

# Agenda

## Connected Communities Scrutiny Committee

Date: **Wednesday 15 January 2025**

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Time: **10.00 am**

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Place: **Conference Room 1 - Herefordshire Council, Plough Lane Offices, Hereford, HR4 0LE**

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

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# **Agenda for the meeting of the Connected Communities Scrutiny Committee**

## **Membership**

<b>Chairperson</b>	<b>Councillor Ed O'Driscoll</b>
<b>Vice-chairperson</b>	<b>Councillor Frank Cornthwaite</b>

**Councillor Bruce Baker**  
**Councillor Elizabeth Foxton**  
**Councillor Rob Owens**  
**Councillor Roger Phillips**  
**Councillor Diana Toynbee**

## Agenda

	Pages
<b>1. APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
<b>2. NAMED SUBSTITUTES</b> To receive details of any councillor nominated to attend the meeting in place of a member of the committee.	
<b>3. DECLARATIONS OF INTEREST</b> To receive declarations of interest in respect of items on the agenda.	
<b>4. MINUTES</b> To receive the minutes of the meeting held on Wednesday 13 November 2024.  <b>HOW TO SUBMIT QUESTIONS</b> The deadline for the submission of questions for this meeting is 5.00 pm on Thursday 9 January 2025.  Questions must be submitted to <a href="mailto:councillorservices@herefordshire.gov.uk">councillorservices@herefordshire.gov.uk</a> . Questions sent to any other address may not be accepted.  Accepted questions and the responses will be published as a supplement to the agenda papers prior to the meeting. Further information and guidance is available at <a href="http://www.herefordshire.gov.uk/getinvolved">www.herefordshire.gov.uk/getinvolved</a>	13 - 20
<b>5. QUESTIONS FROM MEMBERS OF THE PUBLIC</b> To receive any written questions from members of the public.	
<b>6. QUESTIONS FROM MEMBERS OF THE COUNCIL</b> To receive any written questions from members of the council.	
<b>7. LOCAL TRANSPORT PLAN</b> To set out the progress to date on the development of the new Local Transport Plan (LTP) and seek comments from scrutiny.	21 - 30
<b>8. MARKET TOWNS INVESTMENT PLANS</b> This report provides an overview of the development Market Town Investment Plans for Herefordshire's five market towns in 2021-22, in order to seek the views of the scrutiny committee on the benefits of the process and how projects identified are being progressed.	To Follow
<b>9. WORK PROGRAMME</b> To consider the draft work programme for Connected Communities Scrutiny Committee for the municipal year 2024/25.	31 - 50
<b>10. DATE OF THE NEXT MEETING</b>	

The date of the next meeting is Wednesday 12 March 2025, 10:00 am.

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- Attend all council, cabinet, committee and sub-committee meetings unless the business to be transacted would disclose 'confidential' or 'exempt' information.
- Inspect agenda and public reports at least five clear days before the date of the meeting. Agenda and reports (relating to items to be considered in public) are available at [www.herefordshire.gov.uk/meetings](http://www.herefordshire.gov.uk/meetings)
- Inspect minutes of the council and all committees and sub-committees and written statements of decisions taken by the cabinet or individual cabinet members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting (a list of the background papers to a report is given at the end of each report). A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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- Have access to a list specifying those powers on which the council have delegated decision making to their officers identifying the officers concerned by title. The council's constitution is available at [www.herefordshire.gov.uk/constitution](http://www.herefordshire.gov.uk/constitution)
- Access to this summary of your rights as members of the public to attend meetings of the council, cabinet, committees and sub-committees and to inspect documents.

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Bus maps are available here: [www.herefordshire.gov.uk/downloads/download/78/bus\\_maps](http://www.herefordshire.gov.uk/downloads/download/78/bus_maps)



**The seven principles of public life  
(Nolan Principles)**

**1. Selflessness**

Holders of public office should act solely in terms of the public interest.

**2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.





## Guide to Connected Communities Scrutiny Committee

Scrutiny is a statutory role fulfilled by councillors who are not members of the cabinet.

The role of the scrutiny committees is to help develop policy, to carry out reviews of council and other local services, and to hold decision makers to account for their actions and decisions.

Council has decided that there will be five scrutiny committees. The committees reflect the balance of political groups on the council.

The Connected Communities Scrutiny Committee consists of 7 councillors.

Councillor	Party
Bruce Baker	Conservative Party
Frank Cornthwaite (Vice-Chairperson)	Conservative Party
Elizabeth Foxton	Independents for Herefordshire
Ed O'Driscoll (Chairperson)	Liberal Democrats
Rob Owens	Liberal Democrats
Roger Phillips	Conservative Party
Diana Toynbee	The Green Party

### Scrutiny functions

The committees have the power:

- (a) to review, influence policy or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,
- (b) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are the responsibility of the executive,
- (c) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive,
- (d) to make reports or recommendations to council or the cabinet with respect to the discharge of any functions which are not the responsibility of the executive,
- (e) to make reports or recommendations to council or the cabinet on matters which affect the authority's area or the inhabitants of that area
- (f) to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions and to make reports or recommendations to the council with respect to the discharge of those functions. In this regard crime and disorder functions means:
  - (i) a strategy for the reduction of crime and disorder in the area (including anti-social and other behaviour adversely affecting the local environment); and

- (ii) a strategy for combatting the misuse of drugs, alcohol and other substances in the area; and
  - (iii) a strategy for the reduction of re-offending in the area
- (g) to review and scrutinise any matter relating to the planning, provision and operation of the health service in its area and make reports and recommendations to a responsible person on any matter it has reviewed or scrutinised or to be consulted by a relevant NHS body or health service provider in accordance with the Regulations (2013/218) as amended. In this regard *health service* includes services designed to secure improvement -
- (i) in the physical and mental health of the people of England, and
  - (ii) in the prevention, diagnosis and treatment of physical and mental illness
  - (iii) and any services provided in pursuance of arrangements under section 75 in relation to the exercise of health-related functions of a local authority.
- (h) to review and scrutinise the exercise by risk management authorities of flood risk management functions or coastal erosion risk management functions which may affect the local authority's area.
- (i) To track actions and undertake an annual effectiveness review

#### **The remit of Connected Communities Scrutiny Committee**

- Talk Business programme, advice and support
- Development investment plans - town, market town, rural, Hereford City
- Hereford Enterprise Zone
- Higher education development
- Adult and community learning programme
- Apprenticeships
- Fastershire programme
- Digital connectivity
- Heritage, culture and tourism
- Social value procurement policy
- Planning
- Licensing
- Regulatory
- Capital highway maintenance, asset management and infrastructure repair
- Council housing
- Statutory community safety and policing scrutiny powers

### **Who attends scrutiny committee meetings?**

- