council library, sports and leisure services.	Amber 01/04/2005	Amber 01/04/2005	Amber 01/04/2005
	Comment: Current systems support the booking of library, sports and leisure services via membership cards using a swipe facility. A policy for the Council's adoption of smartcards is not yet in place though we are in consultation with regional bodies (Black Country Consortia) as to how this may be achieved.		

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Outcome And Transformation Area Description	Current Status	Anticipated status at 31/12/2005	Anticipated status at 31/03/2006
If already 'green' on R12, R13 & G12 above please comment on **E11** Agreed baseline and targets for take-up of library, sports & leisure services online, including targets for customer satisfaction and efficiency savings. Otherwise you may leave this row blank.	**Comment:**		
R14 Online facilities to be available to allow the public to inspect local public transport timetables and information via available providing organisation, including links to 'live' systems for interactive journey planning.	Green 01/01/2004	Green 01/01/2004	Green 01/01/2004
	Comment: A web-based timetable information and journey planner is available through deep links from Council Website.		
R15 Online public e-consultation facilities for new proposals on traffic management (e.g. controlled parking zones (CPZs), traffic calming schemes), including publication of consultation survey results.	Green 30/11/2005	Green 30/11/2005	Green 30/11/2005
	Comment: Public e-consultation recently implemented.Past consultations available on-line.		
G13 E-forms for parking "contravention mitigation" (i.e. appeal against the issue of a penalty charge notice), including email notification of form receipt and appeal procedures.	Amber 01/04/2005	Amber 01/04/2005	Green 31/03/2006
	Comment: Downloadable "Challenge" form now available on the web-site. The interactive e-form for penalty charge notice is to go live by the 31st March 2006.		
G14 GIS-based presentation of information on roadworks in the local area, including contact details and updated daily.	Amber 01/04/2005	Green 30/12/2005	Green 30/12/2005
	Comment: This is included in Phase I of GIS project due for delivery December 2005		
If already 'green' on R14, R15, G13 & G14 above please comment on **E12** Agreed baseline and targets for customer satisfaction and efficiency savings. Otherwise you may leave this row blank.	**Comment:**		
R16 E-enabled "one stop" resolution of Housing & Council Tax Benefit enquiries via telephone, contact centres, or via one stop shops using workflow tools and CRM software to provide information at all appropriate locations and enable electronic working from front to back office.	Red 01/06/2005	Amber 31/12/2005	Amber 31/12/2005
	Comment: Housing & Council Tax benefit is part of a phase in the Customer Service Strategy implementation project to be included during 2006.		
R17 Online facilities to be available to allow citizens or their agents to check their eligibility for and calculate their entitlement to Housing & Council Tax Benefit and to download and print relevant claim forms.	Amber 01/08/2005	Green 31/12/2005	Green 31/12/2005
	Comment: Currently customers can download a claim form from the web, where there is also a benefit calculator. The web pages are updated regularly. Started implementation of online form with completion anticipated during December 2005.		
G15 Mobile office service using technology to offer processing of Council Tax and Housing Benefit claims directly from citizens homes.	Amber 01/06/2005	Green 31/12/2005	Green 31/12/2005
	Comment: A new benefits system with improved technology, enabling the use of hand-held devices is under implementation.		
If already 'green' on R16, R17 & G15 above please comment on **E13** Agreed baseline and targets for turnaround in processing of Council Tax and Housing Benefit claims (BVPI 78) and renewals.	**Comment:**		

12

UPDATE ON THE OPERATION OF THE HEREFORDSHIRE CODE OF PRACTICE FOR THE TEMPORARY AGRICULTURAL USE OF POLYTUNNELS

PROGRAMME AREA RESPONSIBILITY: ENVIRONMENT

CABINET   **15TH DECEMBER, 2005**

Wards Affected

County-wide

Purpose

To consider the recommendations of the Environment Scrutiny Committee in response to the update report of the Head of Planning Services on the operation of the code of practice in the light of experience through the growing season of 2005.

Key Decision

This is not a key decision

Recommendations

THAT

> a) the experience of the past 12 months of operation of the Code of Practice be noted;
>
> b) a further report be made in the event of any significant change in case law which would change the basis of the current Code of Practice;
>
> c) that Cabinet endorse the principle of incorporating the pre-consultation requirements of the Code of Practice into the draft Statement of Community Involvement currently in preparation;
>
> d) that Cabinet endorse the continued operation of the Code of Practice subject to a full review in October 2006; and
>
> e) that Cabinet agree to the amendment of the Code at Section 3 bullet point 2 to read: "The grower will submit local and landscape impact statements accompanied by mitigation measures. The local impact statement should specify, as a minimum, the proposed vehicular routing, volume and type of traffic. Mitigation measures may include one-way routes, hardening of passing places or surface improvements. Routing should be included on the location plan (Checklist item 9). Landscape impact mitigation may include the use of less reflective or coloured polythene."

Further information on the subject of this report is available from
Jonathan Barrett, Head of Planning Services on 01432 383098

Polytunnels

Reasons

On 24th October, 2005 the Environment Scrutiny Committee considered the annual update report on the operation of the Herefordshire Code of Practice and recommended a number of amendments to the Code as shown above.

Considerations

1.   The Committee considered whether revisions were needed to the Code of Practice for the use of Polytunnels in Herefordshire in light of experience through the growing season of 2005.

2.   The Head of Planning Services reported that following consideration by the Environment Scrutiny Committee in June 2004, the decision by Cabinet in October 2004 to approve the Code of Practice provided for it to be reviewed in two years time i.e. in 2006. His report was therefore made at an interim stage with the intention of updating the Committee as to progress.

3.   The report briefly outlined the history of the issue; the number of planning applications received for polytunnels; the number of notifications submitted in accordance with the Code of Practice; enforcement issues and case law, including public local inquiries. The report also highlighted that as part of the new development plan system (the Local Development Framework), pre application consultation could be requested through the forthcoming Statement of Community Involvement, the principles of which the Code was in accordance with. He commented that the outcome of the two public local inquiries (Brierley Court, Herefordshire and at Waverley Borough Council) would potentially help establish the planning basis for the control of polytunnels.

4.   The Committee was reminded that the Code provides for the provision of information by the grower to enable the Council as Local Planning Authority to determine any requirement for planning permission to be applied for. Compliance with the Code does not remove the need for planning permission where appropriate.

5.   The latest version of the agreed Code of Practice is included at Appendix 1 of this report.

Alternative Options

In the absence of a substantive body of case law and government guidance on the use of polytunnels the operation of the Code is a reasonable method of seeking to regulate the use of polytunnels however it is open to the Council to consider that the use of polytunnels constitutes development requiring planning permission.

Risk Management

In view of the continuing legal uncertainty there remains a risk of challenge to the continued operation of the Code. The Council is however advised that the Code of practice is lawful and represents a reasonable exercise of the Council's relevant powers and duties.

Consultees

Environment Scrutiny Committee

Background Papers

None identified.

THE HEREFORDSHIRE CODE OF PRACTICE FOR THE TEMPORARY AGRICULTURAL USE OF POLYTUNNELS

1.   INTRODUCTION

This Code of Practice is intended to apply to the use of temporary polytunnels, which consist of metal frames, covered with polythene and where crops are grown in the existing soil. In addition, the Code of Practice is not intended to have effect where, in the opinion of Herefordshire Council as Local Planning Authority (LPA) on the facts available, that planning permission is required.

2.   THE CODE OF PRACTICE

The code requires a grower to provide the LPA with information on a Polytunnel Checklist. This information will be used to determine if planning permission is required.

If planning permission is not required the grower undertakes to provide notice to the Council confirming that notification has been given to the relevant Parish Council(s) and nearby neighbours of the intention to erect polytunnels.

3.   TERMS OF THE CODE OF PRACTICE

- Siting of polytunnels will be 50 metres from the nearest elevation of any dwelling subject to variation of that distance by agreement with that neighbour.

- The grower will submit a landscape impact statement accompanied by mitigation measures.   This may include the use of less reflective coloured ground cover plastic and less luminant polythene (less reflective) on the polytunnels.

    - The grower is encouraged to use less reflective coloured ground cover plastic and less luminant polythene (less reflective) on the polytunnels and to make provision for screening where appropriate.

    - Siting of polytunnels shall be restricted to 2 years (being a complete season) subject to the polythene covering being removed from the frames for a minimum period of 6 months in any calendar year. There shall be no return to the land, which has been covered within 2 years.

- Polytunnel framework shall be removed from the land in accordance with the statement on the Polytunnel Checklist.

- Notice will be given by the grower to the Council confirming written or verbal notice has been given to the Parish Council(s) and nearby neighbours.

Polytunnel users will use all reasonable endeavours to -

- Avoid disturbance to nearby residents at unsociable hours.
  By best management practice avoid noise nuisance to nearby residents from unsecured polythene, pumps or other activity sources.

- Store unused polythene away from public view, waste polythene to be removed from the land and be recycled.

Compliance with the terms of this code will bring benefits to growers, residents who live near to polytunnel sites and Herefordshire Council, in terms of information and notice.

Herefordshire Council as Local Planning Authority will regard compliance with terms of the Herefordshire Code of Practice as a material consideration when investigating any complaint or consideration as to the expediency of instigating enforcement action.

POLYTUNNEL CHECKLIST

The purpose of this checklist is to provide Planning Services with information on which to advise a grower on the need for planning permission. If it is clear from the information provided by the grower that planning permission is required the code of practice does not apply. A separate checklist form should be completed for each location where a grower wishes to erect polytunnels.

Name and address of applicant

Full name ....

Address ....

....

.... Postcode ....

Tel. No. .... …………………………

Site of Polytunnel (if different)

Address ....

....

....

.... Postcode ....

1. Approximate date erection of polytunnels commencing:	
2. Overall size of farm:	
3. Type of crop:	
4. Method of growing – in ground, grow bag on the ground or off-ground:	
5A). AREA COVERED BY POLYTHENE B) HEIGHT OF POLYTUNNEL C) METHOD OF IRRIGATION D) ANY OTHER SERVICES CONNECTED E.G. ELECTRICITY.	a) b) c) d)
6. EXPECTED PERIOD OF TIME POLYTHENE TO BE IN POSITION	
7a. Approximate date of removal of metal hoops, fixings and frames from land: 7b. Written confirmation that land has been cleared shall be sent to Planning Services within one month of 7a.	
8. Method of disposal of waste polythene:	
9. Location plan enclosed:	Yes / No
10. Submission of a landscape impact statement to include a map showing where polytunnels can be viewed from and proposed mitigation measures. E.g. leaving hedges untrimmed, erecting grey/green mesh wind breaks, tree planting.	
Do you wish the information provided to remain confidential	Yes / No

Signed .... (Applicant/Agent)

Date ....

Notice may be sent to the Local Planning Authority by Fax: 01432 261970, or to: Planning Services, PO Box 230, Blueschool House, Blueschool Street, Hereford, HR1 2ZB.

NOTICE TO HEREFORDSHIRE COUNCIL

From:	
If you have any comments to make or wish to discuss my proposal please telephone:	

Prior notice of the proposed erection of polytunnels at:	
Expected date of erection:	
Expected date of removal:	
I confirm I have notified the relevant Parish Council(s) and near neighbours	Signed: …………………………………… Dated:…………………………………..

Please send this notice to Planning Services, Herefordshire Council, Blueschool House, Blueschool Street, Hereford, HR1 2ZB, or by fax: 01432 261970.

LOCAL DEVELOPMENT SCHEME

PROGRAMME AREA RESPONSIBILITY: ENVIRONMENT

CABINET   **15TH DECEMBER, 2005**

Wards Affected

County wide

Purpose

To approve the revised Local Development Scheme.

Key Decision

This is not a key decision.

Recommendation

THAT the revised Local Development Scheme be approved and shall have effect from 31st January, 2006.

Reasons

To ensure that the Council's Local Development Scheme, a statutory requirement of the Planning and Compulsory Purchase Act 2004, is up to date.

Considerations

1.   The Planning and Compulsory Purchase Act 2004 introduced a new system of development planning, known as the Local Development Framework.   One of the requirements placed on local planning authorities is to publish a statement of how their forward planning work will be organised over a three year period – known as the Local Development Scheme. The Scheme must be revised as necessary.

2.   The first Scheme for Herefordshire was considered by Cabinet in October 2004 and came into effect on 1st January, 2005.

3.   The Scheme has been reviewed in response to a number of factors and a copy of the revised document is attached.

4.   The revised Scheme has been prepared to reflect the following factors:

- The forthcoming review of parts of the Regional Spatial Strategy (RSS), including housing and employment land provision. The Regional Assembly (Regional Planning Body) is undertaking this review to a timetable which sees submission of a preferred option to Government in late Spring 2007 and final approval in Autumn 2008. The Council has a formal role in this process in advising the Regional Planning Body (Spring 2006).

Further information on the subject of this report is available from
David Nicholson, Forward Planning Manager on 01432 261952

LDS Oct 04

- The likely UDP timetable, with the Inspectors Report expected before July 2006. There will be a need to prepare and publish Proposed Modifications to the Plan in Autumn 2006.

- The need to establish timetables for proposed Supplementary Planning Documents (SPD) which are to be prepared in parallel to the final stages of the UDP.

- The need to define more clearly the position of Parish Plans with regard to the Local Development Framework.

5.   The following main amendments have been made:

- Core Strategy: the timetable for the Core Strategy has been revised to avoid conflicts with the likely UDP timetable, particularly the expected Proposed Modifications consultation in Autumn 2006, and to follow on the RSS revisions, so that the Core Strategy can be prepared on the basis of the most up to date regional policies;

- Supplementary Planning Documents: timetables have been established for new SPD's including those for the Edgar Street Grid and for planning obligations.

- Parish Plans to be adopted as further planning guidance to the UDP rather than as SPG/SPD. This follows the approach recently established with the Parish Plans for Eardisley Group Parish and Almeley.

6.   There are no changes to the programme for the Statement of Community Involvement.

7.   On approval, the Scheme must be submitted to the Government Office for consideration before it can be brought into effect. The Secretary of State has powers under the 2004 Act to direct that Schemes be amended. The recommendation is subject to this consideration.

Risk Management

Maintenance of the Local Development Scheme is a statutory requirement.

Consultees

Planning Committee and Government Office for the West Midlands

Background Papers

None identified.

Herefordshire Council

LOCAL DEVELOPMENT SCHEME

First Review · **January 2006**

Contents

1. Introduction

The Local Development Scheme

This is the Council's Local Development Scheme - an accessible guide to the documents setting out the Council's planning policies. The Scheme is part of a new system of development planning, introduced by the Planning and Compulsory Purchase Act 2004. This provides for planning policies to be set out in a portfolio of documents which together will provide the Local Development Framework for an area.

Over the next few years, the Council's planning policies – presently set out in the Structure Plan, Local Plans and the emerging Unitary Development Plan, together with supporting Supplementary Planning Guidance, will be reviewed and taken forward into the new system.

This Scheme explains how the Council will organise and manage its forward planning work over the next three years as it establishes a Local Development Framework for Herefordshire.

The Scheme will be kept up to date through regular reviews as these are required and to maintain a three year forward programme. This edition of the Scheme replaces that published in December 2004. Changes have been made to reflect the changing regional context, particularly the proposed partial review of the Regional Spatial Strategy; to take on board the current Unitary Development Plan timetable, and to reflect other changes arising through experience in introducing the new planning system.

What's in the Scheme

In the Scheme you'll find:

- A section explaining some of the terms used in the new system (section 2);

- A section setting out all the documents which form or will form part of the Local Development Framework in the period covered by this Scheme (section 3). Existing adopted Plans have been 'saved' as part of the Framework for a transitional period. This means they will continue to be used to determine planning applications. The emerging Unitary Development Plan will similarly form part of the Framework when it is adopted. A number of new local development documents are proposed. For these, the Scheme includes a schedule and profiles setting out the main stages in their preparation, including the arrangements for community involvement;

- A section dealing with Supplementary Planning Guidance, explaining how this will be treated in the transition to the new system (section 4); and

- A supporting statement, which explains how all these documents work together and how the Council will manage their preparation (section 5).

National, regional and local contexts

The Council's planning policies have been developed within a well-established context at national, regional and local levels.

At national level, the Government's Planning Policy Statements set out policies on key land use matters.

At regional level, the Regional Spatial Strategy was published as Regional Planning Guidance for the West Midlands (RPG11) in June 2004. The Regional Spatial Strategy forms part of the statutory 'development plan' and runs to 2021.

Other regional policy documents, such as the Regional Housing and Economic Strategies have spatial dimensions and will need to be taken into account. The Regional Sustainable Development Framework provides an overall context for the consideration of sustainability issues in plan making.

The framework of regional strategies is subject to review and the Council's programme of Local Development Documents needs to reflect this. In particular, the Regional Spatial Strategy is subject to a partial review which is proceeding in phases. Phase 2 of the Review, which will include housing, employment and transport aspects, is timetabled to run from Autumn 2005 to Autumn 2008.

At local level, the Council's planning policies need to reflect and influence the Community Strategy, the Herefordshire Plan, as well as other local plans and strategies including the Local Transport Plan and the Economic Development and Housing Strategies.

2. The new system

This section is a brief guide to some of the main terms used in the new system and this Scheme. The system provides for the Council to prepare a series of Local Development Documents (LDDs), collectively forming the Local Development Framework (LDF).

There are several types of LDDs. The most important are Development Plan Documents (DPDs), with a key role in the determination of planning applications. Supplementary Planning Documents (SPDs) offer further detail in support of DPD policies and proposals. Finally, there is the Statement of Community Involvement (SCI), which sets out how the Council will involve the community.

These and other terms are explained below.

AMR	Annual Monitoring Report	The Council's annual report to Government on progress in preparing the documents set out in the LDS, and on how far planning policies are being achieved.
-	Community Strategy/Plan	Drawn up by local partnerships to show how local areas will address social, economic and environmental issues. The Herefordshire Plan, drawn up by the Herefordshire Partnership, is the community strategy for the County.
DPD	Development Plan Document	The most important documents within the Local Development Framework, subject to independent examination and with 'development plan' status in the determination of planning applications . DPDs can include: • Core Strategy • Site specific allocations of land • Area Action plans • Proposals maps
LDF	Local Development Framework	A portfolio of LDDs which collectively set out the spatial strategy for the Council's area, balancing land use pressures arising from economic, social and environmental demands.
LDD	Local Development Document	DPDs, SPDs and the SCI are all Local Development Documents, collectively forming the LDF.
LDS	Local Development Scheme	The Scheme sets out a 3 year programme for preparing LDDs.
RSS	Regional Spatial Strategy	Provides a spatial framework to inform the preparation of LDDs and Local Transport Plans by local authorities, and of other strategies and

		programmes that have a bearing on land use, in order to deliver a coherent framework for regional development.
SA	Sustainability Appraisal	An assessment of the economic, social and environmental impacts of the policies and proposals in LDDs.
SCI	Statement of Community Involvement	Explains to local communities and other stakeholders how and when they will be involved in the preparation of LDDs. Subject to independent examination.
SEA	Strategic Environmental Assessment	An assessment of the environmental impacts of the policies and proposals in LDDs.
SPD	Supplementary Planning Document	These give more detail about the policies and proposals in DPDs. As a Local Development Document, they form part of the Framework, but do not have the status of DPDs.
SPG	Supplementary Planning Guidance	Prepared to offer more detailed guidance to Local Plans and the Unitary Development Plan, either by the Council itself or by local communities in the form of Village Design Statements/Parish Plans. Will be superseded by SPDs as the new system is introduced.

More details can found on the Office of the Deputy Prime Minister's website at
www.odpm.gov.uk.

3. Local Development Documents

Saved plans

The following 'old style' Plans form part of the Framework until they are superseded by adoption of the Herefordshire Unitary Development Plan. They have the status of Development Plan Documents. They are:

- Hereford and Worcester County Structure Plan 1993
- The County of Hereford and Worcester Minerals Local Plan 1997
- Malvern Hills District Local Plan 1998
- Hereford Local Plan 1996
- South Herefordshire District Local Plan 1999
- Leominster District Local Plan (Herefordshire) 1998

Herefordshire Unitary Development Plan

The Herefordshire Unitary Development Plan (UDP) is in the process of being prepared and will when adopted replace the six Plans listed above. The Plan is being progressed under the 'old style' procedures. Objections to the Plan were considered at a public local inquiry held between February and June 2005. The Plan's timetable to adoption is dependent on receipt of the Inspector's Report, which is expected to be available in the first half of 2006 and by the end of July at the latest. On this basis it is expected that Proposed Modifications will be published in Autumn 2006. Adoption of the Plan is anticipated by March 2007.

The UDP has been prepared to ensure consistency with emerging Planning Policy Statements and has been drawn up in parallel with the Regional Spatial Strategy, RPG11. Its policies and proposals have been developed to be consistent with those in the Regional Spatial Strategy for the period up to 2011 (the end date of the UDP). This particularly applies to the provision of housing overall and the Plan's housing strategy; to the Plan's employment policies, intended to help achieve rural renaissance, and to Plan housing, city centre and transport proposals designed to support and reflect Hereford's role within the Strategy as a sub-regional foci. Similarly the Plan's general policies on matters such as design, transport and the environment reflect principles set out in the Strategy. Throughout, the UDP has a strong emphasis on the delivery of sustainable development in Herefordshire, reflecting both the Regional Spatial Strategy and the ambitions of the community strategy, the Herefordshire Plan.

When adopted, the UDP will have the status of a Development Plan Document. It will be operative as part of the Framework for a three year period from the date of adoption. Discussions will be held with the Government Office as to whether the life of selected UDP policies can be extended beyond the three year period, taking into account the close links that exist between UDP policies and the Regional Spatial Strategy and the Herefordshire Plan. These policies will be identified through a future review of this Scheme.

This Scheme includes proposals for the preparation of a new Core Strategy, and this will replace the UDP's Part I policies when it is adopted.

New Local Development Documents

This Scheme reflects the work required in the coming year to progress the Unitary Development Plan to adoption. Nonetheless, it is important to begin work on key aspects of the new system. The programme of work on the new system over the next three years includes the Statement of Community Involvement, Core Strategy and several Supplementary Planning Documents. These are listed and described in the following Schedule, Programme and Profiles.

A range of further guidance is identified in the UDP including topic studies and site development briefs and these will be brought forward as Supplementary Planning Documents. In some cases it may be necessary to commence work on such Documents in advance of their inclusion in the Scheme. In such cases they will be incorporated in the Scheme on future review.

Future work

It is important to look beyond the three year period covered by this Scheme and to indicate in general terms what work is proposed. This will be further detailed in future reviews of the Scheme (see section 5). At this stage, it is envisaged that Development Plan Documents dealing with the following areas will be considered for preparation, in order to take forward the Unitary Development Plan and Core Strategy DPD:

- Generic development control policies
- Housing land allocations
- Employment land allocations
- Proposals Map.

Initially, the Proposals Map will comprise those Maps in the saved Plans, to be replaced on adoption by the UDP Proposals Maps. The Map will be updated over time as new Local Development Documents are adopted.

Parish Plans

Parish Plans add value to planning at local level by setting out a greater level of detail than the Council might wish to include in Development Plan Documents. Prior to the advent of the new system, local community statements produced as Parish Plans or Village Design Statements were adopted as Supplementary Planning Guidance to either the Local Plans in the County, or to the UDP. The new system has introduced additional requirements which must be met if the land use and spatial planning components of such documents are to form part of the Local Development Framework as Supplementary Planning Documents. These relate to the conformity requirements of the new system and to the need for requisite community involvement and sustainability appraisal. Certain of these steps must be undertaken by the Council itself as local planning authority, rather than the group preparing the Plan.

This Scheme does not identify any Parish Plan for progression as a Supplementary Planning Document. Rather, Parish Plans are now recognised by the Council through adoption of their planning elements as further planning guidance to the emerging UDP and as an expression of local distinctiveness and community participation. The Council

will work with Parish Councils and others in moving Parish Plans forward and will offer further guidance and advice as to the best way to proceed as the new system is developed.

Details of Parish Plans and Village Design Statements completed to date in the County can be found in section 4.

Joint working

It is not envisaged that any joint working with other local planning authorities in the preparation of local development documents will be required. Liaison with the Brecon Beacons National Park Authority will continue in respect of cross boundary planning issues arising at Hay-on-Wye/Cusop. Due regard will be paid to emerging LDFs for adjoining authority areas and to the Wales Spatial Plan in drawing up local development documents.

Document title	Status	Description	Chain of conformity	Consultation	Public participation	Submission to S of S	Adoption
Statement of Community Involvement	Local development document, subject to independent examination	Sets out standards and approach to involving the community in the production of the LDF	Must be in conformity with regulations	October - November 2005	February – March 2006	June 2006	May 2007
Core Strategy	Development Plan Document (DPD)	Sets out the vision and objectives for the LDF, together with spatial strategy.	Must be in general conformity with RSS	January - February 2007	September – October 2007	May 2008	October 2009
Whitecross High School	Supplementary Planning Document (SPD)	Provides further planning guidance for development of site.	Unitary Development Plan	N/A	October – November 2005	N/A	March 2006
Edgar Street Grid	Supplementary Planning Document (SPD)	Provides further planning guidance for the Edgar Street Grid area of Hereford.	Unitary Development Plan	N/A	May 2006	N/A	With Unitary Development Plan, March 2007
Planning obligations	Supplementary Planning Document (SPD)	Provides guidance on the requirements and mechanisms for contributions from development for infrastructure and other related provision.	Unitary Development Plan	N/A	May 2006	N/A	With Unitary Development Plan, March 2007
Planning applications	Supplementary Planning Document (SPD)	Sets out the information needed from applicants when planning applications are submitted.	Unitary Development Plan	N/A	June 2007	N/A	November 2007

Schedule of Local Development Documents

	2005/06												2006/07												2007/08												2008/09											
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Statement of Community Involvement																																																
Scoping and initial drafting		░	░	░																																												
Presubmission consultation					░	░																																										
Preparation of draft document							░	░	░																																							
Presubmission public participation									░	░	░	░																																				
Preparation of submission document													░	░																																		
Submission														█																																		
Public consultation														░	░																																	
Examination																	█																															
Receipt of report																			█																													
Adoption																				█																												
Core Strategy																																																
Evidence gathering and option drafting						░	░	░	░	░	░	░	░	░	░	░	░	░	░	░																												
Presubmission consultation																					░	░																										
Preparation of preferred options																									░	░	░	░																				
Public participation on preferred options																													░	░																		
Preparation of submission DPD																															░	░	░	░	░	░												
Submission																																					█											
Public consultation																																					░	░										
Examination																																																█
Receipt of report July 2009																																																
Adoption Oct 2009																																																

Statement of Community Involvement/Core Strategy programme

Supplementary Planning Documents programme — Gantt chart. Month columns run April–March (A M J J A S O N D J F M) for each year. Grey bars indicate activity periods; black bars indicate adoption.

Task	2005/06 A	M	J	J	A	S	O	N	D	J	F	M	2006/07 A	M	J	J	A	S	O	N	D	J	F	M	2007/08 A	M	J	J	A	S	O	N	D	J	F	M	2008/09 A	M	J	J	A	S	O	N	D	J	F	M
Whitecross High School SPD																																																
Preparation of draft document				▒	▒	▒																																										
Public participation							▒	▒																																								
Finalise document									▒	▒	▒																																				
Adoption												█																																			
Edgar Street Grid SPD																																																
Preparation of draft document							▒	▒	▒	▒	▒	▒	▒																																		
Public participation													▒	▒	▒																																
Finalise document															▒	▒	▒	▒	▒	▒																											
Adoption																								█																							
Planning obligations SPD																																																
Preparation of draft document								▒	▒	▒	▒	▒																																			
Public participation													▒	▒	▒																																
Finalise document															▒	▒	▒	▒	▒	▒	▒	▒	▒																								
Adoption																								█																							
Planning applications SPD																																																
Preparation of draft document																					▒	▒	▒	▒	▒	▒																						
Public participation																											▒																				
Finalise document																												▒	▒	▒	▒	▒															
Adoption																															█																

Supplementary Planning Documents programme

Local Development Document profiles

Statement of Community Involvement

Document details

Role and subject	Sets out the Council's standards and approach for the involvement of the community and stakeholders in the production of the Local Development Framework
Geographic coverage	County wide - and involves stakeholders outside Herefordshire
Status	Local development document, subject to independent examination
Chain of conformity	Must be in conformity with regulations

Timetable

Commencement, scoping and initial drafting	June – September 2005
Pre-submission consultation	October – November 2005
Preparation of draft document	December 2005 – February 2006
Pre-submission public participation	February – March 2006
Preparation of submission document	April – June 2006
Submission to Secretary of State	June 2006
Public consultation on submitted Statement	June – July 2006
Examination	January 2007
Receipt of report	March 2007
Adoption	May 2007

Arrangements for production

Lead service	Forward Planning, Planning Services
Management arrangements	Council to approve submission SCI and to adopt, following proposal by Executive.
Resources	In house resources and existing budgets supplemented by Planning Delivery Grant.
Involving stakeholders and the community	The SCI will build on existing consultation work undertaken by the Council and will be set within the framework provided by the Strategy for Community Involvement. In addition the SCI will link to work with partners in the Herefordshire Partnership, providing links to community planning processes and hard to reach groups through the Community Development Strategy.

Core Strategy

Document details

Role and subject	Sets out the vision and objectives for the Local Development Framework, together with a spatial strategy, illustrated on a key diagram, for the period up to 2021 (in line with the Regional Spatial Strategy).
Geographic coverage	County wide
Status	Development Plan Document
Chain of conformity	Must be in general conformity with the Regional Spatial Strategy

Timetable

Commencement and evidence gathering	November 2005 – December 2006
Pre-submission consultation	January – February 2007
Preparation of preferred options	March 2007 – August 2007
Public participation on preferred options	September – October 2007
Preparation of submission DPD	November 2007 – April 2008
Submission to Secretary of State	May 2008
Public consultation on submitted DPD	May – June 2008
Examination	February 2009
Receipt of report	July 2009
Adoption	October 2009

Arrangements for production

Lead service	Forward Planning, Planning Services
Management arrangements	Council to approve Preferred Options consultation document; submission DPD, including consideration of representations arising from the Preferred Options consultation; and to adopt, all following proposal by Executive.
Resources	In house resources and existing budgets supplemented by Planning Delivery Grant.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

Whitecross High School Supplementary Planning Document

Document details

Role and subject	Provides further planning guidance for development proposals for the site. The SPD, together with the UDP, will be used for development control purposes in determining relevant planning applications.
Geographic coverage	Whitecross High School, Hereford
Status	Supplementary Planning Document
Chain of conformity	Unitary Development Plan

Timetable

Preparation of draft SPD	July – September 2005
Public participation	October – November 2005
Consider representations and finalise SPD	December 2005 – February 2006
Adoption	March 2006

Arrangements for production

Lead service	Forward Planning, Planning Services
Management arrangements	Executive
Resources	In house resources and existing budgets supplemented by Planning Delivery Grant.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

Edgar Street Grid Supplementary Planning Document

Document details

Role and subject	Provides further planning guidance for development proposals in the area. The SPD, together with the UDP, will be used for development control purposes in determining relevant planning applications.
Geographic coverage	Edgar Street Grid, Hereford
Status	Supplementary Planning Document
Chain of conformity	Unitary Development Plan

Timetable

Preparation of draft SPD	October 2005 – April 2006
Public participation	May – June 2006
Consider representations and finalise SPD	June 2006 – November 2006
Adoption	March 2007

Arrangements for production

Lead service	Forward Planning, Planning Services
Management arrangements	Executive
Resources	In house resources and existing budgets supplemented by Planning Delivery Grant.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

Planning obligations Supplementary Planning Document

Document details

Role and subject	Provides guidance on the requirements and mechanisms for contributions from development towards infrastructure and other related provision.
Geographic coverage	County wide
Status	Supplementary Planning Document
Chain of conformity	Unitary Development Plan

Timetable

Preparation of draft SPD	November 2005 – April 2006
Public participation	May – June 2006
Consider representations and finalise SPD	June 2006 – February 2007
Adoption	March 2007

Arrangements for production

Lead service	Forward Planning, Planning Services
Management arrangements	Executive
Resources	In house resources and existing budgets supplemented by Planning Delivery Grant.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

Planning applications Supplementary Planning Document

Document details

Role and subject	Sets out the information that is required when planning applications are submitted in order that they can be validated.
Geographic coverage	County wide
Status	Supplementary Planning Document
Chain of conformity	Local Plans and Unitary Development Plan

Timetable

Preparation of draft SPD	December 2006 – May 2007
Public participation	June 2007
Consider representations and finalise SPD	July 2007 – October 2007
Adoption	November 2007

Arrangements for production

Lead service	Forward Planning, Planning Services
Management arrangements	Executive
Resources	In house resources and existing budgets supplemented by Planning Delivery Grant.
Involving stakeholders and the community	As defined in the Statement of Community Involvement

4. Supplementary Planning Guidance

Supplementary Planning Guidance to the Local Plans

The Council has published a number of documents which provide supplementary guidance to planning policies in the existing Local Plans. These are:

- Reuse and adaptation of traditional rural buildings SPG (October 2000)
- Provision of affordable housing SPG (March 2001, updated 2004)
- Moreton on Lugg Development Brief (April 1999)
- Leominster Industrial Estate Development Brief (May 1999)
- Village Design Statements for Colwall, Cradley and Storridge, Leintwardine and Much Marcle.

These documents do not form part of the Local Development Framework and it is not intended that they will be converted to Supplementary Planning Documents. They will remain as SPG to the relevant 'saved' Plan which they supplement. All have benefited from a range of consultation processes, which are detailed within them.

Supplementary Planning Guidance to the UDP

Other documents were published in July 2004 as interim SPG to planning policies in the UDP. They are:

- Design and development requirements SPG
- Reuse and adaptation of rural buildings SPG
- Biodiversity SPG
- Landscape Character Assessment SPG

Local communities have brought forward Village Design Statements and Parish Plans for adoption as interim SPG to the UDP:

- Village Design Statement for Ewyas Harold
- Parish Plans for Belmont Rural, Bishopstone Group Parish, Middleton on the Hill and Leysters, Pembridge and the Border Group of Parishes, Weobley and Wellington.

Parish Plans are now recognised through adoption of their planning elements as further planning guidance to the emerging Unitary Development Plan and as an expression of local distinctiveness and community participation. Parish Plans for Eardisley Group Parish (January 2005) and Almeley (September 2005) have recently been endorsed in this way. A number of parishes are working on Parish Plans within Herefordshire.

Site development briefs for UDP proposal sites have been produced as follows: land opposite Sutton St Nicholas Primary School; Frome Valley Haulage Depot, Bishops Frome; and Tanyard Lane, Ross-on-Wye.

The above documents do not form part of the Local Development Framework and it is not intended that they will be converted to Supplementary Planning Documents. They

will continue to be used to provide guidance to further UDP policies and proposals. They have benefited from a range of consultation processes, which are detailed within them.

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5. Supporting statement

How the Local Development Documents work together

The diagram overleaf illustrates how the various documents discussed in this Scheme will work together to provide a Local Development Framework for Herefordshire.

Evidence base

The Council has a well established evidence base to use in developing its Framework. Much of this has been developed in drawing up the UDP and has been published as background papers during the UDP process. The evidence base has been further developed in responding to monitoring requirements on the Regional Spatial Strategy, and comprises the following resources and technical studies:

Title	Current edition	How the evidence base will be managed
Housing Land Study	2004-2005 study	Annual review
Housing Needs Studies	County wide study 2005. Studies for individual settlements as resources permit	Rolling programme of studies based on settlements
Urban capacity study	2004 review of original study in 2001	Monitored through Housing Land Study
National Land Use Database (NLUD)	2005 submission to national database	Annual review
Employment Land Study	2004-2005 study	Annual review
Open space study (PPG17)	Study in preparation using consultants	Periodic review
Annual Monitoring Report Regional monitoring of offices, retail, hotels/leisure,minerals and waste	2005 Regional Planning Guidance Annual Monitoring report, 2005	Annual review Annual return to Regional Planning Body

Through the Annual Monitoring Report (AMR) the Council will review the need to update these studies and to undertake or commission new work. Evidence on other topic areas will be obtained from other sources as required.

The evidence base feeds into and is supplemented by information collected for other Council and Herefordshire Partnership Strategies, including the Housing Strategy and the Economic Development Strategy.

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┌─────────────────────────────────────────────┐
│ Regional Spatial Strategy                    │
│  •  Regional Planning Guidance for the West  │
│     Midlands, RPG11                          │
│  •  Other regional strategies                │
└─────────────────────────────────────────────┘
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Local Development Framework

Structure and Local Plans, including Proposals Map

Supplementary Planning Guidance to Local Plans

Unitary Development Plan (UDP), including Proposals Map

Supplementary Planning Guidance to UDP

Herefordshire Plan
  • Other plans and strategies

Supplementary Planning Documents

Annual Monitoring Report

Statement of Community Involvement

Core Strategy & Key Diagram

Evidence base and SA/SEA

Future work

  • Generic development control policies
  • Housing land allocations
  • Employment land allocations
  • Proposals map
  • Supplementary Planning Documents

Development Plan Documents

The Local Development Framework for Herefordshire

Sustainability appraisal and strategic environmental assessment

Local Development Documents have to be prepared with a view to contributing to the achievement of sustainable development – the simple idea of seeking a better quality of life for everyone, now and for future generations. Planning authorities also have to meet the requirements of the European Union Directive on strategic environmental assessment (SEA). Sustainability appraisal (SA) is a systematic and iterative appraisal process, incorporating the requirements of the SEA Directive. The appraisal process has an important role to play in the production of Local Development Documents, ensuring that policies reflect sustainable development principles by providing information on the potential social, environmental and economic effects of policies. SA is an integral part of the production of both DPDs and SPDs from the outset, and at specific stages in the process of producing these documents appraisal reports will be produced to accompany for instance the submission of DPDs to the Secretary of State.

The Unitary Development Plan has been subject to SA at each stage of its production, with the most recent report comprising an appraisal of the Revised Deposit Draft in 2004. The SEA Directive will apply to the UDP if (as is expected) it is not adopted by 21 July 2006. The Council has considered the practicalities of carrying out a retrospective SEA on the Plan. It has concluded under the SEA Directive that such an exercise, given the advanced stage that the UDP has reached, would not be feasible.

Delivering the Framework

The planning policies set out in the Local Development Framework will be delivered in many ways. The refusal or grant of planning permission, and the use of planning conditions and obligations, will remain one of the most important means by which the Council's planning policies are implemented. However the new emphasis on a spatial planning approach - which seeks to reconcile competing demands for land in a planned way – means that working with others has become more important.

Here, the link between the documents comprising the LDF and the Herefordshire Plan – the Community Strategy – is all important. The Framework is a key mechanism for delivering the land use aspects of the Plan, but also provides a long term spatial context within which the Herefordshire Plan can be progressed.

The Herefordshire Plan is itself progressed through a series of Ambition Groups comprising representatives from partner organisations. The Groups deal with the full range of economic, social and environmental matters arising in the County. Land use implications arise in many of the Groups – for instance, in terms of regeneration initiatives, economic development, housing, health, education, waste, energy, and environmental protection.

The need to recognise the link between land use planning policy and the Herefordshire Plan has long been recognised. The UDP is already set firmly within the overall Community Strategy approach, sharing a vision with the Herefordshire Plan and helping to deliver the achievements of several Ambition Groups. These close links will be continued and strengthened as the LDF is established. The SCI for instance will build on existing community consultations undertaken by the Herefordshire Partnership and link to the work of the Community Development Ambition Group.

Council procedures for approval

The Local Development Framework forms part of the Council's overall Policy Framework as defined in the Constitution, including the Unitary Development Plan. The Executive (Cabinet including the Leader of the Council) has responsibility for proposing elements of the Policy Framework to Council, with the Cabinet Member (Environment) having responsibility for planning and land use matters (excluding development control, which is reserved to Planning Committee and the Area Planning Sub-Committees). The following responsibilities for approving documents within the new system have been defined within the Council's Constitution. These reflect the conformity arrangements applying to different documents within the Framework, and the fact that documents differ both in the extent to which they define policy and are used by Planning Committee/Area Planning Sub-Committees in the determination of planning applications.

Development Plan Documents: Council, following proposal by Cabinet

Supplementary Planning Documents: Cabinet, following consultation with Planning Committee.

Statement of Community Involvement: Council to approve submission SCI and to adopt, following proposal by Cabinet.

Local Development Scheme: Cabinet, following consultation with Planning Committee.

Monitoring and review

The new system incorporates an Annual Monitoring Report – the AMR. This must be compiled on a financial year basis and submitted to the Government Office by the end of the calendar year. The AMR tracks progress against the targets and milestones set out in this scheme for producing LDDs, and the extent to which policies in LDDs are being achieved.

The Council has produced annual reports on housing and employment land availability for a number of years and these will be developed over time to meet the requirements of the new system. Each year a report will be submitted to the Council's Cabinet via the Planning Committee that will:

- Specify to what extent the timescales set out in the LDS for the production of LDDs are being met
- Review the extent to which policies within LDDs are being achieved, focussing initially on key policy areas where information is available and where national, regional or local targets have been set.
- In particular, to reflect the Government's Sustainable Communities Plan, the AMR will report on the number of dwellings built in Herefordshire during the period covered by the Report and relate this to relevant LDD policies
- Consider whether any policies need amendment because they are not working as intended or are not achieving sustainable development objectives and, if so, suggest ways to achieve this

ANNUAL MONITORING REPORT 2004-2005

PROGRAMME AREA RESPONSIBILITY: ENVIRONMENT

CABINET   **15TH DECEMBER, 2005**

Wards Affected

County wide.

Purpose

To approve the first Annual Monitoring Report 2004-2005 and its formal submission to the Secretary of State.

Key Decision

This is not a key decision.

Recommendation

THAT the Annual Monitoring Report 2004-2005 be approved for submission to the Secretary of State.

Reasons

To ensure that the Council's Annual Monitoring Report 2004-2005 is submitted to the Secretary of State in accordance with the requirements of the Planning and Compulsory Purchase Act 2004.

Considerations

1. The Planning and Compulsory Purchase Act 2004 introduced new provisions and requirements for development planning. The regular review and monitoring of development plans through mandatory Annual Monitoring Reports (AMRs) is a fundamental feature of the new planning system. AMRs are to be based on a period running from 1st April to 31st March and submitted to the Secretary of State no later than the following 31st December. Annual Monitoring Reports are required to assess the implementation of the Local Development Scheme and the extent to which the Council's planning policies are being achieved.

2. In previous years annual monitoring studies have been undertaken for housing and employment, with their results published in separate reports. AMRs will cover, in a single document, all annual monitoring study findings.

3. In establishing the content of this first AMR, the aim has been to produce a methodology consistent with the guidance provided by Government, which outlines an *objectives-policies-targets-indicators* approach to the monitoring of development plan documents.

Further information on the subject of this report is available from
David Nicholson, Forward Planning Manager on 01432 261952

Annual Monitoring

4.   The AMR largely follows the thematic division of the chapters in the UDP, such as housing and employment.   Objectives for each topic area are identified and appropriate policies linked to these are set out. Where the UDP expresses a specific requirement to be met, this is identified as a target against which progress can be measured. Core and local indicators are used to measure the performance of policy aims against a target, or where there is no identified target, performance is measured against an objective. Each indicator is cross-referenced with those UDP policies that are the key tools used to achieve the objectives and targets.

5.   Throughout the Report there are sections of analysis, which interpret the monitoring results and provide additional comments on areas where data is currently lacking or where future monitoring could be enhanced to improve measurements of policy implementation.

6.   The key findings of the AMR in respect of the topic areas are provided in an executive summary, which is attached in Appendix 1 to this report. Full copies of the Report are attached for Cabinet members. Copies have also been placed in the Members' Room and are otherwise available from Members Services. Although the 2004-2005 monitoring results provide useful data for this initial twelve month assessment to be made, in many instances it has not been possible to produce information on trends over time, since this is the first reporting year in which data has been gathered.

7.   In many topic areas, the extent to which UDP policies are being implemented has been difficult to gauge, principally because the UDP has not yet been adopted. Subsequent AMRs will enable more accurate assessments to be made, which will be used to develop future planning policies. However, in respect of housing and employment detailed monitoring has been undertaken over many years and clear trends are apparent. In housing, for example, the rate of completions continues to be lower than anticipated in the UDP, largely due to the fact that many of the UDP allocations have been subject to objections and therefore considered at the UDP Inquiry. Once the Plan is adopted it is expected that the rate of housing completions will increase. The percentage of housing completions on previously developed land (brownfield) has continued to increase and for 2004-2005 exceeds both regional and national targets. In terms of affordable housing, monitoring indicates that the UDP target will not be met at current average completion rates. Provision should increase when the UDP is adopted, although this remains an issue of concern. The amount of land developed for employment uses over the monitoring period was 6.53 hectares, distributed across 18 different sites. This is above the annual County average of 5.19 hectares per annum, which has been recorded since the mid-1980s.

Risk Management

The production of an Annual Monitoring Report and its submission to the Secretary of State is a statutory requirement.

Background Papers

None identified.

Appendix 1: Annual Monitoring Report: Executive Summary

This is the first Annual Monitoring Report produced for Herefordshire. It assesses the extent to which policies in the Revised Deposit Draft UDP are being achieved and progress on the implementation of the Local Development Scheme. The report covers the period April 2004 to March 2005.

Information from annual studies on land use issues such as housing and employment has been used in drafting this report, however, there are areas where monitoring has not been undertaken in the past, or where monitoring data is limited. In such circumstances, the report sets out how such limitations may be overcome in subsequent years in order to achieve more comprehensive data sets.

HEREFORDSHIRE'S PROFILE

The content for UDP policies is set out, including information on geographical features of the County, its population, employment situation, housing tenure and affordability, skills base, areas of deprivation and environmental character.

LOCAL DEVELOPMENT FRAMEWORK PREPARATION

The first Local Development Scheme (LDS), which became operative in January 2005, did not include any proposals for work to commence on Local Development Documents during the reporting period. The need to complete the UDP, the Partial Review of the Regional Spatial Strategy, proposals to prepare interim Supplementary Planning Documents (SPD's) and the need to reflect the developing position with regard to Parish Plans will result in a revised LDS for 2006.

HOUSING

There have been 7,345 net additional dwellings completed since 1996, with 587 of these occurring during the current monitoring period. A trajectory shows the actual and anticipated housing completions over time. Although the rate in recent years is lower than expected, this is due to the fact that the UDP has not yet been adopted. Once it is, and larger housing allocations come on stream, then the rate of housing completions is expected to increase.

Monitoring shows that the amount of housing built on previously developed land is occurring at a higher rate than anticipated. Although since 1996 the annual rate has fluctuated, from 2001 to 2005 the percentage of completions on previously developed land has increased steadily.

In respect of housing on larger sites within urban areas, density of development is averaging at 36.9 dwellings per hectare and is in accordance with UDP targets. However, across the County as a whole, average densities are predominantly less than 30 dwellings per hectare, reflecting the characteristics of many of Herefordshire's settlements.

Monitoring of numbers of affordable dwellings being built indicates that at the current average completion rate of 91.4 per year, the UDP target will not be met by 2011. It is anticipated that the rate of completion of affordable homes will increase when the UDP is adopted. The impact of 'Right to Buy' must also be considered. The provision of affordable housing in urban and rural areas of the County is an issue of concern which will need to be subject to continued monitoring.

EMPLOYMENT

The amount of land developed for employment uses over the monitoring period was 6.53 hectares, distributed across 18 different sites. This is similar to the previous monitoring year's findings and remains above the annual County average of 5.19 ha per annum.

The rate of employment completions since 1986/7 has fluctuated but appears cyclical. Most completions (2004-2005) are concentrated in Hereford City, with the remainder being broadly distributed across the County. 55% of all completed development was on previously developed land. At the current completion rate it is unlikely that the 150 ha UDP provision of employment land will be met before 2011.

Herefordshire currently provides 159.56 ha of land for employment uses on 107 sites. The total supply of current and future employment land over the monitoring period is 180.12 ha (some of which is physically constrained).

3.34 ha of employment land were granted planning permission for other uses during 2004-2005; 0.94 ha was from within the Rural Regeneration Zone and 2.51 ha were from Hereford City (outside the Rural Regeneration Zone area). 2.15 ha of the total loss were reallocated to residential uses.

TRANSPORT

For this monitoring report, information is unavailable on the percentage of completed non-residential development complying with local car parking standards.

A breakdown of completions by area and the proportions of the overall total of actual and anticipated residential development in Hereford City, market towns, main villages and rural areas shows that in the market towns and main villages completions are near to that anticipated. In Hereford City there are less completions than expected, and the wider rural areas are accommodating more new housing developments than anticipated. It is expected that once the UDP is adopted the Hereford City, market towns and main villages allocations will be implemented, thus increasing the proportion of housing completions in more sustainable locations within approximately 30 minutes public transport travelling time of an urban centre.

TOWN CENTRES AND RETAIL

Within the existing monitoring threshold of 1,000m^2 gross floorspace, there have been a total of 9,235m2 gross A1 floorspace completed over this monitoring period. there were no class A2 developments completed above the threshold.

The percentage of retail developments over 1,000m^2 gross floorspace completed within town centres equated to 0%, as all developments were located on the edge or out of centre locations.

Subject to a threshold of developments of 500m^2 and over, the amount of Class A office completions in the County is 790m^2. None of this was town centre development.

Means of improving the provision of data under the aforementioned thresholds for subsequent AMR's will be examined.

RECREATION AND LEISURE

There were no class D2 leisure completions (over 1,000m2 gross built floorspace) during 2004-2005. Current monitoring methods do not pick up smaller scale developments of this kind.

In respect of open space and recreational facilities, the Council is currently collating data from its audit of such land uses as part of a PPG17 study "Assessing Needs and Opportunities", which considered Hereford City, the market towns and main villages. From initial findings, the County has 26 sites that can be assessed under the Green Flag award system. Of these 73% rate at or above the Green Flag standard, amounting to some 733 ha. Of the amount of open space managed by the Council in total, approximately 51% is managed to Green Flag standards.

MINERALS

There are some limitations on the availability and type of primary aggregate production and therefore figures are only obtainable on sales information covering the period 1st January to 31st December 2003.

Sand & Gravel	254,000 tonnes
Crushed Rock	420,000 tonnes
Total	674,000 tonnes

As sales of primary extraction aggregates in Herefordshire are relatively stable, follow national trends and have not been affected by any significant local developments, there is no reason to believe that the 2004 figures will be significantly different from those stated above.

Again, information on the production of secondary/recycled aggregates is limited. The most up to date figures available are therefore for 1st January to 31st December: 3,000 tonnes. However, production is likely to be much higher from 'other' sites where processing takes place in association with other recycling activities. Data on such production is unavailable.

WASTE

Current information on the capacity of new waste management facilities by type is based on officer knowledge alone and it is acknowledged that data for future AMR's could be collected using more appropriate methods such as liaising with the Council's Waste Management Section and the Environment Agency.

On the basis of new planning permissions granted during 2004, the following additional capacity is now in place and has commenced:

- 12,000 tonnes (accelerated composting of organic material at Bioganix, Wharton Court)

- 2,000 tonnes (secondary aggregate crushing at Bradbury Lines)

Data is unavailable on a number of other waste management developments that may be taking place within the County.

The following data is for municipal waste over the current monitoring period.

Figure 25:   Municipal Waste By Management Type - Herefordshire 2004-2005

Municipal Waste Recycled	14,058.30 tonnes	15.05%
Municipal Waste Composted	6,277.20 tonnes	6.72%
Municipal Waste Landfilled	73,075.15 tonnes	78.23%
Total Municipal Waste Arising	**93,410.65 tonnes**	**100%**

(Source: Herefordshire Council Waste Management Section)

DEVELOPMENT REQUIREMENTS

For the current monitoring year there is no available information on the number of planning applications granted contrary to the advice of the Environment Agency. The Council's Planning Department is currently in the process of setting up a new monitoring system and information should therefore be available for subsequent AMR's.

NATURAL AND HISTORIC HERITAGE

There are shortfalls in the amount and quality of data available on changes in priority habitats due to the way information is currently collected. Ways in which improvements to monitoring may be made in future years is identified. Available data on total loss of habitat or species 2004-2005 is as follows:

▪ Ancient and/or species-rich hedgerow   655 m

▪ Lowland meadow and pasture   0.025 ha

Data on the change in designated areas should not be considered as complete due to current shortfalls in information collection techniques, particularly for locally designated sites. However, recommendations for improvements are set out in section 12 of this report. During 2004-2005 it is estimated that 0.65 ha of land comprising SSSI's and SINC's have been lost to development.

RENEWABLE ENERGY

Information on renewable energy developments is not currently available, however, it is anticipated that improvements to data collection techniques can be implemented for future AMR's.

Annual Monitoring Report 2004-2005

December 2005

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This is the first Annual Monitoring Report produced for Herefordshire, it assesses the extent to which policies in the Revised Deposit Draft UDP are being achieved and progress on the implementation of the Local Development Scheme. The report covers the period April 2004 to March 2005.

Information from annual studies on land use issues such as housing and employment has been used in drafting this report, however, there are areas where monitoring has not been undertaken in the past, or where monitoring data is limited. In such circumstances, the report sets out how such limitations may be overcome in subsequent years in order to achieve more comprehensive data sets.

Herefordshire's Profile

The content for UDP policies is set out, including information on geographical features of the County, its population, employment situation, housing tenure and affordability, skills base, areas of deprivation and environmental character.

Local Development Framework Preparation

The first Local Development Scheme (LDS), which became operative in January 2005, did not include any proposals for work to commence on Local Development Documents during the reporting period. The need to complete the UDP, the Partial Review of the Regional Spatial Strategy, proposals to prepare interim Supplementary Planning Documents (SPD's) and the need to reflect the developing position with regard to Parish Plans will result in a revised LDS for 2006.

Housing

There have been 7,345 net additional dwellings completed since 1996, with 587 of these occurring during the current monitoring period. A trajectory shows the actual and anticipated housing completions over time. Although the rate in recent years is lower than expected, this is due to the fact that the UDP has not yet been adopted. Once it is, and larger housing allocations come on stream, then the rate of housing completions is expected to increase.

Monitoring shows that the amount of housing built on previously developed land is occurring at a higher rate than anticipated. Although since 1996 the annual rate has fluctuated, from 2001 to 2005 the percentage of completions on previously developed land has increased steadily.

In respect of housing on larger sites within urban areas, density of development is averaging at 36.9 dwellings per hectare and is in accordance with UDP targets. However, across the County as a whole, average densities are predominantly less than 30 dwellings per hectare, reflecting the characteristics of many of Herefordshire's settlements.

Monitoring of numbers of affordable dwellings being built indicates that at the current average completion rate of 91.4 per year, the UDP target will not be met by 2011. It

is anticipated that the rate of completion of affordable homes will increase when the UDP is adopted. The impact of 'right to buy' must also be considered. The provision of affordable housing in urban and rural areas of the County is an issue of concern which will need to be subject to continued monitoring.

Employment

The amount of land developed for employment uses over the monitoring period was 6.53 hectares, distributed across 18 different sites. This is similar to the previous monitoring year's findings and remains above the annual County average of 5.19 ha per annum.

The rate of employment completions since 1986/7 has fluctuated but appears cyclical. Most completions (2004-2005) are concentrated in Hereford City, with the remainder being broadly distributed across the County. 55% of all completed development was on previously developed land. At the current completion rate it is unlikely that the 150 ha UDP provision of employment land will be met before 2011.

Herefordshire currently provides 159.56 ha of land for employment uses on 107 sites. The total supply of current and future employment land over the monitoring period is 180.12 ha (some of which is physically constrained).

3.34 ha of employment land were granted planning permission for other uses during 2004-2005; 0.94 ha was from within the Rural Regeneration Zone and 2.51 ha were from Hereford City (outside the Rural Regeneration Zone area). 2.15 ha of the total loss were reallocated to residential uses.

Transport

For this monitoring report, information is unavailable on the percentage of completed non-residential development complying with local car parking standards.

A breakdown of completions by area and the proportions of the overall total of actual and anticipated residential development in Hereford City, market towns, main villages and rural areas shows that in the market towns and main villages completions are near to that anticipated. In Hereford City there are less completions than expected, and the wider rural areas are accommodating more new housing developments than anticipated. It is expected that once the UDP is adopted the Hereford City, market towns and main villages allocations will be implemented, thus increasing the proportion of housing completions in more sustainable locations within approximately 30 minutes public transport travelling time of an urban centre.

Town Centres and Retail

Within the existing monitoring threshold of 1,000m^2 gross floorspace, there have been a total of 9,235m2 gross A1 floorspace completed over this monitoring period. there were no class A2 developments completed above the threshold.

The percentage of retail developments over 1,000m^2 gross floorspace completed within town centres equated to 0%, as all developments were located on the edge or out of centre locations.

Subject to a threshold of developments of 500m^2 and over, the amount of Class A office completions in the County is 790m^2. None of this was town centre development.

Means of improving the provision of data under the aforementioned thresholds for subsequent AMR's will be examined.

Recreation and Leisure

There were no class D2 leisure completions (over 1,000m2 gross built floorspace) during 2004-2005. Current monitoring methods do not pick up smaller scale developments of this kind.

In respect of open space and recreational facilities, the Council is currently collating data from its audit of such land uses as part of a PPG17 study "Assessing Needs and Opportunities", which considered Hereford City, the market towns and main villages. From initial findings, the County has 26 sites that can be assessed under the Green Flag award system. Of these 73% rate at or above the Green Flag standard, amounting to some 733 ha. Of the amount of open space managed by the Council in total, approximately 51% is managed to Green Flag standards.

Minerals

There are some limitations on the availability and type of primary aggregate production and therefore figures are only obtainable on sales information covering the period 1st January to 31st December 2003.

Sand & Gravel	254,000 tonnes
Crushed Rock	420,000 tonnes
Total	674,000 tonnes

As sales of primary extraction aggregates in Herefordshire are relatively stable, follow national trends and have not been affected by any significant local developments, there is no reason to believe that the 2004 figures will be significantly different from those stated above.

Again, information on the production of secondary/recycled aggregates is limited. The most up to date figures available are therefore for 1st January to 31st December: 3,000 tonnes. However, production is likely to be much higher from 'other' sites where processing takes place in association with other recycling activities. Data on such production is unavailable.

Waste

Current information on the capacity of new waste management facilities by type is based on officer knowledge alone and it is acknowledged that data for future AMR's could be collected using more appropriate methods such as liaising with the Council's Waste Management Section and the Environment Agency.

On the basis of new planning permissions granted during 2004, the following additional capacity is now in place and has commenced:
- 12,000 tonnes (accelerated composting of organic material at Bioganix, Wharton Court)
- 2,000 tonnes (secondary aggregate crushing at Bradbury Lines)

Data is unavailable on a number of other waste management developments that may be taking place within the County.

The following data is for municipal waste over the current monitoring period.

Figure 25:   Municipal Waste By Management Type - Herefordshire 2004-2005

Municipal Waste Recycled	14,058.30 tonnes	15.05%
Municipal Waste Composted	6,277.20 tonnes	6.72%
Municipal Waste Landfilled	73,075.15 tonnes	78.23%
Total Municipal Waste Arising	**93,410.65 tonnes**	**100%**

(Source: Herefordshire Council Waste Management Section)

Development Requirements

For the current monitoring year there is no available information on the number of planning applications granted contrary to the advice of the Environment Agency. The Council's Planning Department is currently in the process of setting up a new monitoring system and information should therefore be available for subsequent AMR's.

Natural and Historic Heritage

There are shortfalls in the amount and quality of data available on changes in priority habitats due to the way information is currently collected. Ways in which improvements to monitoring may be made in future years is identified. Available data on total loss of habitat or species 2004-2005 is as follows:
- Ancient and/or species-rich hedgerow   655 m
- Lowland meadow and pasture   0.025 ha

Data on the change in designated areas should not be considered as complete due to current shortfalls in information collection techniques, particularly for locally designated sites. However, recommendations for improvements are set out in section 12 of this report. During 2004-2005 it is estimated that 0.65 ha of land comprising SSSI's and SINC's have been lost to development.

Renewable Energy

Information on renewable energy developments is not currently available, however, it is anticipated that improvements to data collection techniques can be implemented for future AMR's.

Section 1: INTRODUCTION

1.1 Legislative Requirement for Production of Annual Monitoring Reports

1.1.1   The Planning and Compulsory Purchase Act 2004 introduced a new system of development plans, which at local level requires local planning authorities to replace Unitary Development Plans (UDP's) (or local plans) with Local Development Frameworks (LDF's).

1.1.2   Paragraph 4.45 of Planning Policy Statement 12 (PPS12) states that the regular review and monitoring of development plans is a fundamental feature of the Government's 'plan, monitor and manage' approach to the new planning system. The introduction of mandatory Annual Monitoring Reports (AMR's) was thus brought about through the requirements of Regulation 48 of the Town and Country Planning (Local Development) (England) Regulations 2004. From 2005 it is a legal requirement for local authorities to produce an AMR each year, based on a period running from 1st April to 31st March. Each AMR must be submitted to the Secretary of State no later than the following 31st December.

1.1.3   AMR's are required to assess:
   (a)   the implementation of the Local Development Scheme (LDS); and
   (b)   the extent to which policies in the Local Development Documents are being achieved.

1.2 Herefordshire AMR 2005

1.2.1   The first AMR is likely to vary somewhat from those to be produced in subsequent years, as the LDF is in its early stages of preparation at this time. A Local Development Scheme has been completed, which lists the documents to be included in the LDF and a timetable for their production. Progress towards the implementation of this timetable can therefore be gauged. However, since no LDF policies are yet in place, this AMR is concerned with the assessment of policies contained in the emerging UDP.

1.2.2   Under the, now superseded, old planning system the Herefordshire Council has prepared its UDP. This document is now in its latter stages of preparation and it is expected that it will be formally adopted in 2006/7. The Council is committed to completing this Plan under legislation referred to as 'transitional arrangements'. Once adopted, the UDP will be saved for a three year period while the authority moves over to the new planning system of LDF's.

1.2.3   The emerging UDP policies (Revised Deposit Draft May 2004) are monitored in this Annual Monitoring Report rather than those contained in the adopted structure and local plans covering the County.   The housing and employment targets contained within the adopted plans covered the period up to 2001, in addition, some of the policies within the plans are no longer not consistent with national or regional guidance, therefore, there would be little benefit in assessing their implementation at this time. However, it is recognised that the UDP is not yet a statutory development plan. Nevertheless the policies do carry some weight and are being implemented to some degree. Subsequent AMR's will also be monitoring the 'saved' UDP policies

during the transition to the new LDF system, it would therefore be prudent to adopt a consistent approach to the preparation of AMR's from the outset.

1.3   Content and Format of this Annual Monitoring Report

1.3.1   In this AMR the aim has been to use, as far as possible, the guidance provided on the structure of such reports provided in the ODPM document 'Local Development Framework Monitoring: A Good Practice Guide'. The preferred method outlined follows the *objectives-policies-targets-indicators* approach used to monitor regional planning guidance (now Regional Spatial Strategies) and to apply this to LDF monitoring. This requires the setting out of clear objectives, policies, targets and indicators within LDF's to facilitate implementation, monitoring and review.

1.3.2   Although the objectives-policies-targets-indicators method is an approach that can readily be utilised in monitoring of forthcoming LDF documents, this first AMR has to be undertaken in the context of existing UDP policies, which are not set out in the ideal format for following this methodology. Consequently the AMR will utilise elements of the Revised Deposit UDP's Part II topic area aims and objectives to set out the objectives component of the report and use targets set out in policies or performance indicators where available.

1.3.3   In order to present a setting for subsequent information detailed in the report, a number of *contextual indicators* have been identified. These establish a profile for Herefordshire and provide a quantified description of the wider socio-economic, environmental and demographic background against which planning policies and strategies are operating.

1.3.4   The report follows broadly the thematic division of the chapters in the UDP. It is divided into core subjects such as housing, employment, retail etc, for which there is available data. Once the *objectives* of each topic area are identified, the appropriate policies linked to each of the objectives are set out.

1.3.5   Where the UDP policies express a specific requirement to be met, this is identified as a *target* within the report, against which progress can be measured. Where appropriate, national and regional targets are referred to, as well as local ones.

1.3.6   There are a number of instances where it is not possible to identify specific targets against which to measure how policies of the UDP are being implemented. This is because certain objectives do not lend themselves to target setting in the context of the UDP alone. In many cases the Plan is one means of helping to achieve wider social or environmental aims and the application of a specific target is neither appropriate nor informative.

1.3.7   The report sets out a number of *core* and *local indicators*. These are used to measure performance of policy aims against a target, or where there is no identified target; performance is measured against an objective. Each indicator is cross-referenced with those relevant policies of the UDP that are the key tools used to achieve the objectives and targets.

1.3.8   Throughout the report there are sections of analysis where appropriate, which interpret the monitoring results and provide additional comment on areas where data is lacking or where future monitoring could be enhanced to improve the measurement of policy implementation.

1.4 Limitations of the Annual Monitoring Report

1.4.1   Annual monitoring of various kinds is an essential and major undertaking for the Council. The number of topics that could potentially be monitored is almost unlimited in an ideal world. Nonetheless, the authority has a restricted resource base from which to undertake such exercises and accordingly, within the AMR, prioritisation has taken place over which elements of the UDP are to be monitored. Since several annual monitoring projects are already carried out in respect of land use planning matters, this AMR relies heavily upon these existing sources of information. In particular, statistics and facts on individual planning applications from the Council's IT system, together with results of annual housing, employment and retail monitoring studies (amongst others) make up the bulk of data used to compile this AMR.

1.4.2   Through the production of this report it has become apparent that there are deficiencies in the monitoring information currently gathered. Where such gaps in data are identified, the AMR sets out steps that could be taken to improve future data collection and provide a more comprehensive approach to the monitoring of the effectiveness of development plan policies. Some improvements may be possible to carry out in the short term and others may require a longer term approach due to a combination of the necessity for increased resource input that is currently available, altered IT or other work systems and staff training requirements.

2.1   Regional Context

2.1.1   The UDP has been prepared in the context of the West Midlands Regional Spatial Strategy (formerly Regional Planning Guidance – RPG11). The West Midlands Regional Spatial Strategy (RSS) is part of the national planning system. Its main purpose is to provide a long term land use and transport planning framework for the Region. It determines (amongst other things) the scale and distribution of housing and economic development across the Region, investment priorities for transport and sets out policies for enhancing the environment. Also incorporated into the RSS is the Regional Transport Strategy.

2.1.2   The RSS has statutory status and all local development plan documents (including LDF's) must conform to its principles, policies and proposals. The RSS was published in June 2004 by the ODPM. In approving the document, the Secretary of State identified a number of policy issues that need to be addressed in future revisions of the document. These revisions are now being brought forward on a multi-track basis. The first phase, focussing on a 'Black Country Sub-Regional Study' formally began in February 2005. Phase 2 is due to commence in November 2005 and will cover housing figures, employment land, transport and waste.

2.1.3   The Regional Economic Strategy produced in 1999 jointly by Advantage West Midlands (AWM) and the West Midlands Regional Assembly offers a 10 year vision for economic development, which is set within the overall framework of the RSS (formerly RPG11). The Strategy recognises the challenges and opportunities represented by areas such as Herefordshire and identifies actions such as workspace and infrastructure as key elements of local economic development.

2.1.4   Herefordshire's economic vulnerability is reflected in and recognised by its inclusion in a wide range of European, national and local funding and other initiatives. These include EU Objective 2, UK Government, Single Regeneration Budget and Countryside Agency's Market Towns Initiative and AWM Regeneration Zone and Rural Development Programme. The UDP's overall development strategy has been developed alongside the strategic approached being taken through Objective 2 and the Rural Regeneration Zone. Regeneration activity is to be concentrated in key locations with the greatest potential to create sustainable employment growth and maximise employment opportunities, to the benefit of the wider rural areas.

2.1.5   The Regional Housing Partnership and the West Midlands Regional Housing Board have worked together on a Regional Housing Strategy, which is currently undergoing preparation and is due to be produced in May 2005. It will cover the period 2005-2021. Two primary aims of the strategy are; to give confidence to developers that the West Midlands is committed to develop and support vibrant housing markets within the context of the Urban and Rural Renaissance policies of the RSS, and to develop sustainable housing and sustainable communities. Both the UDP and the Council's Housing Investment Strategy 2000/2003 have been developed against a background of joint working at Regional level, including the

Regional Housing Partnership, the Government Office for the West Midlands and Herefordshire Council's annual Regional Housing Statement.

2.2   Geography

2.2.1   Area of Herefordshire: 217,973 ha (square miles).

2.2.2   The main geographical feature of the County is the River Wye, which enters Herefordshire near the Welsh town of Hay-on-Wye, flows east to Hereford and then southwards, leaving the County at the Wye Gorge, downstream of Ross-on-Wye. Most parts of the County are drained by the Wye river system, although parts of the east and south east are in the Severn Valley and the north is drained by the River Teme, a tributary of the Severn.

2.2.3   The County's landscape is one of rolling hills and wide river valleys interspersed with small villages. The eastern border of the County with Worcestershire runs along the line of the Malvern Hills, which rise to over 400 metres above sea level. The Black Mountains in the south west of the County form another elevated area.

2.2.4   The City of Hereford is the major centre for civil and ecclesiastical administration, health, education and leisure facilities, shopping and employment. Five market towns surround the City at about 10-15 miles distant: Leominster to the north, Bromyard to the north east, Ledbury to the east, Ross-on-Wye to the south east and Kington to the west.

2.3   Population

2.3.1   Herefordshire has a total population of approximately 177,800 *(ONS Mid-Year Estimate 2004)*. At the time of the 2001 Census 52% of the population lived in Hereford City or one of the five market towns, with the remaining 48% residing in villages and hamlets scattered across the rural area. Herefordshire with one of the five lowest population densities is one of the most sparsely populated Counties in England.

2.3.2   The following table shows a breakdown of the County's population figures showing those living in Hereford and the market towns, based on the 2001 Census information.

Figure 1: Herefordshire's Urban Population

| Hereford	Leominster	Ross-on-Wye	Ledbury	Bromyard	Kington
54,850	11,100	10,100	8,850	4,150	2,600

(Source: 2001 Census)

2.3.3   The number of deaths per annum is currently about 1,900, whilst the annual number of births is lower at about 1,600. In 2002 Herefordshire's birth rate was about 1.6 children per woman, which is slightly below the rate for England and Wales of 1.65 and further below the West Midlands regional rate of 1.75. Despite these figures, due to high levels of inward migration, the population has grown by 10.3% between 1991 and 2003. This compares with the population of England and Wales, which has increased by 4% over the same period, and that of the West Midlands region, which has increased by 1.7%. *(Source: Herefordshire Economic Assessment 2005-2007)*

2.3.4   Herefordshire's population has an older age profile than that of England and Wales and of the West Midlands region. The County contains fewer people in the 0-30 age range and a larger proportion aged 49 or above, which stands at 25.6% in Herefordshire compared with 21.3% in the West Midlands and 20.9% in England and Wales. Only 17.6% of the population of Herefordshire are aged 14 or under compared with 18.9% in the West Midlands and 18.3% in England and Wales. In the 15-29 age group the County tends to lose these young people to other parts of the UK with greater opportunities for higher education and employment. Only 14.5% of Herefordshire's population fall into this age range, compared with 18.6% in the region and 18.8% nationally. *(Source: ONS 2003 Mid-Year Estimates)*

2.3.5   Migration figures obtained from patient movements recorded by the National Health Service over a five year period between July 1998 and June 2003 suggest that, in terms of net migration, Herefordshire gains about 65% of its net migrants from London and the south east area, another 23% come from the neighbouring counties of Worcestershire, Gloucestershire and Shropshire, with a further 12% from non-neighbouring parts of the West Midlands region and the remainder from other areas of England. On average, more people move from Herefordshire to Wales than vice versa. *(Source: Herefordshire Economic Assessment 2005-2007)*

Figure 2: Expected Population Change from 2003-2011 in Herefordshire (forecast) and England and Wales (projected)
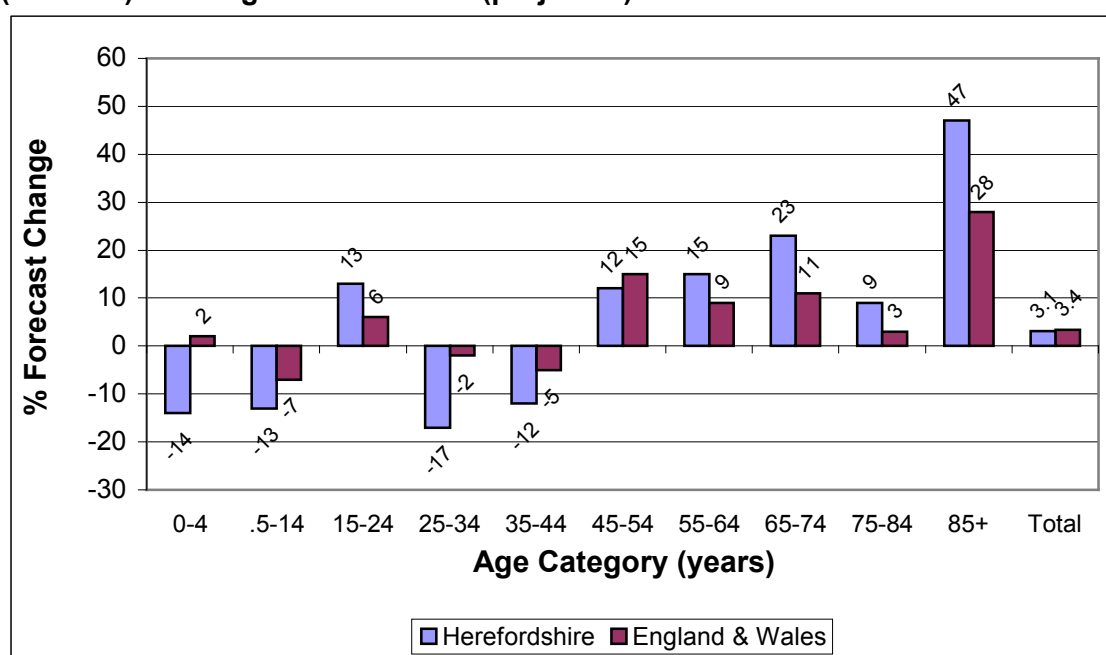
(*Source: GAD & Research Team, Herefordshire Council using ONS Mid-Year Estimates*)

2.3.6   The Herefordshire Council's Research Team produces population forecasts for the County, which take into account future housing provision anticipated through the UDP. The current forecasts (as at February 2005) are based on the 2002 mid-year estimate of population published by the Office for National Statistics (ONS), covering a period up to 2011. As a consequence of more restrictive planning policies, the rate of population growth in Herefordshire is expected to slow down over the period 2003-2011, in line with the projected growth for England and Wales at 3.4%. The County's population is expected to increase by around 5,600 between 2003 and 2011 to 182, 475 people.

2.3.7 The Herefordshire Economic Assessment report 2005-2007 includes a comparison made with the 2003-based Government Actuary's Department (GAD) population projections for the whole of England and Wales. Within a total increase in population across Herefordshire and England and Wales of 3%, the changes amongst the age groups are very different. In particular, it is anticipated that in Herefordshire the numbers of people over retirement age will increase at a significantly higher rate than in England and Wales. There are also significant differences in the rate of decline expected in the 0-4 and 25-34 age groups, with Herefordshire experiencing larger losses than the average. Figure 2 provides an overview of the expected population changes from 2003-2011.

2.4   Employment

2.4.1   The Labour Force Survey measures the number of residents in an area who are employed both within and outside the County. The number of Herefordshire residents in employment in 2003/2004 was 81,000. This comprised 78.6% of the population of working age, which is higher both than in the West Midlands region (73.4%) and nationally (also 74.3%), and also higher than most neighbouring counties. (*Source: Herefordshire Economic Assessment 2005-2007)*

2.4.2   The narrow economic base inherited from pre-industrial times largely persists in Herefordshire. Dependency on food production and processing, rural resource management, administrative services and tourism is still evident and a potential source of economic vulnerability, especially in the more remote areas. Hereford and the market towns have diversified to some extent into specialised manufacturing and service sectors.

2.4.3   Outside agriculture, more employment is in declining sectors and less in growth sectors than the national economy, partly reflecting the prevalence of small-scale farming. The business size profile is characterised by a few large employers, mainly in the food processing sector, very few medium sized enterprises and a great number of small firms.

2.4.4   Figure 3 shows a breakdown of employment by sector using Annual Business Inquiry (ABI) data, the latest for which was 2003, released in 2004. Due to the way that this data is collected the table excludes information on agriculture, fishing and the self-employed sectors. The wholesale, retail and repair trades sector employs the most people in Herefordshire (20% of all employees, followed by manufacturing (19%) and health and social work (14%). These three sectors account for 53% of employees. This pattern is broadly similar to that in the West Midlands region, which used to employ most people in manufacturing, but which recently changed.

2.4.5   As previously stated, the data collected in the ABI underestimates the number of employees working in the agriculture and fishing sector and also does not include self-employed people. However, the Census does provide information on such sectors, though data is only available every ten years. A breakdown of employment by sector is shown in Figure 4 from the 2001 Census data.

2.4.6   Statistics collected for the purposes of the Herefordshire Economic Assessment 2005-2007 show that unemployment rates in Herefordshire are much lower then regionally and nationally and have been falling steadily over the last five years in line with regional and national trends.

Figure 3: Employment by Sector (excluding agriculture)

Industry	Herefordshire		West Midlands	England & Wales
	No.	%	%	%
Electricity, Gas & Water Supply (primary)	138	0.2	0.5	0.5
Mining & Quarrying (primary)	86	0.1	0.1	0.2
Manufacturing Industries	12,108	18.8	18.1	12.7
Construction	3,828	6.0	4.4	4.5
Transport, Storage & Communications (Distribution, Transport etc.)	2,382	3.7	5.6	6.0
Wholesale, Retail & Repair Trades (Distribution, Transport etc.)	13,023	20.3	18.2	18.0
Hotels & Restaurants (Distribution, Transport etc.)	5,262	8.2	5.8	6.9
Real Estate, Renting & Other Business Activities (business & other services)	6,738	10.5	13.5	15.7
Financial Intermediation (business & other services)	820	1.3	3.1	4.2
Other Community, Social & Personal Service Activities (business & other services)	3,278	5.1	4.8	5.2
Education (public sector)	5,167	8.0	9.7	9.1
Health & Social Work (public sector)	8,705	13.5	11.0	11.5
Public Administration & Defence (public sector)	2,743	4.3	5.1	5.5

(Source: ABI 2003 full & part-time employees)

2.4.7 Further data from the Herefordshire Economic Assessment 2005-2007 indicates that Herefordshire has lower earnings than regional and national averages and most neighbouring counties. The average annual wage in Herefordshire is over £4,000 lower than the national figure. In addition, employees in the County work longer hours than their regional and national counterparts.

Figure 4: Employment by Sector (full & part-time employees)

Industry	Herefordshire		West Midlands	England & Wales
	No.	%	%	%
Agriculture, Hunting, Forestry, Fishing	5,445	7	2	2
Electricity, Gas & Water Supply (primary)	367	0.5	0.9	0.7
Mining & Quarrying (primary)	198	0.2	0.1	0.3
Manufacturing Industries	14,158	17	21	15
Construction	6,239	8	7	7
Transport, Storage & Communications (Distribution, Transport etc.)	3,811	5	6	7
Wholesale, Retail & Repair Trades (Distribution, Transport etc.)	14,921	18	17	17
Hotels & Restaurants (Distribution, Transport etc.)	3,867	5	5	5
Real Estate, Renting & Other Business Activities (business & other services)	7,698	9	11	13
Financial Intermediation (business & other services)	1,577	2	3	5
Other Community, Social & Personal Service Activities (business & other services)	3,508	4	4	5
Education (public sector)	6,027	7	8	8
Health & Social Work (public sector)	9,421	12	11	11
Public Administration & Defence (public sector)	4,052	5	5	6

(Source: Census 2001 & Herefordshire Economic Assessment 2005-2007)

2.5   Housing

2.5.1   The 2001 Census classified housing tenure into four categories: owned outright, buying, rented privately and rented from local authority/housing association. Figure 5 shows the percentage of households with different types of tenure in the County as compared to the region and to England and Wales. Herefordshire has a higher proportion of houses which are owned outright – this would be expected to follow from the County's age distribution, with its higher than average number of older people (particularly the over 60's) who are likely to have paid off a mortgage.

2.5.2   The proportion of socially rented properties in Herefordshire is lower than the average. Since November 2003 when the Council transferred its housing stock, all the socially rented units are rented from Registered Social Landlords (RSL's) (housing associations). Although 26 RSL's have a presence in the County it is primarily 6 RSL's who between them own the bulk of Herefordshire's social housing. Most social housing is found in Hereford and the market towns, but four rural parishes (Colwall, Kingstone, Credenhill and Weobley) had over 100 units of social housing (in 2001) and 51 parishes has 20 units or more. *(Source: Herefordshire Economic Assessment 2005-2007)*

2.5.3   The Herefordshire Economic Assessment 2005-2007 contains data on housing affordability, obtained from a variety of sources. Within the West Midlands region, the house price to income ratios have worsened significantly since the previous year's figures for 2002. Herefordshire continues to have one of the worst affordability ratios out of all 34 regional authorities, with only South Shropshire and Wychavon coming out as less affordable locations for house buying.

Figure 5: Housing Tenure

Tenure	Herefordshire	West Midlands Region	England & Wales
Owned outright	36%	30%	29%
Owned with a mortgage or loan	35%	39%	39%
Shared ownership (i.e. part rent / part mortgage)	0.86%	0.67%	0.64%
Socially rented from a Housing Association or from the Council	15%	21%	19%
Privately rented or 'other' (includes tied homes)	13%	10%	12%

(Source: 2001 Census)

2.5.4   The distribution of Council Tax Bands varies widely across the County. Most Band A and B properties are found in Hereford and the market towns, whereas the figure drops to only 26% in other parishes. Figure 6 illustrates the variations.

Figure 6: Distribution of Council Tax Bands in Herefordshire
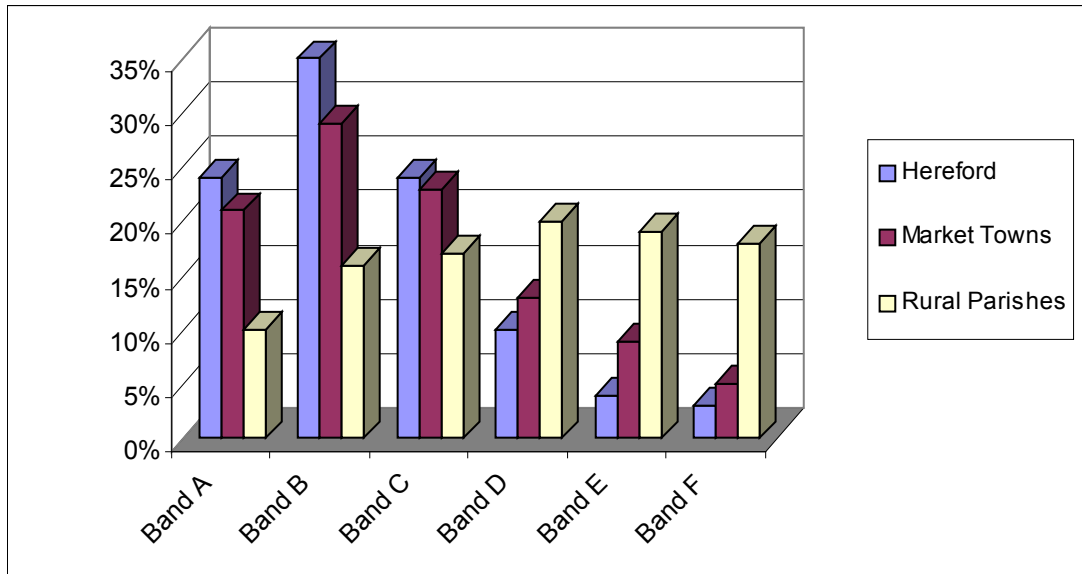
(Source: Herefordshire Council 2004)

2.6 Skills

2.6.1 Figure 7 and 8 provide data on levels of literacy and numeracy in Herefordshire compared with regional and national statistics. The results are grouped into low, lower and very low. These categorisations are those used by the Basic Skills Agency. 'Low' means on the borderline of functional literacy and numeracy. Those falling within this category may need little, if any instruction to reach the national average. 'Lower' denotes those who have some skills, although these may be weak. This group of adults may have difficulties in coping with at least some of the everyday literacy and numeracy requirements. 'Very Low' – most adults in this group need intensive instruction to bring them up to the basic level.

2.5.2 In Herefordshire the five wards with the highest levels of poor numeracy are Belmont (42%), St. Martins (35.3%), Leominster North (30.2%), Hinton (29.6%) and Holmer (28.6%). *(Source: Herefordshire Economic Assessment 2005-2007)*

Figure 7: Estimated Numeracy Levels Locally, Regionally and Nationally

	Low %	Lower %	Very Low %	Total %
Herefordshire	10.3	7.5	6.0	23.8
West Midlands	13.7	8.6	7.4	29.7
England	12.0	7.0	5.0	24.0

(Source: Basic Skills Agency 2001)

2.6.3 In Herefordshire the five areas with the highest levels of poor literacy are Belmont (36%), Merbach and Castle (both 35%), St. Martins (32.5%) and Golden Cross (31.7%). According to the West Midlands Household Survey 2002, 93% of respondents in Herefordshire have neither a numeracy nor a literacy deficiency. This compares favourably with the average for the region, which was 89%. *(Source: Herefordshire Economic Assessment 2005-2007)*

Figure 8: Estimated Literacy Levels Locally, Regionally and Nationally

	Low %	Lower %	Very Low %	Total %
Herefordshire	17.7	3.5	4.2	25.5
West Midlands	15.8	5.9	6.1	27.9
England	15.0	5.0	4.0	24.0

(Source: Basic Skills Agency 2001)

2.7   Deprivation

2.7.1   The Office of the Deputy Prime Minister produced an Index of Multiple Deprivation in 2004. This combines data for several indices of deprivation; income, employment, education, health, access to suitable housing, geographical isolation, living environment and crime.

2.7.2   There are deprivation hotspots in Hereford (City Centre and the South Wye area south of the river) and Leominster (Ridgemoor area) where these locations fall into the 25% most deprived areas in England.

2.7.3   Nine areas in Herefordshire fall within the 25% most deprived in England for employment; six of these are in Hereford, two in Leominster and one in Bromyard. In terms of income, ten areas of the County fall within the 25% most deprived nationally, with two areas also in the 10 % most deprived. Eight of these areas are in Hereford City, one in Bromyard and one in Leominster. A large proportion of rural Herefordshire is very deprived in terms of geographical access to services. *(Source: Herefordshire Economic Assessment 2005-2007)*

2.8   Environment

2.8.1   Herefordshire contains a wealth of listed buildings, registered parks and gardens, scheduled ancient monuments and conservation areas. These add to the special built quality and environmental character of many areas of the County and their protection and enhancement is recognised as an important ingredient for economic and neighbourhood renewal. Figure 9 provides a breakdown of the numbers of such designated areas.

Figure 9: Herefordshire's Built Environment – Designated Areas

Listed Buildings (Grades I, II & III)	Registered Parks & Gardens	Scheduled Ancient Monuments	Conservation Areas
5,866	19	262	64

(Source: English Heritage & Herefordshire Council)

2.8.2   Herefordshire is considered to be the West Midlands' most rural county and boasts a quality of landscape that is nationally acclaimed. Herefordshire has two landscape areas of national significance, the Wye Valley and Malvern Hills Areas of Outstanding Natural Beauty. Both are situated in the eastern parts of the County and both are supported by management plans, which seek to conserve landscape character through various forms of land management. The UDP, through its policies, looks to complement the management plans, reconcile development needs and

visitor pressure with the conservation of the AONB's landscape and natural resources, and restore vulnerable and degraded landscapes when opportunities arise.

2.8.3   The UDP's policies have been informed by a systematic assessment of landscape character, rather than reliance on local designations to give added protection to important areas of landscape not covered by national designations. The countywide Landscape Character Assessment undertaken by Herefordshire Council will be instrumental in the determination of development proposals. Policies ensure that development proposals throughout the County will need to clearly demonstrate that their design and layout incorporate opportunities to conserve, restore and enhance distinctive landscape character and, where necessary and appropriate, any prominent landscape features. Proposals must also pursue environmental and maintenance arrangements to ensure environmental benefits are maintained over time.

2.8.4   The County is host to many important habitats and species. The importance of the nature conservation and geological resources is reflected in the number and variety of international, national, and local designated sites. Figure 10 identifies the types and numbers of such designations across Herefordshire.

2.8.5   In addition to the aforementioned sites, Herefordshire also contains areas of archaeological importance. It is recognised that archaeological remains are a valuable but fragile part of our heritage; once destroyed they can never be replaced. Maintaining this resource is an important part of the Council's commitment to conservation. The UDP's policies aim to protect and enhance archaeological sites and their wider settings. In addition to a large number of nationally designated Scheduled Ancient Monuments, the County also contains non-scheduled but nationally important archaeological sites and those of regional and local importance. Such areas are afforded protection through UDP policies.

Figure 10: Conservation Designations in Herefordshire

Candidate Special Areas of Conservation (CSAC's)	Sites of Special Scientific Importance (SSSI's)	National Nature Reserves (NNR's)	Special Wildlife Sites SWS's)	Local Nature Reserves (LNR's)	Regionally Important Geological Sites (RIGS)
4	75	3	750	8	40

(Source: Herefordshire Council)

2.8.6   The archaeological importance of Hereford city centre was recognised by the designation in 1983 of a large part of the central area as an Area of Archaeological Importance (AAI). Designation confers on developers and their agents the duty of giving prior notification of new proposals to Herefordshire Council, which has a statutory right to enter the site to make records concerning all development.

3.1 Progress of Local Development Scheme

3.1.1   The Council's first Local Development Scheme (LDS) became operative from January 2005. The Scheme reflects the fact that resources during the reporting period were focussed on the UDP, which is being completed under the transitional arrangements established by the 2004 Act. In particular, the UDP Public Inquiry ran from February to July 2005. With this in mind, the Scheme does not include any proposals for work to commence on Local Development Documents during the reporting period. It is expected that the Inspector's Report will be received during the first half of 2006 and this is likely to lead to Proposed Modifications to the Plan being published later that year.

3.1.2   The position with the UDP timetable and the need to continue to commit significant resources to its completion during 2006/7 is one of the factors leading to the need to update the Local Development Scheme. Other considerations are:

❑ The implications of the proposed Phase 2 Partial Review of the Regional Spatial Strategy. This phase of the Partial Review is proposed to incorporate a number of significant aspects, including a re-examination of regional housing needs and requirements. It is likely that this will have significant implications for the development of the Council's Core Strategy, in terms of both timing and policy content. In addition, the Council as a strategic authority has a role under the 2004 Act in the provision of advice to the Regional Planning Body, and this will have resource implications during Spring 2006.

❑ The need to reflect within the Local Development Scheme proposals to develop Supplementary Planning Documents for key UDP proposals sites and to provide suitable guidance on other issues such as planning obligations.

❑ The need to update the Scheme to reflect the developing position with regard to Parish Plans in the County.

3.1.3   With these factors in mind a revised Local Development Scheme is being prepared and is intended to be operative from January 2006.

Objective H(1)

To fulfil the requirements for additional dwellings to satisfy local household growth, including those needing affordable housing, as well as migration into Herefordshire, collectively forming the allocation set out in Regional Planning Guidance (RPG11).

4.1   Objective H(1)

4.1.1   UDP Policies relating to Objective H(1)
   S3   Housing (strategic policy setting out the housing provision figures and general aims and objectives of housing policies)
   H2   Hereford & the market towns: housing land allocations
   H5   Main villages: housing land allocations
   H6   Housing in smaller settlements
   H9   Affordable housing
   H10   Rural exception housing

4.1.2   Target H(1)
Meet UDP requirement of 11,700 dwellings to be provided within the period 1996-2011.

4.1.3   Core Indicators H(1)
Housing trajectory showing;
-      net additional dwellings since the start of the UDP period (1996)
-      net additional dwellings for the current year
-      projected net additional dwellings over a 10 year period from anticipated UDP adoption
-      the annual net additional dwelling requirement
-      annual average number of net additional dwellings needed to meet overall housing requirements, having regard to performance in previous years.

4.1.4   A large amount of information is already collected on an annual basis on housing land availability and other features of housing supply and characteristics of new residential development. Each year a Housing Land Study report is prepared by the Forward Planning Team. These provide important aids in the monitoring of Regional Planning Guidance (and now the Regional Spatial Strategy) requirements and help in the formulation of assumptions for the emerging development plan documents. The data available through the Housing Land Studies has been used to collect information for this AMR and will continue to be a valuable information source in the future.

4.1.5   There have been 7,345 net additional dwellings (completions) since the start of the UDP period in 1996. This figure includes 120 dwellings transferred from MOD housing stock in Credenhill in 1998. During this reporting period (2004-2005) there have been 587 net additional dwellings completed.

4.1.6   Figure 11 shows the housing trajectory as at the beginning of April 2005. It shows the actual housing completions that have taken place during the UDP period between beginning of April 1996 and end of March 2005. The graph also shows the anticipated completion rate for the period 2001-2016. For the period 2001-2011 this rate is based upon the Revised Deposit Draft UDP (May 2004) while for the period 2011-2016 the rate shown is based upon annual average rate of housing provision for Herefordshire as set out in Table 1 of the Regional Spatial Strategy (RPG11, June 2004).

4.1.7   The graph shows that the rate of housing completions in recent years has been below that required to achieve UDP housing targets, however, this is largely due to the delay in releasing a number of larger housing allocations included within the UDP and subject to objection. The adoption of the UDP will facilitate their release and should result in an increase in the rate of housing completions in the County.

Figure 11: Housing Trajectory 1996-2016
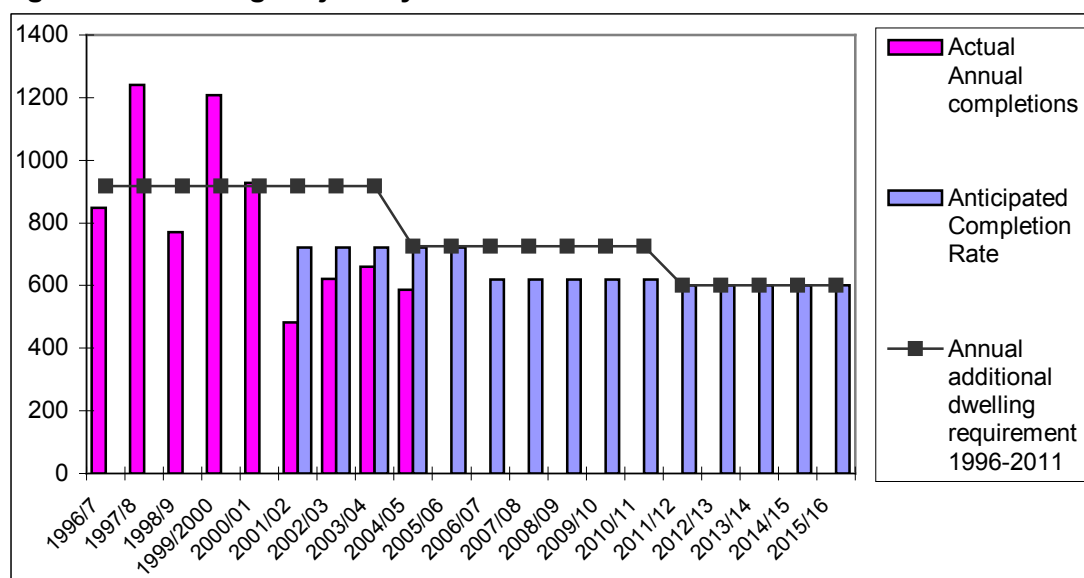
(Source: Herefordshire Council 2005)

Objective H(2)

To promote the re-use of previously developed land and buildings for housing purposes, in preference to the use of greenfield land.

4.2   Objective H(2)

4.2.1   <u>UDP Policies relating to Objective H(2)</u>
   S3   Housing (strategic policy setting out the housing provision figures and general aims and objectives of housing policies)
   H2   Hereford & the market towns: housing land allocations
   H5   Main villages: housing land allocations
   H6   Housing in smaller settlements
   H8   Agricultural & forestry dwellings and dwellings associated with rural businesses
   H14   Re-using previously developed land and buildings

4.2.2 Targets H(2)

There is a UDP target to aim to achieve approximately 6,100 new dwellings on previously developed, under-used and vacant land and buildings over the Plan period. In addition there is a national target to achieve 60% of new housing on previously developed land by 2008 (PPG3) and a regional target of 68% for the period 2001-2021 (RPG 11, June 2004 Table 3).

4.2.3 Core Indicator H(2)

The percentage of new and converted dwellings on previously developed land.

4.2.4 Figure 12 provides a breakdown of this year's housing completions, indicating those on previously developed land. It shows that the proportion of new dwellings built on previously developed land is higher than that required by national targets (60% of new housing on previously developed land).

**Figure 12: Housing Completions (04/05)**

	Actual Completions	**Proportion of Total**
Former Residential	202	34%
Former Employment	93	16%
Other Brownfield	130	22%
Total Previously developed	**425**	**72%**
Greenfield	*162*	*28%*
Total Completions	**587**	**100%**

(Source: Herefordshire Council Housing Land Study 2005)

4.2.5 Local Indicator H(2)

The annual percentage of total completions occurring on previously developed land since the commencement of the UDP period (1996).

Figure 13: Percentage of Completions on Previously Developed Land (1996-2005)
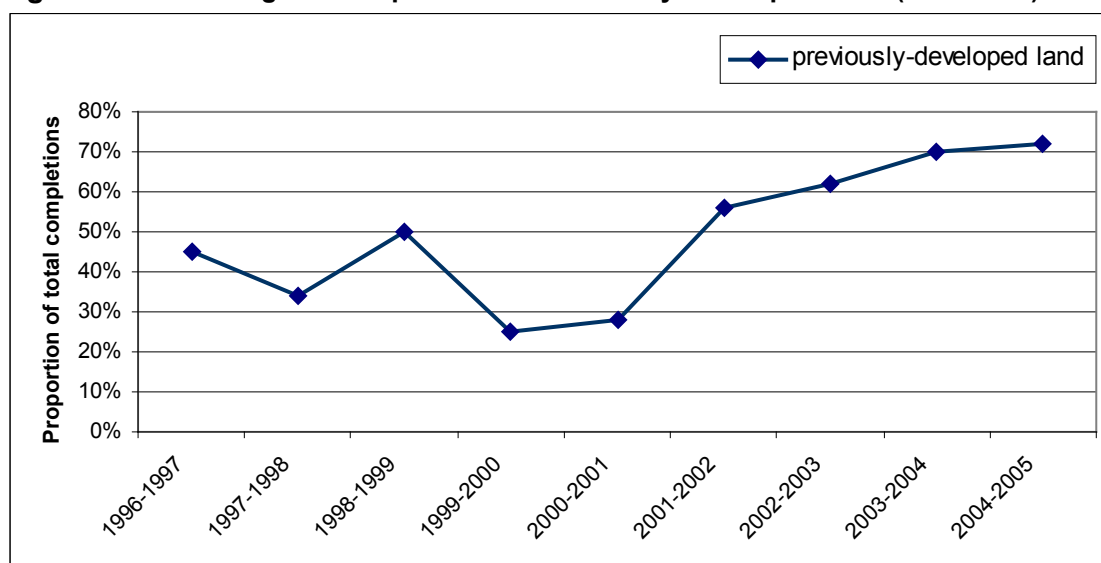
(Source: Housing Land Study 2005)

4.2.6 Figure 13 shows that although the growth in the proportion of dwellings completed on previously developed land has increased significantly since 1996, it

has not always been consistent. The rapid development of significant greenfield housing sites in Hereford and Ledbury resulted in the decline in the percentage of housing built on previously developed land between 1999 and 2001. There has been a gradual and consistent increase in the percentage of housing built on previously developed land since 2001 and the Council is now exceeding the Government's target and, for the last two years, has achieved the Regional target.

Objective H(3)

To promote the more efficient use of land for residential developments.

4.3   Objective H(3)

4.3.1   UDP Policies relating to Objective H(3)

      S3   Housing (strategic policy setting out the housing provision figures and general aims and objectives of housing policies)
      H2   Hereford & the market towns: housing land allocations
      H5   Main villages: housing land allocations
      H6   Housing in smaller settlements
      H13   Sustainable residential design
      H15   Density

4.3.2   Targets H(3)
The UDP, in policy H15, provides the following guideline for minimum new site densities for sites of 1 ha or over in Hereford and the market towns:
- Town centre and adjacent sites, at least 50 dwellings per hectare;
- Other sites, at least 30 dwellings per hectare.

4.3.3   Core Indicator H(3)
The percentage of new dwellings completed at:
(i)   less than 30 dwellings per hectare;
(ii)   between 30 and 50 dwellings per hectare; and
(iii)   above 50 dwellings per hectare

4.3.4   PPG3 requires local authorities to avoid the inefficient use of land. The monitoring of densities of new developments can help the review and refinement of relevant policies or build up a picture of what is being achieved in order to develop future policies.

4.3.5   Figure 14 sets out the average density of completions for development in all areas across the County over the reporting year. However, in respect of the target set in policy H15, there have only been 19 dwellings completed over the reporting period on sites over 1 ha in the urban areas of Hereford and the market towns. These were built at an average density of 36.9 per hectare, thus meaning that the UDP target is being achieved. There were no completions on sites of over 1 hectare in size in any of the County's town centres during 2004/5.

Figure 14: Density of Completions (04-05)

	Number	Proportion of Total
Less than 30 dwellings/ha	258	44%
30-50 dwellings/ha	135	23%
Over 50 dwellings/ha	194	33%
Total	**578**	**100%**

(Source: Herefordshire Council Housing Land Study 2005)

Objective H(4)

To fulfil the needs for additional affordable dwellings in the County.

4.4   Objective H(4)

4.4.1   UDP Policies relating to Objective H(4)

S3   Housing (strategic policy setting out the housing provision figures and general aims and objectives of housing policies)
H2   Hereford & the market towns: housing land allocations
H5   Main villages: housing land allocations
H6   Housing in smaller settlements
H9   Affordable dwellings
H10   Rural Exception housing

4.4.2   Target H(4)
The UDP, in strategic housing policy S3, sets an approximate figure of 2,300 affordable dwellings to be provided within the County over the Plan period.

4.4.3   Core Indicator H(4)
The number of affordable housing completions during the reporting period.

4.4.4   Figure 15 sets out the 2004/5 affordable housing completions broken down in to housing association/local authority dwellings and low cost private homes. In order to gain a clearer understanding of overall UDP affordable housing provision in relation to the target, it is necessary to ascertain the numbers of affordable housing completions that have occurred since the start of the Plan period. The Herefordshire Council's Housing Land Studies indicate that between 1996 and 2004/5, 847 affordable homes have been completed. Therefore at the current average rate of 91.4 completions per year, the UDP target will not be met by 2011. However, it must be recognised that the UDP has not yet been adopted and there remain outstanding objections to the affordable housing policies of the Plan. Therefore the UDP's affordable housing policies are not yet being fully implemented. It is anticipated that post adoption, the number of affordable housing schemes coming forward each year will increase. However, the provision of affordable housing in both urban and rural areas of the County is an issue of concern and will be subject to continued monitoring.

Figure 15: Affordable Housing Completions (04-05)

	Number
Housing Association/Local Authority	62
Affordable Low Cost Private	8
Total	**70**

(Source: Herefordshire Council Housing Land Study 2005)

4.4.5   The national 'Right to Buy' policy has had an effect on affordable housing numbers in the years since local government reorganisation in 1998. Figure 16 covers available information over the past five year period and shows that the total losses of affordable homes amounts to 668, with total gains standing at 389. This equates to a net loss of 279 affordable homes in five years (2000-2005), averaging out at a loss of 56 affordable homes per year.

Figure 16: Affordable Homes – Losses and Gains 2000-2005

	00-01	.01-02	.02-03	.03-04	.04-05
Losses	157	154	150	160	47
Gains	93	66	96	83	51
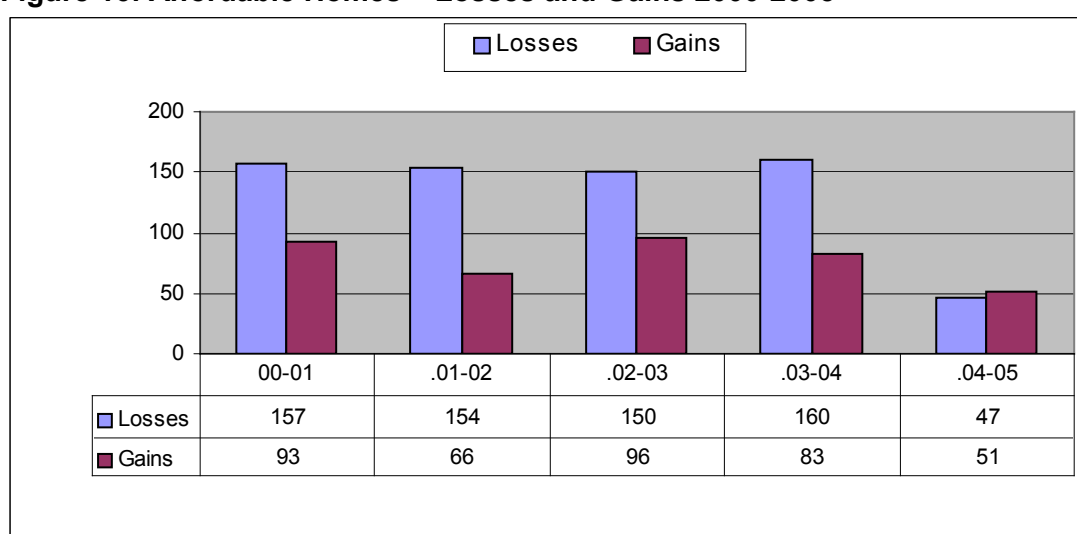
(Source: Housing Strategy Statistical Appendix 2003/04, HFR 2002/03, Strategic Housing Finance Officer and RSL's)

Note:
LA/Stock Transfer Company losses in 02/03 include demolition of 15 properties.
RSL gains include both rented and shared ownership properties.

Objective H(5)

To promote a sustainable pattern of development by ensuring that sufficient new housing is made available in sustainable locations primarily within urban areas and the larger rural settlements.

4.5   Objective H(5)

4.5.1   UDP Policies relating to Objective H(5)
   S3   Housing (strategic policy setting out the housing provision figures and general aims and objectives of housing policies)
   H1   Hereford & the market towns: settlement boundaries & established residential areas

H2   Hereford & the market towns: housing land allocations
H4   Main villages: settlement boundaries
H5   Main villages: housing land allocations
H6   Housing in smaller settlements
H7   Housing in the countryside outside settlements

4.5.2   Target H(5)

Most housing provision (57%) will be concentrated in Hereford and the market towns, then a lesser amount (26%) in the more sustainable main villages, with the third tier of the housing strategy catering for rural housing needs (17%) (policy S3).

4.5.3   Local Indicator H(5)

The numbers and proportion of housing completions since 1996 in the various locations set out in the UDP settlement strategy.

4.5.4   Figure 17 provides data on the numbers and proportion of residential completions since the beginning of the UDP period (1996) up to the current reporting period. This indicates whether the distribution of new housing thus far is commensurate with the targets as set out in strategic policy S3 of the Plan.

4.5.5   The table in Figure 17 shows that over the first 9 years of the UDP period, the distribution of housing completions is close to that anticipated in policy S3 for the whole of the 15 year Plan period. Housing completions in Hereford and the market towns are 4% lower than the target, with slightly higher proportions being completed in the main villages and the wider rural area. Since all residential land allocations in the UDP are within Hereford, the market towns and main villages, it is anticipated that once the UDP is adopted the proportions of completions will become closer to the targets set out in policy S3. The first 9 years of the Plan period have seen planning permissions granted primarily in accordance with the policies of the existing adopted structure and district local plans covering Herefordshire, rather than the UDP. Subsequent monitoring will be able to assess more accurately how effectively UDP policies are being implemented and whether the targets and objectives of the Plan are being achieved.

Figure 17: Completions (1996-2005) based on the UDP Settlement Strategy

Location	Actual Completions 1996-2005	Percentage of Total Completions	1996-2011 UDP Target (Policy S3)
Hereford City	**1,719**	**23%**	----
Leominster	447	6%	----
Ross-on-Wye	361	5%	----
Ledbury	953	13%	----
Bromyard	337	4.5%	----
Kington	109	1.5%	----
Market Towns Total	**2,207**	**30%**	----
Combined Hereford City & Market Town	**3,926**	**53%**	**57%**
Main Villages Total	**2,053**	**28%**	**26%**
Smaller Settlements	**491**	**7%**	----
Other Rural Areas	**875**	**12%**	----

Combined Smaller Settlements & Other Rural Areas	**1,336**	**19%**	**17%**
County Total	**7,345**	**100%**	**100%**

(Source: Herefordshire Council Housing Land Studies)

4.6   Shortfalls In Housing Information.

4.6.1   There are various improvements that could be made to improve the efficiency of data collection and thereby improve the assessment of development plan policies. Steps have been identified which should help to resolve the issue in the medium term, depending to some extent upon the availability of resources. An update on this matter will be provided in subsequent AMR's.

Objective E(1)

To ensure a balance of employment opportunities throughout the County, through the provision of a portfolio of employment sites to reflect the differing development needs of businesses and to give a choice in terms of size, location, quality and Use Class.

5.1 Objective E(1)

5.1.1   UDP Policies relating to Objective E(1)
Although most policies in the employment chapter of the UDP could be said to contribute to the achievement of this overarching objective, the following polices are considered to be those most relevant:

- S4   Employment
- E1   Rotherwas Industrial Estate
- E2   Moreton-on-Lugg Depot
- E3   Other employment land allocations
- E7   Other employment proposals within and around Hereford & the Market Towns
- E10   Employment proposals within or adjacent to main villages
- E11   Employment proposals in the smaller settlements & open countryside

5.1.2   Target E(1)
Provide 150 ha of land for Part B employment development in a range of locations throughout the County.

5.1.3   Core Indicators E(1)
(i)   the amount of land developed for employment by type;
(ii)   the amount of land developed for employment, by type, which is in development and/or regeneration areas defined in the development plan; and
(iii)   employment land supply by type.

5.1.4   A regular assessment of the availability of employment land in the County is already undertaken by the Forward Planning Team, in conjunction with the Council's Economic Development Section, and reported annually as part of the West Midlands Regional Employment Land Study. The data contained in these studies is used as a source of information for this report.

5.1.5   Figure 18 shows the amount of land developed for employment use in the monitoring period 2004-2005, and also provides a breakdown by use class type. The total area of employment land provision is 6.53 ha, distributed over 18 different sites. This is comparable with the previous monitoring year and is higher than the annual average of 5.19 ha per annum (calculated over the past 19 years).

5.1.6   New development over the monitoring period has included a commercial laundry in Ross-on-Wye and further extensions to premises at Kingspan Insulation Ltd, Pembridge. In Hereford, principal developments have included Hereford Forklift

Trucks at Rotherwas Industrial Estate and new commercial/industrial units at Holmer Trade Park.

Figure 18: Employment Completions 2004-2005 by Type

	B1a	B1c	B2	B8	Other employment uses	TOTAL
Floorspace of Completions 2004-2005	2,216m^2	7,129m^2	5,107m^2	10,404m^2	1,131m^2	24,856m^2 (6.53 ha)

(Source: Herefordshire Employment Land Study 2005)

5.1.7   Local Indicators E(1)
The following local indicators can provide some additional background data that is useful when assessing the way that employment developments have taken place across the County historically and can also be used in the future to compare trends and changes over the later phases of the UDP period.
(i)   Employment completions 1986-2005;
(ii)   Geographical distribution of employment land completions.
(iii)   Current supply of employment land (not by type).

5.1.8   Figure 19 traces the rate of employment completions since the mid-1980's when monitoring commenced. Although it is difficult to explain the fluctuations in the overall rate, it appears that the nature of employment development in Herefordshire is cyclical.

Figure 19: Completions of Employment Land 1986-2005
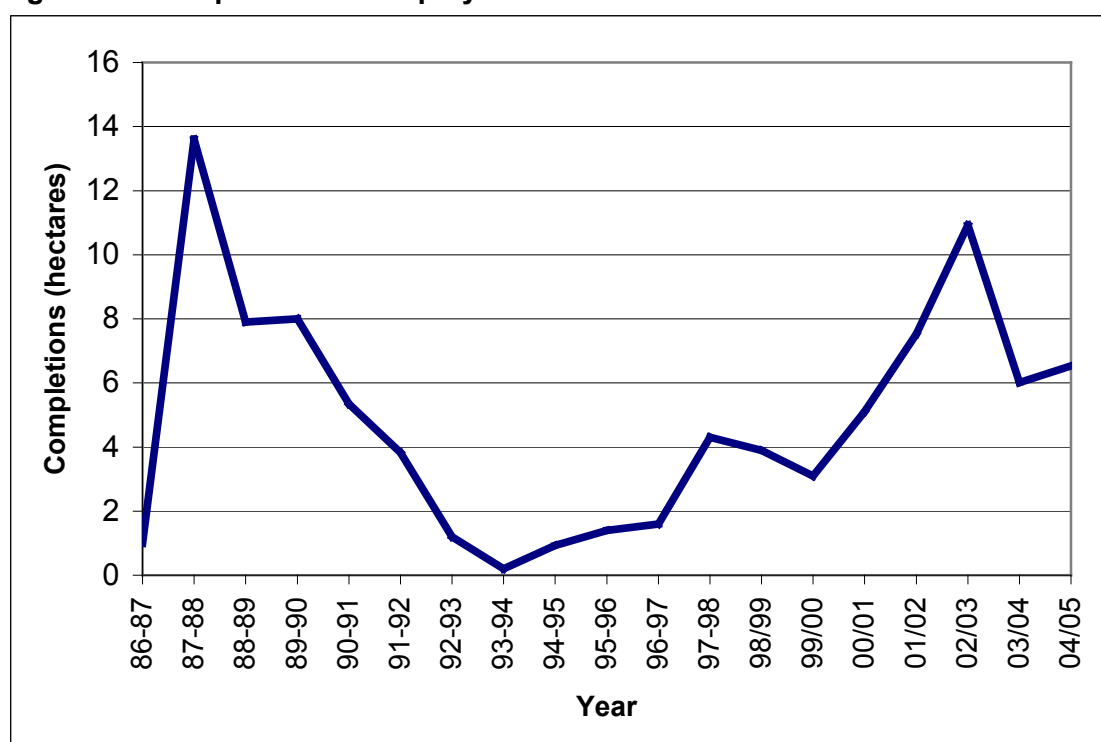
(Source: Herefordshire Employment Land Study 2005)

5.1.9   Records of the distribution of completions across the County indicate that there is a concentration of development in Hereford and a broad distribution across the wider rural area. Figure 20 provides illustrates this distribution.

Figure 20: Geographical Distribution of Employment Land Completions
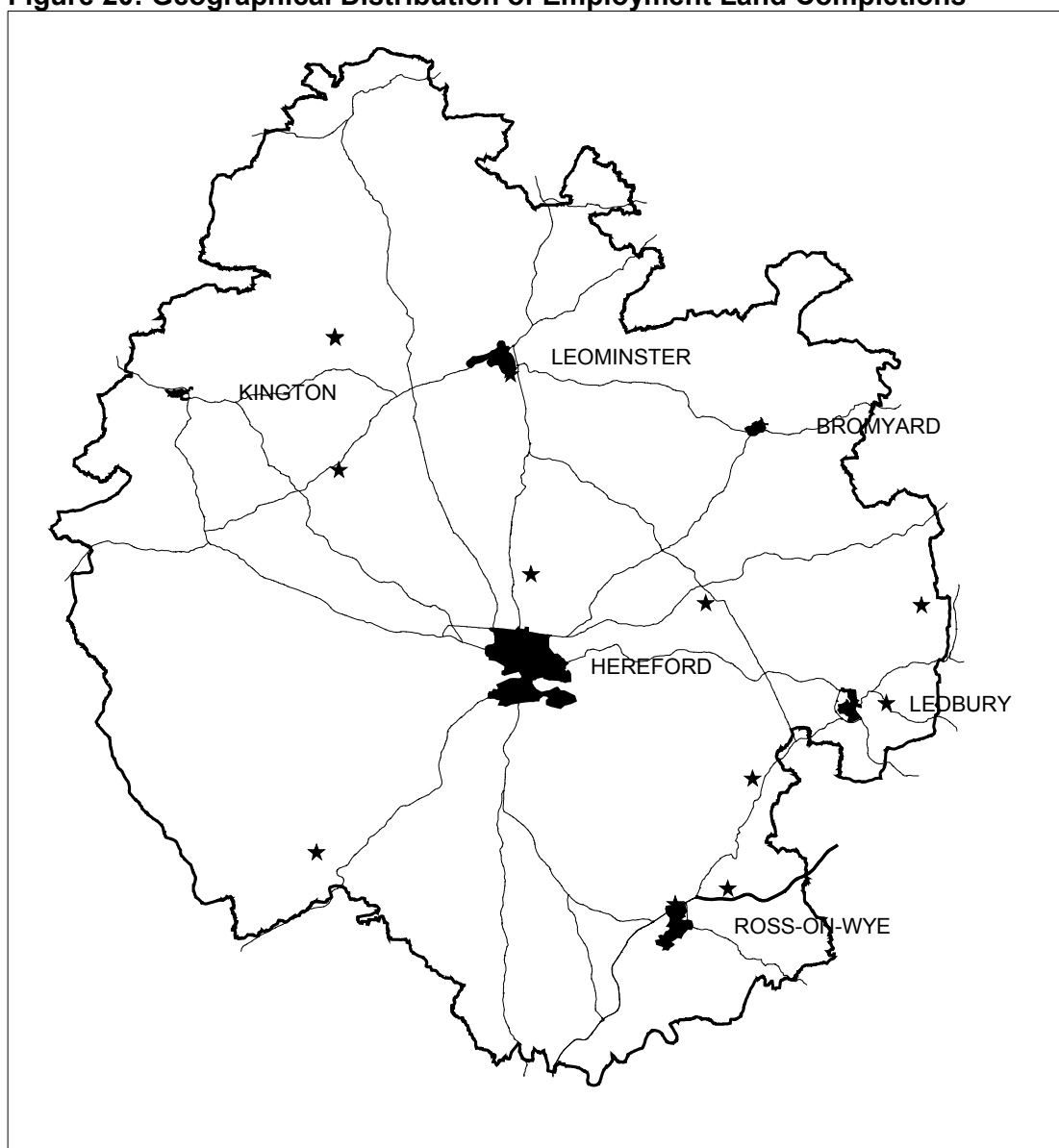
Reproduced from Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. LA09069L

★   Completed Employment Site   A-roads

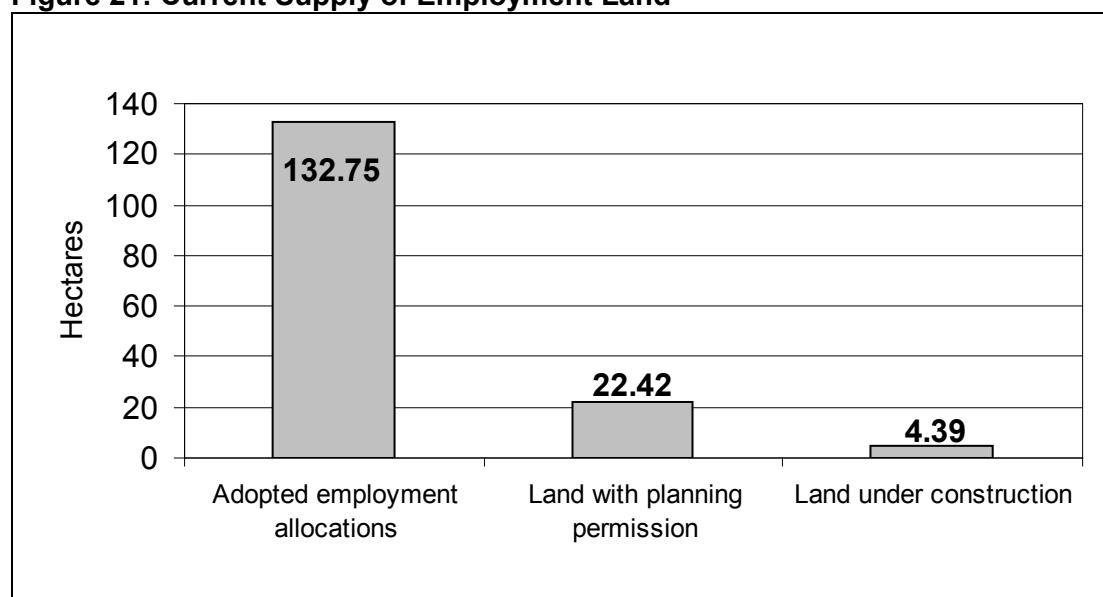*(Source: Herefordshire Employment Land Study 2005)*

5.1.10 The Plan's overall development strategy has been developed alongside the strategic approaches being undertaken through Objective 2 and the Rural Regeneration Zone. Through these programmes, regeneration activity will be concentrated in key locations with the greatest potential to create sustainable employment growth and maximise employment opportunities, to the benefit of the wider rural areas. There have been a total of 5.14 ha (83%) of completions in the Rural Regeneration Zone (RRZ) as identified in RPG11 (the RRZ covers most of the County, apart from the urban area of Hereford).

5.1.11 It is unlikely that, at current rates of completions, the target of 150 ha of employment land to be provided over the Plan period will be achieved. It should be noted that the Revised Deposit UDP does acknowledge that the target of 150 ha is

unlikely to be met (see UDP para. 6.3.5) due to variations in local circumstances across the County and differing take up rates of employment land. Subsequent AMR's will assess this further, however in addition, the forthcoming Inspectors Report will also address the issue of whether or not the UDP target is appropriate and provide recommendations on whether modifications to this policy could be made and the reasons for any suggested change.

5.1.12 Supply: Herefordshire currently provides some 159.56 ha of land for employment uses on 107 sites. This land is either allocated for employment uses within the adopted local plans (132.75 ha), benefits from unimplemented planning permissions (22.42 ha) or is currently under construction (4.39 ha). Figure 21 illustrates these findings.

Figure 21: Current Supply of Employment Land

(Source: Herefordshire Employment Land Study 2005)

5.1.13 The total supply of employment land over the monitoring period is 180.12 ha. This is broken down by use class type as follows, however as many planning permissions are for mixed use developments these are also shown.

B1	1.07 ha
B1/B2	42.42 ha
B1/B2/B8	88.98 ha
B1/B8	22.25 ha
B1a	7.17 ha
B1a/c	4.21 ha
B1c	3.71 ha
B2	1.99 ha
B2/B8	0.22 ha
B8	8.1 ha
Total	**180.12 ha**

(Source: Herefordshire Employment Land Study 2005)

Objective E(2)

To encourage the re-use of rural buildings for employment purposes in preference to greenfield land.

5.2   Objective E(2)

5.2.1   <u>UDP Policies relating to Objective E(2)</u>
    S4   Employment
    E1   Rotherwas Industrial Estate
    E2   Moreton-on-Lugg Depot
    E3   Other employment land allocations
    E7   Other employment proposals within and around Hereford & the Market
              Towns
    E10   Employment proposals within or adjacent to main villages
    E11   Employment proposals in the smaller settlements & open countryside
   E15   Protection of greenfield land

5.2.2   <u>Targets E(2)</u>
There are no specific targets set out in the UDP for the amount of employment land to be developed on previously developed sites, however re-using previously developed land before greenfield land is central to the aims of sustainable development.

5.2.3   <u>Core Indicator E(2)</u>
The percentage of land developed for employment use by type, which is on previously developed land.

5.2.4   There is no data on the amount of employment *by type* on previously developed land for this monitoring period, however information on overall completions is available. Over half (55%) of all completed employment development over the past year was on previously developed land as shown in Figure 22. It is anticipated that future AMR's will include a breakdown by type.

Figure 22: Previous Uses of Employment Land Completions
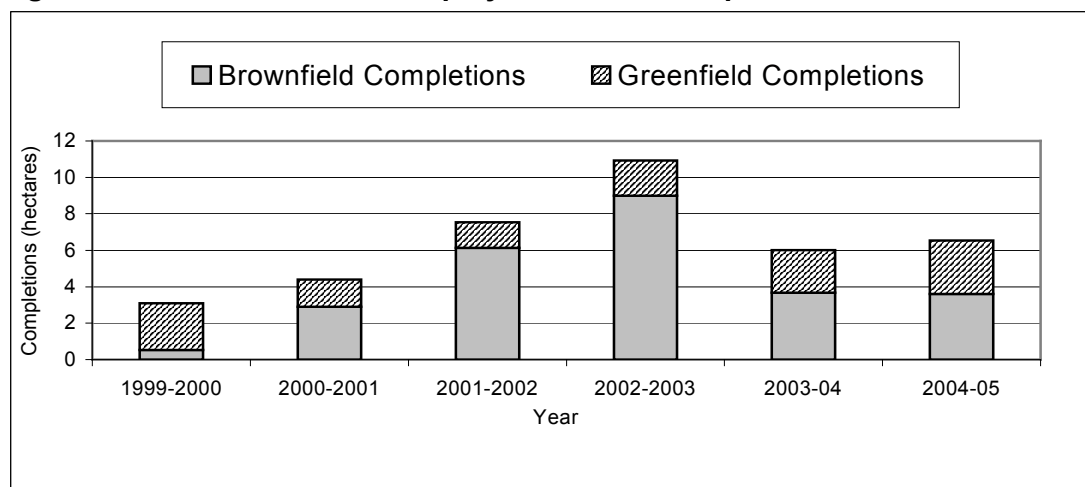
(Source: Herefordshire Employment Land Study 2005)

5.3   Objective E(3)

5.3.1 <u>UDP Policies relating to Objective E(3)</u>
   S4   Employment
   E5   Safeguarding employment land and buildings

5.3.2 <u>Targets E(3)</u>
There are no specific targets set out in the UDP for acceptable amounts of employment land that can or cannot be lost to other uses, however, it is recognised that it is important that both the existing and proposed supply of land and buildings for employment uses is protected for such purposes if the UDP is to successfully maintain and enhance employment opportunities throughout the County.

5.3.3 <u>Core Indicators E(3)</u>
(i)   The losses of employment land in development/regeneration areas and local authority areas.
(ii)   The amount of employment land lost to residential development.

5.3.4   3.34 ha of employment land were granted planning permission for other uses during the monitoring period. Principal losses, both in Hereford, involved redevelopment of employment land in Bullingham Lane for residential use (1.5 ha) and development of a car showroom at Legion Way (0.52 ha). Neither of these developments involved a departure from the adopted Hereford Local Plan.

5.3.5   Of the 3.34 ha total employment land lost to other uses; 0.94 ha was from within the Rural Regeneration Zone and 2.51 ha were from Hereford City (outside the Rural Regeneration Zone area). 2.15 ha of the total loss were reallocated to residential uses.

Section 6: TRANSPORT

6.1 Shortfalls in Transportation Information

6.1.1 A core indicator suggested in the formal guidance for undertaking AMR's was to calculate the percentage of completed non-residential development complying with car parking standards set out in the development plan. It has not been possible to provide this information for two reasons: (i) the UDP does not contain car parking standards (the Transportation Section of the Council is currently reviewing these standards and once this work is completed it is anticipated that they will be incorporated into a supplementary planning document covering a variety of transportation issues relating to development, which will accompany the UDP); and (ii) there is currently a lack of information provided on planning application forms on car parking, therefore any useful assessment is impossible to undertake at this time. This issue is being addressed and it is anticipated that data collection will be improved in the medium term for forthcoming AMR's.

Objective T(1)

To promote a sustainable pattern of residential development by ensuring that sufficient new housing is made available in sustainable locations primarily within urban areas and larger rural settlements, taking account of relative accessibility by public transport and the availability of services.

6.2 Objective T(1)

6.2.1 <u>UDP Policies relating to Objective T(1)</u>
    S3   Housing
    H1   Hereford & the market towns: settlement boundaries & established residential areas
    H2   Hereford & the market towns: housing land allocations
    H4   Main villages: settlement boundaries
    H5   Main villages: housing land allocations

6.2.2 <u>Targets T(1)</u>
As set out in the UDP, the anticipated proportions of total dwellings anticipated in the various areas of the County between 1996 and 2011 are:
    Hereford City: 29%
    Market Towns: 28%
    Main Villages: 26%
    Rural Areas: 17%

6.2.3 <u>Core Indicators T(1)</u>
The percentage of new residential development within 30 minutes public transport time of a GP, hospital, primary and secondary school, employment and a major health centre.

6.2.4 The UDP housing strategy is centred on the desire to provide new housing in the most sustainable areas of the County. The Plan's general housing policy S3

defines the strategic distribution of the additional housing in the County within the Plan period. A key feature is the determination of a hierarchy of settlements in accordance with the overall development strategy of the Plan. Hereford is the central hub of the County and provides a good range of facilities, followed by the market towns and then the main villages. This latter group was identified according to their size, the availability of public transport links to nearby towns and the number of facilities within these larger villages. Therefore, whilst information on the precise criteria as set out in core indicator T(1) may not be gathered, the following data has been collected in relation to the hierarchical settlement housing strategy as set out in the Plan and is considered to be similar in its aims of considering how well the development plan polices are achieving sustainable development patterns.

6.2.5   Figure 23 provides a breakdown of completions by area and the proportions of the overall total of actual and anticipated residential development in these areas. It shows that in the market towns and main villages the proportion of dwelling completions are near to that anticipated, whilst in Hereford City there are less completions than expected. The wider rural areas are accommodating more new housing developments than anticipated, being 2% more than the expected proportion between 1996-2011. These differences in anticipated and actual completions can, to some extent, be explained by the fact that the UDP has not yet been adopted and that most of the residential allocations are yet to come to fruition. All Plan residential allocations are in Hereford City, the market towns and the main villages, with none in the wider rural areas. It is therefore expected that the remaining years of the Plan period will see development take place more closely to the pattern anticipated than has previously occurred.

Figure 23:   Dwellings Completions by Area

	Hereford City	Market Towns	Main Villages	Rural Areas	Total
Completions 1996-2005	**1,719**	**2,207**	**2,053**	**1,366**	**7,345**
Percentage of Total 1996-2005	23%	30%	28%	19%	100%
Completions 2004-2005	**148**	**166**	**120**	**153**	**587**
Percentage of Total 2004-2005	25%	28%	21%	26%	100%
Anticipated Completions 1996-2011	**3,381**	**3,357**	**3,044**	**1,918**	**11,700**
Percentage of Total 1996-2011	29%	28%	26%	17%	100%

Objectives TCR(1)

To ensure that central shopping and commercial areas continue as the main focus of shopping, employment, services and facilities in Hereford and the market towns, where they are well served by public transport and readily accessible by the community as a whole by means other than the private car.

To safeguard and improve local village centres that are readily accessible by walking and cycling.

7.1 Objective TCR(1)

7.1.1 <u>UDP Policies relating to Objective TCR(1)</u>

S5	Town centres and retail
TCR1	Central shopping and commercial areas
TCR2	Vitality and viability
TCR3	Primary shopping frontages
TCR4	Secondary shopping frontages
TCR5	Uses outside Class A of the Use Classes Order
TCR6	Non-retail uses
TCR8	Small scale retail development
TCR9	Large scale retail & leisure development outside shopping & commercial areas
TCR10	Office development
TCR11	Loss of existing offices
TCR13	Local and neighbourhood shopping centres
TCR14	Village commercial facilities

7.1.2 <u>Targets TCR(1)</u>

Although no specific targets are set out in the UDP, its policies are in line with national policy guidance, RPG11 and support the Herefordshire Partnership's Economic Development Strategy. It adopts a strategy to protect and enhance the vitality and viability and maintain the retail and general facilities hierarchy within the County: Hereford, the market towns and local, neighbourhood and village centres. The Plan's guiding principles look to enhance the role of settlements as service centres, improve opportunities for access to services and guide new developments to locations that offer a choice of transport modes.

7.1.3 <u>Core Indicators TCR(1)</u>

(i)   The amount of completed retail and office development completed within the monitoring period.

(ii)   The percentage of completed retail and office development in town centres.

7.1.4   Figure 24 provides the schedule of completed retail developments within Herefordshire for the current monitoring year. The threshold for inclusion of developments is 1,000 m^2 gross floorspace. Retail completions within this threshold

have only been in the A1 Use Class, with a total of 9,235 m^2 gross floorspace. There were no developments within class A2.

7.1.5   The percentage of retail developments over 1000m^2 gross floorspace that were completed within the town centres as defined by the UDP equated to 0%, as all developments were located on the edge or out of centre (freestanding) locations.

Figure 24:   Schedule of Completed Retail Developments 2004-2005

LOCATION	In Centre (1) Edge of Centre (2) Freestanding (3)	RETAIL FLOORSPACE		OPERATION		
		GROSS m^2	NET m^2	USE CLASS ORDER	OPERATOR	TRADE
109 - 111 Belmont Road Hereford	3 Freestanding	1042	955	A1	Farm Foods	Food
Abbotsmead Rd Belmont Hereford	3 Freestanding	1420	1047	A1	Tesco (extension)	Food
New Mills Industrial Estate Ledbury	3 Freestanding	3521	2500	A1	Homebase	DIY
Mill Street Leominster	2 Edge-of-Centre	3252	2764	A1	Focus Do-it-All	DIY

(Source: Herefordshire Retail Land Survey 2005)

7.1.6   The amount of Class A office development completed in the County is 790 m^2. None of this was development completed within town centres. The information gathered was subject to a threshold of developments of 500 m^2 and over.

7.1.7   Shortfalls in Retail and Class A Office Development Information

7.1.8   It has not been possible to provide data on retail or office completions under the current thresholds applied. As a result information on smaller village and local neighbourhood shopping facilities or small-scale office developments is not available. Means of improving the provision of data in subsequent monitoring will be examined and the situation will be updated in subsequent AMR's.

Objective RL(1)

To promote opportunities for new and improved recreation, leisure and sports facilities in sustainable locations.

8.1   Objective RL(1)

8.1.1   <u>UDP Policies relating to Objective RL(1)</u>
S8   Recreation, sport and tourism
RST1   Criteria for recreation, sport and tourism development
RST5   New open space in/adjacent to settlements
RST6   Countryside access
RST10   Major sports facilities

8.1.2   <u>Targets RL(1)</u>
There are no specific UDP targets for this type of development, however the Plan acknowledges that recreation, leisure and sports opportunities can contribute to the quality of life of residents and visitors; support local economies and community regeneration, and help the diversification of work opportunities in both urban and rural areas. In providing such facilities the Plan states the importance of balancing the benefits with any adverse effects on local communities, amenity and the environment.

8.1.3   <u>Core Indicators RL(1)</u>
(i)   Amount of completed leisure development 2004-2005.
(ii)   Percentage of completed leisure development in town centres 2004-2005.
(iii)   Percentage of eligible open spaces managed to green flag award status.

8.1.4   Each year a survey is undertaken of leisure developments across the County as part of the annual Hotel and Leisure Regional Monitoring Study. These will provide information for AMR's, however certain thresholds mean that only the larger developments of this kind are monitored. Only data on leisure permissions on or over 1,000 m^2 gross built development has been collected, thus all smaller scale developments are not picked up. At this time it is not clear when there will be any change to the current methods of surveying, however, this issue will be updated in subsequent AMR's.

8.1.5   There were no completions in Herefordshire (within the aforementioned threshold) during this monitoring period.

8.1.6   Herefordshire Council is in the process of collating data from its audit of open space and recreation facility provision as part of the PPG17 study 'Assessing Needs and Opportunities'. An external consultancy, on behalf of the Council, has supplied available site information and details and carried out data collection and surveying.

8.1.7   Open space and facility provision has been assessed in terms of quantity and quality, in settlements as defined in the hierarchical approach set out in the UDP.

Hereford City has been evaluated as a whole, along with the market towns and then the main villages. No quality assessment has been carried out for the wider rural areas, however information on such facilities has been collected where facilities have been specifically cited by interviewees during survey work.

8.1.8   At the time of writing this report data extraction and analysis is still being undertaken, however, initial findings are available. Final figures may also be subject to change as a completed typology of sites has not been made thus far, however, it is not anticipated that any changes from typology adjustment will result in major alterations to the figures set out below.

8.1.9   Of the 500 sample respondents, 89% consider that current levels of open space provision satisfy their needs. In terms of local provision, 78% of respondents consider that there is sufficient supply of open space in their residential area.

8.1.10 With regard to standards of existing open space provision, 51% of respondents consider that they are at a standard 'above average'. The quality (or lack of) open space was only cited by 15% of respondents as a reason for not using it. Lack of time was cited in 37% of answers for the non-use of open space.

8.1.11 Green Flag standards apply to sites of 0.2 ha or over in size. Herefordshire has some 122 sites identified through the open space audit so far, of which 26 can be assessed under the Green Flag award system; this equates to 21% of sites. Of these, 19 (73%) rate at or above the Green Flag standard. This amounts to some 733 ha out of a possible 748 ha. Of the amount of open space managed in total, some 1, 463 ha, the area managed to Green Flag standards (747 ha) proportionally amounts to approximately 51%.

8.1.12 The audit of open space and facility provision that is being carried out is to be used in a variety of ways by the Council. Initially it will establish whether provision levels are appropriate across the County. This information will allow for better and more appropriate use of resources, and inform issues such as planning gain and section 106 agreements. Development briefs, where appropriate can also take into account these findings and incorporate appropriate open space and facilities. The information will also form the basis for the monitoring and review of open space and facility provision in terms of quality and quantity, in addition to informing existing and future planning policies.

Objective M(1)

To ensure the continued supply of primary extraction aggregates for the local construction industry and to satisfy the wider aggregate needs arising in the region.

9.1   Objective M(1)

9.1.1   <u>UDP Policies relating to Objective M(1)</u>
    S9   Minerals
    M3   Criteria for new aggregate mineral workings
    M5   Safeguarding mineral reserves

9.1.2   <u>Targets M(1)</u>
Government policy for aggregates provision is essentially that an adequate and regular supply of minerals must be provided, subject to environmental considerations and to the idea of sustainability. A landbank of permitted reserves of sand and gravel sufficient to meet 7 years production should be maintained; "more" may be needed for crushed rock.

9.1.3   The guidelines are that provision should be made in the West Midlands for the production of 162 million tonnes (mt) of sand and gravel and 93 mt of crushed rock over the period 2001 to 2016. West Midlands Regional Aggregates Working Party (MWRAWP) policies require that appropriate provision should be made in the region for the supply of nationally and regionally significant minerals.

9.1.4   The WMRAWP recommends the following sub-regional apportionment for Herefordshire:
    Sand & Gravel: 28% of regional production (0.283 mt pa for 2001-2016)
    Crushed Rock: 7.3% of regional production (0.424 mt pa for 2001-2016)

9.1.5   <u>Core Indicators M(1)</u>
Production of primary land won aggregates.

9.1.6   Due to a lack of up to date information being made available by the industry, this report is based on figures from 2003. It is understood that both the ODPM and the Regional Mineral and Waste Officers Group are aware of the deficiencies in data availability and are working on finding a solution for future, more accurate, monitoring returns.

9.1.7   Information on primary aggregate production for Mineral Planning Authorities (MPA's) is collected annually by each MPA from operating companies on behalf of the WMRAWP. This information is:
(a)   requested annually (by calendar year)
(b)   in arrears (the most recent request was for production in 2004)
(c)   provided on a confidential and voluntary basis. All returns are collected by MPA's and forwarded to the RAWP Secretary for agglomeration, in a way that protects commercial sensitivity, for subsequent publication in the RAWP

annual reports. The Quarry Products Association has expressed concern that the individual company returns may be publicly available through the Freedom of Information Act and is currently advising its members not to provide the information until it reaches agreement with Government that the individual returns (but not the agglomeration) are confidential. The figures for 2004 are therefore unavailable.

9.1.8   In these circumstances the only figures available for primary extraction aggregates for Herefordshire are for the period of 1st January to 31st December 2003, i.e. sales of:
- Sand & Gravel   254,000 tonnes
- Crushed Rock   420,000 tonnes
- Total   674,000 tonnes

(Source: WMRAWP Annual Report 2003)

9.1.9   As sales of primary extraction aggregates in the County are relatively stable, follow national trends and have not been affected by any significant local developments, there is no reason to believe that the 2004 figures will be significantly different from those sated above. The RAWP allocation for the period 2001-2016 is that the County should be capable of producing:
- Sand & Gravel   283,000 tonnes p.a.
- Crushed Rock   424,000 tonnes p.a.

The Revised Deposit UDP is based upon Herefordshire's ability to produce these amounts for the significant future (and is based on the current landbanks of up to 2025 for sand and gravel and until 2044 for crushed rock).

Objective M(2)

To encourage the use of secondary aggregates and recycling.

9.2   Objective M(2)

9.2.1   <u>UDP Policies relating to Objective M(2)</u>
S9   Minerals
M6   Secondary aggregates and recycling

9.2.2   <u>Targets M(2)</u>
There are no specific targets set out in the UDP for the use of alternatives to naturally occurring aggregates or other minerals, however, policy M6 states that proposals for the production, processing, treatment and storage of such alternatives should be encouraged.

9.2.3   <u>Core Indicators M(2)</u>
Production of secondary/recycled aggregates.

9.2.4   Secondary/recycled aggregates are produced in two general ways:
-   at sites with specific planning permissions for such production; and
-   at 'other' sites where processing takes place in association with other recycling activities.

9.2.5   In Herefordshire, two sites (Leinthall Earls Quarry and Wellington Gravel Pit) have specific planning permissions. The Council requests details of production

through the RAWP process, as described above. All of the previous comments in paragraphs 9.1.7 and 9.1.8 also apply to these materials. The most up to date figures available are therefore for 1st January to 31st December 2003:

- Secondary/Recycled Aggregates   3,000 tonnes
  (Source: Herefordshire Council officer estimate - based on discussions with industry)

9.2.6   In reality, production is likely to be much larger from the 'other' sites. These include:

(a)   On-site production of recycled materials from demolition contractors who now routinely clear previously developed land, crush hard materials on site and re-use them as foundations or sell them. Such activity may be permitted development under the General Permitted Development Order 1995 28-day rule or as part of the implementation of a planning permission. The local planning authority has no power to compel demolition contractors to provide information from such activities. The issue is further complicated by the fact that crushing plant are mobile, move quickly from site to site and are licensed by the Environmental Health Office in the company's 'home' base, which could be anywhere. The Federation of Demolition Contractors contributes to the WMRAWP but is unable to provide regional production figures let alone local ones. In future it might be possible to calculate average volumes of material from average redevelopment sites. There is no available information on which to base this at present.

(b)   Production at site with specific permission for waste treatment. The local planning authority could impose a condition requiring the submission of such information. None of the existing sites have any such conditions. In practice, compliance would probably only be achieved through enforcement by the local planning authority. However, all such activity could be monitored by the Environment Agency through Waste Management Licenses (WML's) and Waste Transfer Notes. Specific liaison arrangements will need to be set up to achieve this.

(c)   There is no basis for any calculation of production from such paragraph (b) sites. As an example, the Council is aware that specific Waste Transfer Stations do crush materials on site and that their sites have a maximum permitted levels of activity in their WML's. There is no basis for assessing what proportion of their throughput is recycled into aggregates, however officer knowledge of a site does exist where 2,000 tonnes of recycled aggregates have been produced (Bradbury Estate).

(d)   These matters have been issues of concern for the WMRAWP, West Midlands Regional Technical Advisory Body (WMRTAB) and ODPM for some time and research has now been commissioned by the ODPM.

Section 10:   WASTE

Objective W(1)

To achieve a more sustainable waste management process by using the BPEO methodology and taking into account the principles of the waste hierarchy, the proximity principle and regional self-sufficiency.

10.1   Objective W(1)

10.1.1 The aforementioned objective is broad and overarching, relating to all polices within the waste chapter of the Plan. The UDP sets out a number of additional more specific objectives:

- to reduce the amount of waste produced in the County;
- to make the best use of waste produced, to increase re-use and recovery;
- to achieve a more sustainable waste management process by using the BPEO methodology and taking into account the principles of waste hierarchy, the proximity principle and regional self-sufficiency;
- to provide for new waste management enterprises to be established;
- to ensure that waste management is considered in all development proposals;
- to protect the environment from the adverse impact of waste development and where possible improve environmental quality;
- to make the most efficient use of land by re-using previously developed, industrial land and existing waste management sites in preference to greenfield sites;
- to minimise the environmental impacts of transporting waste; and
- to provide clear guidance on the locational criteria that must be met to enable planning permission to be granted and to set out policies on planning conditions, obligations, monitoring and enforcement.

10.1.2 <u>UDP Policies relating to Objective W(1)</u>
    S10   Waste
    W1   New waste management facilities
    W2   Landfilling or landraising
    W3   Waste transportation and handling
    W7   Landfill gas utilisation
    W8   Waste disposal for land improvement
    W11   Development – waste implications

10.1.3 <u>Targets W(1)</u>
No specific targets are set in the UDP for the production, treatment or disposal of waste. However, the specific objectives outlined in paragraph 10.1.1 above provide an overview of how waste management is intended to be carried out over the Plan period.

10.1.4 <u>Core Indicators W(1)</u>
(i)   Capacity of new waste management facilities by type; and

(ii)   Amount of municipal waste arising, and management type, and the percentage each management type represents of the waste managed.

10.1.5 Capacity of new waste management facilities by type:

(a)   on the basis of new planning permissions granted during 2004, the following *additional* capacity is now in place and has commenced:
  ▪ 12,000 tonnes (accelerated composting of organic material) (Bioganix, Wharton Court)
  ▪ 2,000 tonnes (secondary aggregate crushing Bradbury lines,)
    There is no information on any others.

(b)   Not included are;
  ▪ sewage treatment works and related permissions. These are traditionally considered a separate aspect of waste treatment.
  ▪ Permissions which made temporary activities permanent.
  ▪ storage of glass (which is subsequently recycled under an existing permission) or works necessary to comply with revised consent levels.
  ▪ permitted development works.
  ▪ farm slurry treatment.
  ▪ facilities which renew existing planning permissions.

(c) The above have been identified from particular development control officer knowledge, for future AMR's it will be more appropriate to liaise with the Waste Management Section of the Council and the Environment Agency in Cardiff to discuss what new WML's have been issued and commenced over reporting periods. This will be informative, as some waste treatment facilities will be created on the basis of existing planning permissions. The Environment Agency may be granting new Waste Management Licenses (WML's) on the basis of those existing planning permissions.

10.1.6 Figure 25 sets out data on municipal waste in the County over the current monitoring period. Until subsequent monitoring is carried out, no assumptions can be made about how UDP polices are affecting the types of waste management undertaken.

Figure 25:   Municipal Waste By Management Type - Herefordshire 2004-2005

Municipal Waste Recycled	14,058.30 tonnes	15.05%
Municipal Waste Composted	6,277.20 tonnes	6.72%
Municipal Waste Landfilled	73,075.15 tonnes	78.23%
Total Municipal Waste Arising	**93,410.65 tonnes**	**100%**

(Source: Herefordshire Council Waste Management Section)

10.2   Shortfalls in Waste Information

10.2.1 Shortfalls in data collection have been identified which should improve the efficiency and accuracy of monitoring in the short to medium term. An update on this matter will be provided in subsequent AMR's.

Section 11:   DEVELOPMENT REQUIREMENTS

11.1   Flood Protection & Water Quality

11.1.1 Local Development Framework Monitoring: A Good Practice Guide suggests that a core indicator for this topic would be an assessment of the number of planning permissions granted contrary to the advice of the Environment Agency on either flood defence grounds or water quality. This would provide a proxy measure of (i) inappropriate development in the flood plain and (ii) development that adversely affects water quality.

11.1.2 For the current monitoring year there is no available information on the number of planning permissions granted contrary to Environment Agency advice. Until recently data has not been collected by the Planning Department of the Council on a consistent basis. However, a new monitoring system is currently being set up and data should be available for subsequent AMR's, although a full year's dataset may not be available until the 2006/7 monitoring period.

Objective NHH(1)

To conserve and enhance the natural heritage of the County and avoid, wherever possible, adverse environmental impacts of development.

To minimise any unavoidable adverse environmental impacts by means of measures to mitigate or compensate for any loss or damage, including restoration or enhancement , provision of replacement features and future management.

12.1   Objective NHH(1)

12.1.1 <u>UDP Policies relating to Objective NHH(1)</u>
- S7   Natural and historic heritage
- LA5   Protection of trees, woodlands and hedgerows
- NC1   Biodiversity and development
- NC2   Sites of international importance
- NC3   Sites of national importance
- NC4   Sites of local importance
- NC5   European and nationally protected species
- NC6   Biodiversity Action Plan (BAP) priority habitats and species
- NC7   Compensation for loss of biodiversity
- NC8   Habitat creation, restoration and enhancement
- NC9   Management of features of the landscape important for flora & fauna

12.1.2 <u>Targets NHH(1)</u>
Although there are no specific targets set out in the UDP, the following sets out more specific objectives of biodiversity policies:
- safeguard internationally, nationally and locally protected areas of nature conservation and geological importance, and species listed in the UK and local BAP from inappropriate and unnecessary development;
- ensure no net loss of either the quality nor quantity of biodiversity in the County;
- help meet the aims of the BAP for Herefordshire; and
- encourage the provision of features of value to wildlife in all development schemes.

12.1.3 <u>Core Indicators NHH(1)</u>
Change in areas and populations of biodiversity importance, including:
- (i)   change in priority habitats and species (by type); and
- (ii)   change in areas designated for their intrinsic environmental value including sites of international, national, regional, sub-regional or local significance.

12.2   Core Indicator NHH(1) (i)

12.2.1 There are 21 UK BAP priority habitats in the County and an additional one, traditional orchards, which has been identified as locally important and added to the

County BAP as a priority habitat for action. Very few data sets exist on the distribution of priority habitats. The Herefordshire Biological Records Centre (HBRC) holds some data on individual sites containing priority habitats, however, these relate primarily to SSSI's.

12.1.2 Figure 26 sets out the available data for the current reporting period on changes in priority habitats, however due to the existing shortfalls in information collection, this table should not be considered as complete. Details of how monitoring is currently carried out and how it could be improved for subsequent AMR's is set out below.

Figure 26:   Change in Priority Habitats in Herefordshire 2004-2005

Priority habitat or species	Reference	State of Planning	Habitat or species loss by type
Ancient and/or species-rich hedgerow	DCCW2004/0850/F, 1 St Andrews Close, Moreton-on-Lugg, Erection of high fence	Planning permission approved April 2004.	50 m
Ancient and/or species-rich hedgerow	DCSW2003/1726/F, Ty Button Cottage, Cloddock, Demolish garage and new access	Planning permission refused August 2003 but allowed on Appeal May 2004.	20 m
Ancient and/or species-rich hedgerow	DCNE2004/0791/F, Woodyard Eastnor Castle Estate, Alterations to access	Planning permission approved June 2004.	60 m
Ancient and/or species-rich hedgerow	DCSW2004/0592/F, Weston Farm, Bredwardine, Erection of new farm buildings	Planning permission approved August 2004.	250 m
Ancient and/or species-rich hedgerow	DCNW2004/3374/F, Travellers Site, Turnpike, Pembridge	Planning permission approved Nov 2004.	170 m
Ancient and/or species-rich hedgerow	DCNE2004/4212/F, Hazel Farmhouse, Ledbury, Conversion of agricultural outbuilding to house and access	Planning permission approved February 2005.	25 m
Ancient and/or species-rich hedgerow	DCNC2004/3698/F, Wharton Bank Farm, Leominster, Therapeutic riding centre	Planning permission approved March 2005.	30 m
Ancient and/or species-rich hedgerow	DCNE2004/1249/F, Brook Farm, Little Marcle, Conversion of redundant farm buildings into 6 dwellings	Planning permission approved September 2004 and completed on site 2005.	50 m
Lowland meadow and pasture	DCNE2004/3866/F, Kettle Sings, Upper Colwall, Creation of car park	Planning permission approved December 2004	0.025 ha unimproved neutral grassland
Total Ancient and/or species-rich hedgerow			**655 m**
Total Lowland meadow and pasture			**0.025 ha**

(Source: Herefordshire Council Conservation Section)

12.2.3 There are 156 priority species in the Local BAP of which 59 are also UK BAP priorities. Approximately 18 of these are also legally protected under European and

national law. Some of the species are found within designated sites such as Special Areas of Conservation (SAC's), Sites of Special Scientific Interest (SSSI's) and National Nature Reserves (NNR's). English Nature holds data on individual sites containing priority species. These records vary in that some are historical whilst others are more recent. They also vary in type; for example, some may specify a roost or nest site, whilst others relate to a casual observation of a species in an area. Further collation and analysis of existing HBRC data is therefore required.

12.2.4 Neither priority habitat nor priority species data are currently mapped on the Council's GIS system or inputted onto the MVM system. The only exception to this is for data relating to the distribution of Black Poplars, which has been gathered as a contribution to the County BAP and is available on GIS. There are difficulties in trying to produce definitive maps for priority species since the majority are mobile rather than static. The HBRC will play a crucial role in facilitating the advancement of this indicator. A development plan has been produced for the Centre that outlines potential services and associated staffing costs.

12.2.5 The current method of consulting the Council's Planning Ecologist to planning applications concerning development affecting priority species or habitats is carried out in a rather ad hoc manner. In addition, there is no system in place for monitoring whether or not advice from such consultations is followed when determinations are made. Information on commencement of developments would also be useful to assess whether or not policies of the Plan are being implemented.

12.2.6 Figure 27 lists the priority habitats, estimates their current size, the source of this data and what actions are necessary to complete the gaps and/or verify the information. These actions are fairly onerous in the light of current resource availability and obtaining the data necessary to complete the annual AMR's will be a medium to long term project. Subsequent AMR's will provide updates of progress.

Figure 27:   Additional Monitoring Requirements for Priority Habitats

Tasks	Action & Timescale
Council Conservation Section and HBRC to gather, analyse and extract all existing available data on priority habitats and species. Some of this work could be facilitated through the ongoing development of the HBRC.	Council to review HBRC Development Plan, staffing resource required and timescales and report by 2006.
Council Conservation Section and HBRC in liaison with partners including English Nature and Herefordshire Nature Trust to produce and implement plan to gather new priority habitat and species data through survey.	Review resources required and produce plan for subsequent implementation by 2007.
Council GIS, Conservation Section and HBRC to ensure that priority habitat and selected species data, when available, is plotted onto the Council's IT systems.	Ongoing.
Council to promote existence of Biodiversity Supplementary Planning Guidance (to be updated November 2005).	Promotion strategy in place by 2006.
Council to request that planning applicant provides information concerning any predicted change to priority habitats and species through submission of an ecological survey/assessment and actual change through submission of a monitoring plan.	System in place by 2006.
Planning Department to devise a form for Planning Officer to complete and send to Conservation Section when a planning permission is granted that will result in a loss to a priority habitat or species and/or when planning conditions specified by Conservation Section to protect these features are not applied.	System in place by 2006.
Investigate possibility of devising a procedure for information on	System in place by 2006.

when development commences on sites containing priority habitats and species to be forwarded to Planning Ecologist.	
Planning Department to consider option for amending current planning application form to request information concerning priority habitats and species from applicant.	Review planning application form and report by 2006.
Council to review ecological staffing resource required to monitor this indicator. This includes monitoring if protection, mitigation and compensation measures as required by condition are achieved on site. If these measures are not achieved information gathered on the extent of the damage and any change in area.	Review of staffing resource and report by 2006.

(Source: Herefordshire Council Conservation Section)

12.3   Core Indicator NHH(1) (ii)

12.3.1 Areas designated for their intrinsic environmental value in Herefordshire are considered to include the following sites:

Special Areas of Conservation (SAC's)
Sites of Special Scientific Interest (SSSI's)
National Nature Reserves (NNR's)
Local Nature Reserves (LNR's)
Special Wildlife Sites (SWS's)
Sites of Importance to Nature Conservation (SINC's)
Section 39 Agreement sites

12.3.2 All of the above 830+ designated sites are recorded on the Council's GIS and MVM systems, and this information is used as a trigger for consultations on planning applications.

12.3.3 Figure 28 sets out the available data for this monitoring period on change to designated areas, however this cannot be considered to be complete, for the reasons detailed below.

Figure 28:   Change in Designated Areas 2004-2005

Designated Site	Reference – App No, Location & Proposal	State of Planning	Habitat loss (ha)
SSSI	Wellington Wood. Unconsented track (awaiting submission of retrospective planning application)	First planning application (giving incorrect route withdrawn)	0.6 ha
SINC	DCCE/2002/1209/F, Land adj. 68 Hampton Park Road, Hereford. Erection of 3 houses.	Planning permission approved 2002 and completed on site 2004.	20% of the sites unimproved grassland i.e. 0.05 ha
Total			**0.65 ha**

(Source: Herefordshire Council Conservation Section)

12.3.4 Annual change to areas designated could be readily monitored for sites of international and national significance e.g. SAC's, SSSI's and NNR's with the assistance of English Nature. However the Council must continue to have regard to its duty as a Section 28G authority in relation to SSSI's and consultation with English Nature. Annual change to LNR's, which are mostly Council owned and managed, could in future be undertaken with the assistance of the Parks and Countryside Service.

12.3.5 Calculating annual change to areas designated of local significance e.g. SWS's and SINC's is more problematic. SWS's were identified and designated in 1990 and 1993. SINC's were identified and designated in 1993. These data sets are now in need of review and update as since designation some sites have been lost to intensive agriculture and development and a few potential new SWS's have been located through the recent phase one County Habitat Survey. It is intended that a comprehensive review of such sites, including selection criteria, be undertaken by the Council in conjunction with the Herefordshire Biological Records Centre, Herefordshire Nature Trust and partners, subject to securing appropriate funding.

12.3.6 There are currently no monitoring systems in place which survey the commencement of new developments that affect designated areas, and assess whether or not biodiversity features are protected throughout the construction period and whether any mitigation or compensation procedures, as required by condition, are undertaken. Figure 29 outlines actions which would considerably improve the amount of data currently collected on the changes in areas designated for their intrinsic environmental value. Progress on these will depend primarily on resource availability and subsequent AMR's will monitor this.

Figure 29:   Recommendations for Monitoring Improvements

Task	Action and timescale
Council Conservation Section and registration to review planning application consultation procedures in relation to designated sites on at least an annual basis to ensure effectiveness.	Annual review.
Council Conservation Section to liaise with English Nature on an annual basis to gather required monitoring data relating to designated international and national sites.	Annual liaison with English Nature.
Council Planning Department to have regard to its duties as a S28G authority in relation to its consultations with English Nature over applications affecting SSSI's.	Ongoing.
Council to seek information from Parks and Countryside Service on an annual basis in relation to LNR's.	System in place by 2006.
Council to seek resources to lead on a county review of SWS's and SINC's.	Completion by 2012 in distinct phases at an estimated total cost of £200,000.
Council to promote existence of Biodiversity Supplementary Planning Guidance (to be updated November 2005).	Promotion strategy in place by 2006.
Council to request that planning applicant provides information concerning any predicted change to a designated site through submission of an ecological survey/assessment and actual change through submission of a monitoring plan.	System in place by 2006.
Planning Department to devise a standard form for Planning Officer to complete and send to Planning Ecologist when a planning permission is granted that will result in a loss in area of a designated site and/or when planning conditions specified by Planning Ecologist to secure protection of site are not applied.	System in place by 2006.
Investigate possibility of devising a procedure for information on when development commences on designated sites to be forwarded to Planning Ecologist.	System in place by 2006.
Council to review ecological staffing resource required to monitor this indicator. Including monitoring if protection, mitigation and compensation measures as required by condition. If measures are not achieved information gathered on the extent of the damage and any change in area.	Review of staffing resource and report by 2006.

(Source: Herefordshire Council Conservation Section)

Section 13:   RENEWABLE ENERGY

13.1 Renewable Energy Development Monitoring

13.1.1 The UDP recognises the increasingly important role that the development of renewable energy sources has to play in seeking to reduce carbon emissions, both locally and globally. Historically there has been limited progress in developing renewable energy projects on any substantial scale within the County, however an increase in such interest is anticipated. Policy CF4 of the Plan seeks to provide guidance on the considerations that will be applied to development proposals of this kind.

13.1.2 In terms of monitoring, current information on renewable energy planning applications is not inputted into the Council's MVM system separately from other types, it is therefore virtually impossible to gather data. The MVM system does, however, allow for such information to be collected and it is hoped that changes can be made to ensure that future monitoring of renewable energy developments can be carried out effectively. An update will be provided on progress towards this aim in subsequent AMR's.

HEREFORDSHIRE HOUSING POST TRANSFER IMPROVEMENT PROGRAMME

PROGRAMME AREA RESPONSIBILITY:
SOCIAL CARE ADULTS AND HEALTH

CABINET   **15TH DECEMBER, 2005**

Wards Affected

County-wide

Purpose

To note the progress made in delivering improvements to housing stock transferred to Herefordshire Housing Ltd.

Key Decision

This is not a Key Decision

Recommendations

THAT a)   **the progress made by Herefordshire Housing Ltd in delivering against the programme of repairs and improvements identified within the Formal Consultation document be noted;**

                and

b)   **a further update on progress be submitted to Cabinet following the end of financial year 2005/6.**

Reasons

The transfer contract between the Council and Herefordshire Housing Ltd (HHL) contained a series of promises relating to qualifying repairs and improvement to be carried out within the first 5 years following a successful stock transfer. The Council monitors progress made by HHL in delivery against those promises since the transfer date of 26th November, 2002.

Considerations

1.   'Your Home Your Choice', the transfer document provided to tenants in the lead up to transfer confirmed that if transfer went ahead, HHL promised to undertake a programme of repairs, improvements and planned maintenance to the housing stock. At the point of transfer, HHL entered into a legally binding contract with the Council committing the company to honour the promises made within the formal consultation document.

2.   This is the second monitoring report to be considered by Cabinet, the first report covering progress against the promises since transfer up to 31st

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Further information on the subject of the report is available from
Richard Gabb, Head of Strategic Housing on 01432 261902

PostTransferImprovementProgramme0.doc

March, 2004 having been presented at the Cabinet meeting of 25th November, 2004

3. The promise to tenants included an undertaking that HHL would spend £41m on repairs and improvements in the first five years following transfer and would spend £41 million in the subsequent five years following that on a planned repair, improvement and maintenance programme.

4. The formal consultation set out a list of Repairs and Improvements that would be carried out where required. Taking into account the change in stock numbers since the consultation was undertaken, assumptions about component condition have had to be constantly reviewed. Furthermore, tenants have continued to express strong views about what work should be done.

5. As a result, promise figures have been revised to reflect the loss of stock through Right to Buy between the date of the consultation document and now. Additionally, physical inspection aligned with tenant consultation has identified which specific components are not in need of renewal/replacement. All works are on a cyclical basis, therefore, if a new kitchen was put in a property six years ago (e.g. before transfer), this will be scheduled to be replaced in, say, year 17 of Herefordshire Housing Limited's rolling programme.

6. The table below, provided by Herefordshire Housing Ltd, sets out progress achieved to date and programmed for completion during 2005/06 against each consultation promise. Promises are to be completed within five years of stock transfer, i.e. by 26th November, 2007.

	Kitchen Replacements	Bathroom Replacements	Homes rewired	Homes double glazed	External doors (properties)	Central heating
Promise (as required)	**2182**	**1746**	**2182**	**1309**	**3492**	**1309**
Works completed to date						
2002/03 (Year 1)	328	76	111	263	0	1082
2003/04 (Year 2)	249	103	130	263	205	208
2004/05 (Year 3)	622	416	563	655	1,568	323
2005/06 (Year 4)	200	60	166	83	323	73
Total completed to date	**1399**	**655**	**970**	**1264**	**2096**	**1686**

Promise satisfied to date	64%	38%	44%	97%	60%	100%

Works programme for 2005/06	Kitchen Replacements	Bathroom Replacements	Homes rewired	Homes double glazed	External doors (properties)	Central heating
2005/06 (Year 4) to 31/03/06	608	784	524	102	554	144
Forecast of total completed by end of year 4	1,807	1,379	1,328	1,283	2,327	1,757
Promise satisfied by end of Year 4	83%	79%	61%	98%	67%	100%

7. Herefordshire Housing confirm that the programme of works have been designed to concentrate on rewiring and external doors in the last year of the five year initial programme.

8. Herefordshire Housing have provided the following additional information to update Cabinet on the development of the Company and its services since the last update report.

    - Herefordshire Housing Limited is now registered as a Charity producing tax savings which will be recycled back into services.

    - The last twelve months has been focused on consolidation following the considerable changes introduced post transfer. HHL's key priority has been to catch up on the improvement programme following the relatively slow start to the programme as previously advised to Cabinet. To that end, Herefordshire Housing Limited spent £11.8 million during 04/05 to enable the programme to get back on track.

    - Having learned from early years' experiences a number of departmental reviews were completed with a view to putting the structures in place which would deliver improved services. The resultant outcomes include delivery improvement and a clearer co-ordination of activities between the various teams.

    - Tenant involvement has been fundamentally reviewed including the establishment of Service review Groups which look at the way HHL provides services and feed directly into planning for service changes. Customer complaints procedures have been improved, simplifying processes and making it easier to complain about services.

    - HHL reports significant improvements in customer satisfaction. 81% of respondents are quite or very satisfied with HHL – a rise of 5% over the previous year; 84% consider their rent provides value for money (80% previously); 83% consider that their property is in fairly or very good condition (77% previously); 81% find staff helpful compared to 70% the year before. HHL report that this suggests HHL is moving in the right

direction and putting the right things in place to satisfy tenants requirements.

- Quarterly rent statements have now been introduced whereas statements were provided annually in the past. Additional Rent Recovery staff have been introduced to work evenings in order to provide a service at times when tenants are at home. The Recovery Service is a proactive service promoting welfare benefits advice and debt advice in order to reduce the financial difficulties of tenants and facilitate rental arrangements. HHL report good liaison arrangements between the Recovery Team and Herefordshire Council's Housing Benefits service.

- HHL have led on the expansion of the Newton Farm Information Centre (NFIC) providing the organisation with additional rent free accommodation and funding to the Citizens Advice Bureau (CAB) to establish an office base within NFIC including a telephone/video link between Newton Farm and CAB's Hereford office.

Alternative Options

There are no alternative options

Risk Management

HHL are contracted to complete the improvement works specified in the report as promised to tenants prior to transfer. The Council has a responsibility to ensure these obligations are delivered and will continue to monitor progress through subsequent reporting to Cabinet.

Consultees

Tenants are being kept informed of progress through regular newsletter updates. Herefordshire Housing Limited's Regulators and Funders are being kept updated on progress through financial and performance returns and regular liaison meetings. Discussions are planned to enable the development of an annual process of consultation between the Board of HHL and Cabinet.

Background Papers

None identified

COMMUNITY EQUIPMENT/INDEPENDENT LIVING

PROGRAMME AREA RESPONSIBILITY:
SOCIAL CARE ADULTS AND HEALTH

CABINET   **15TH DECEMBER, 2005**

Wards Affected

County-wide

Purpose

To endorse the proposed plans for the Integrated Community Equipment Service to meet growing demands by developing and expanding in-house services.

Key Decision

This is not a key decision.

Recommendation

THAT the plans for the Integrated Community Equipment Service to meet the growing demands arising from local, regional and national strategies by developing and expanding the in-house services, be endorsed.

Reasons

To set out the future strategic direction of the Integrated Community Equipment Service (I.C.E.S) and outline the planned developments to be undertaken to meet the needs of the people of Herefordshire.

Considerations

Background and introduction to the Service

1. The Integrated Community Equipment Service (ICES) is managed by Herefordshire Council in partnership with Herefordshire Primary Care Trust and has a pooled budget. Services include assessment of need; the ordering, supply, delivery and subsequent collection, cleaning and recycling of equipment to meet those needs; and, where necessary, on-going monitoring of changing needs.

2. The service provides equipment on loan to assist with the maintenance of independence (aids to daily living) and for home nursing and also funds minor adaptations in the home. Thus the service contributes towards admission prevention, early discharge from hospital and supports service users to remain independent in their own homes. The main legislative framework is the Chronically Sick and Disabled Persons Act 1970, which places a duty on Herefordshire Council for the provision of such equipment for those who are disabled or have a chronic illness.

3. The total pooled budget for 2004/5 was £467,580, of which £185,000 was spent on

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Further information on the subject of this report is available from Jo Hart, Partnership Manager on 01432 383485

equipment purchases, £57,000 on repairs and servicing and £56,000 on minor adaptations (i.e. costing less than £1000). A further £80,000 was spent on equipment items from a capital grant awarded by Herefordshire Council. This pooled budget covers all running costs of the service and projected out-turn for 2005/6 is in line with the allocated budget.

4. There are around 50 Occupational Therapists (Community and Hospital based) and 100 District Nurses accessing the service, plus a small number of people employed within adult social care. The service also receives referrals from Occupational Therapy Departments at hospitals outside the County, but which relate to Herefordshire residents.

5. The Community Equipment Store (CES) moved to its current site at Rotherwas in 2002. The facilities include warehousing, office accommodation, cleaning facilities (the service invested in an industrial cleaning machine at the time of its move) and scope for minor repairs. The Store has a full time manager with 6 staff, and the PCT partially funds a driver and van. A second van has been acquired on a lease basis and this is used by store staff to supplement the work of the primary driver. The Store is able to undertake deliveries, but not to install equipment because of the time required to carry out this function. Where this is required, the OT service will make a follow-up call to ensure that items are correctly and safely fitted and that the user/carer is instructed in their use.

6. The Service also has a single manager, in accordance with Department of Health guidance, who is responsible for the pooled budget and integrated arrangements. Operational matters are overseen by an Advisory Board made up of stakeholders including user and carer representatives and this board reports quarterly through the Partnership Manager to a Partnership Board, which oversees the Section 31 agreement.

7. The service has a key performance indicator (PAF D54/ BVPI 56), calculated as a % of items installed within 7 days of assessment. Work is on going with clinicians to improve performance in all areas of activity, which make up the overall indicator. A key part of this is the confirmation of "satisfactory installation" of equipment. The indicator is also key to the PCT's overall performance results.

8. Minor adaptations are not included in the performance indicator calculations, as the guidance excludes this where the service is provided by Housing.

9. The demographic profile of Herefordshire, with its aging population, and the national emphasis on prevention and independence, can only increase the demand for more expensive and complex items, such as pressure care equipment. Government targets for ICES include a 50% growth in the number of people receiving a service. This will be partially achieved by changing demographics, but also with the inclusion of more services. Some of these are currently operating within the PCT and would mean appropriate funding being added to the integrated budget if they are to become part of the ICES, others are new initiatives, such as Telecare.

10. A feasibility study has been carried out to explore options for the alternative provision of parts of the I.C.E.S. function; in particular, the out-sourcing of the Loan Store. The study examined quality and financial issues in relation to the needs of Herefordshire's citizens.   The investigation indicated that in a large rural County such as Herefordshire, contracting out the Community Equipment Store would not make appreciable savings over the existing in-house system. In addition, if the further integration with Strategic Housing Services and the delivery of new services including Telecare, are taken forward, this will allow for the development of the existing service

and an increase in the quality of the provision of equipment to meet the needs of the local community.

Areas for development

11.	These are exciting times for the Integrated Community Equipment Service in Herefordshire, since there are a number of initiatives, both local and national, with which the service is, or will be involved

Current activity:

12.	Hospital Discharge: The I.C.E.S. is a vital part of the range of services which come together to enable speedy discharge from hospital. By providing loan equipment for home nursing, such as specialist beds and pressure care mattresses, patients are able to be treated at home, in familiar surroundings which assist with speedy recovery. Many people, with the assistance of this specialist equipment, are able to be cared for in their own homes in a way which was not even thought about five years ago. The demand for home nursing equipment such as beds and pressure care mattresses has increased by around 10% in the past year and continues to grow.

13.	Intermediate Care: The ICES is one of the essential building blocks in the provision of Intermediate Care by providing equipment which enables those who are able to return to their homes to do so safely and with renewed confidence and skills. The service means that care staff can work with people in their own homes to restore skills and confidence and thus reduce the need for residential care, enabling resources to be used more flexibly and for the benefit of a greater number of users.

14.	By enabling the Outreach Team (formerly Rapid Response) to have 24 hour access to an extended float of equipment items, those identified at A&E as well enough for supported discharge can return to their homes safely with the appropriate equipment within a few hours of presenting at hospital, without the need for admittance and thus preventing beds being occupied unnecessarily.

15.	Links with Housing: Private Sector Housing manages minor adaptations (i.e those costing less than £1000) for the ICES under a local arrangement. This will now be managed in-house following the withdrawal of Anchor from the You@Home agency agreement. The value of this work was £56,000 in 2004/5. By providing a centralised approach to all major and minor building works for people with disabilities through this service; Disabled Facilities Grants work; and the funding of adaptations to fast-track hospital discharge, Strategic Housing is contributing to the Council's commitment to enable vulnerable people to live independently.

16.	Work is currently taking place between ICES and Private Sector Housing, to identify where economies of scale can be utilised. A pilot project is being run in February 2006, for the in-house handyman agency to provide a delivery/fitting service for items of equipment which need installation before use. This will ensure that service users will have their equipment installed and delivered at the same time, reducing any delay that may result from the need for a further visit by the Occupational Therapist. In addition, this partnership will assist with deliveries of equipment, particularly where this would otherwise involve duplicate journeys. In the longer term, co location, whether full or partial, is a possible option. It is planned to run a pilot project, so that the effectiveness of this plan can be evaluated. The deliver/fit project will enable the service to show a clear improvement in the D54 performance indicator- % of items installed within 7 days of the decision to supply.

17.   An Occupational Therapist with responsibility for Housing matters has been appointed to improve the response times for major adaptations, the level of which was highlighted in the recent Physical Disability Best Value Review. Although this post will be professionally managed by the Head OT, the incumbent will be a fully involved member of the Private Sector Housing team.

18.   Links with Children's Services: The Service works closely with the Education section of Children's Services, to provide specialist seating to SEN pupils. The Education Section is a contributor to the ICES pooled budget. Seating and standing equipment previously stored in schools now forms a part of the general stock of paediatric equipment managed by the service. It is hoped to bring other aspects of paediatric physiotherapy work, such as mobility aids for children, into the ICES. In addition, the service has worked closely for a number of years with the paediatric occupational therapy team in the County, providing specialist equipment, often on a "one-off" basis, for children with disabilities and life-limiting conditions.

19.   Independent Living Centre: Herefordshire does not currently have an Independent Living Centre, whereby its citizens can obtain independent advice and help on all matters relating to disability, including equipment and minor adaptations. This need was recently highlighted by the Physical Disability Best Value Review. CES is working with representatives of the Herefordshire Centre of Independent Living to fund a feasibility study into Herefordshire's need for such a facility. The Service is also working with the 'Info Shops' to provide information on the Community Equipment Service.

20.   Direct Payments: in line with other Local Authorities, the I.C.E.S. is developing a policy to enable users to access direct payments for community equipment. If there is a large take up, then this will impact upon the resources available to the service for other purposes. This policy will eventually be extended to minor adaptations. Both the recent green paper on adult services and the earlier "Improving Life Chances for Disabled people" place an emphasis on individualised budgets for service users which will further promote the use of direct payments.

21.   Competency Framework: The Occupational Therapy service is piloting a competency framework for OT support workers, which includes a module for assessing for equipment. In January 2006, this competency framework will be rolled out across other disciplines, such as the STARRS team. This will be explored further once the initial pilot has been evaluated. By broadening the range of professionals who are able to assess for equipment items, the waiting times for less urgent assessments will be reduced across the County.

22.   ICT: The Community Equipment Store uses software called MESaLS (Managing Equipment Stores and Loan System). This is one of the systems approved by the Department of Health for this purpose. ICES is currently exploring the upgrade to a newer, web-based, version of this software, using funding that has already been identified. One of the advantages of this will be that Occupational Therapists and other enabled clinicians will be able to order equipment on-line and track the progress of each order without recourse to CES staff. The system will eliminate a range of problem areas, which currently mean requests are delayed whilst clarification or further information is sought, saving time for both clinicians and customer services staff and providing a more efficient service to the end user. Eventually, also in line with the Government's agenda for equipment services, users will be able to access the system directly.   This will also contribute towards Herefordshire Council's e-enablement targets.

Future activity

23.   The recent Adult Services Green Paper, with its vision for the future of adult social care, clearly emphasises the twin agendas of prevention and of independence. The latter, as already noted, is also a theme in "Improving Life Chances for Disabled People. ICES is a key player in the development of both of these and, with appropriate funding, plans to meet the needs of many more people within Herefordshire. As already stated, one of Government's objectives for ICES is an increase of 50% in the numbers of people receiving a service.

24.   Telecare and Smart Houses: The growth of Telecare (with associated funding to be received by Local Authorities in April 2006), provides further opportunities for integration between Strategic Housing and ICES, along with other agencies such as health, housing organisations and the voluntary sector. Provision for Telecare monitoring is already being planned for the Extra Care Housing development in Ledbury Road and, increasingly, other developments will take this area of preventative social care into account. This kind of development, where electronic preventative and monitoring systems are built in at the construction stage, is often referred to as "Smart Houses". Monitoring is generally contracted out to a service provider, who may also be the provider and installer of the monitoring equipment. At a simple level, this covers specialist electronic lifestyle monitoring, such as falls; issues with domestic equipment (e.g. gas appliances, water and other domestic crises often associated with dementia). Telemedicine equipment can often be installed quickly and simply, perhaps via a telephone line, and monitored in the same way. These simple adaptations are key aspects of the prevention agenda, reducing the need for crisis intervention and freeing up resources for those whose need is most critical.

25.   The money to be provided by the Department of Health to Local Authorities next April is intended to "kick start" the wider provision of Telecare. A Steering Group has been set up, with membership from social care, health, housing and the voluntary sector, to develop Telecare projects for intermediate care, dementia care and falls prevention.

26.   Wheelchair Service: The Wheelchair Service is managed by the PCT and there are many activities which duplicate those already provided by ICES. It would benefit both organisations if the two services could work together to avoid duplication. The ICES has already entered into negotiations with the Wheelchair Service to provide storage and transport facilities. In the future, economies of scale would provide very real benefits from co-location and joint servicing and repair arrangements. Current resources make this difficult at present, since the existing ICES premises do not allow for expansion on this level.

27.   Short term wheelchair loans: In Herefordshire, provision of wheelchairs for short-term loans is patchy. The British Red Cross will lend a basic wheelchair for a maximum period of three months and some people are able to borrow or hire a wheelchair from elsewhere, such as Shopmobility. A small working group has drawn up guidelines for the providing a service such as this to those who are eligible, but has not yet identified a funding stream to establish and run such a service within ICES.

28.   Mobility aids: The ICES does not, at present, issue mobility aids, such as those recommended by physiotherapists. This covers all kinds of walking aids issued to people with mobility problems, as well as some specialist one-off items. This causes considerable confusion with users, who are unable to understand why all the equipment they require is not provided by a single service. It is planned to work

together with the physiotherapy service in Herefordshire to resolve this and to identify the funding so that mobility aids can become a part of the service provided by the ICES.

29.   Location of services – the Community Equipment Store has been in its current Rotherwas premises for almost 4 years. In that time, the service has grown and its importance in the overall plan to enable greater independence has led to a need for space which was not foreseen when the unit was in the planning stages. The Store is already renting an additional, smaller, unit for the storage of beds and other large items. Developments such as those outlined above will require additional storage space, as well as more room for cleaning, checking and repair. Growth will lead to a need for more staff and space in which to put them. In addition, space is required for assessment and for the training of clinicians in the application of new and existing equipment and the ICES will be considering options for expansion or relocation of the premises in order to provide a modern, efficient operation for all partners and stakeholders with room to continue growth and development.

30.   Minor Adaptations in the Public Sector: Residential Social Landlords are increasingly unable to find the resources to provide minor adaptations for their own tenants. Where there is an assessed need for this, the local authority (under the CSDP Act 1970) is responsible for provision. Although this has not yet become an issue in Herefordshire, it is only a matter of time. The additional resources required to provide this service will need to be identified and the infrastructure in place to respond to needs as they arise.

Financial implications

31.   Funding for current growth and for future developments relies on partners (both existing and new) recognising the need for additional resources to meet the growing needs of Herefordshire. The intervention of the ICES, along with other preventative services, leads to savings in other areas within both health and social care. It is not unreasonable to expect that some of these savings will be used to further develop those very services which contribute towards their making. It is recognised that any request for additional resources would need to be identified as part of any future budget pressures.

32.   Commissioning for Services: The arrangements whereby the ICES provides services on behalf of other organisations have evolved from an historically informal base. With the development of new sectors and the growth of the service to include a much wider range of equipment services, the need for a Commissioning Strategy is imperative. This will provide a framework for the service and mean that development is managed in a structured manner. Key commissioning links are, for instance, hospital discharge and the provision of pressure care items. By identifying separate funding streams for different services, the overall financial aspects of ICES can be more efficiently managed and identified needs met.

Risk Management

- If changes are not made to the current Integrated Community Equipment Service, it will not be able to meet the growing demands on the service.

- If appropriate resources are not available to the service, it will increasingly fail, both in terms of its recorded performance and also in meeting the needs of its user group.

Conclusions

This report has sought to outline to Cabinet members the strategic importance of the Integrated Community Equipment Service within the prevention and independence agendas and to illustrate the short and medium term plans for development.

Consultees

A process of consultation would be undertaken within partner organisations and with other stakeholders, on proposed developments within the service.

Background Papers

None identified.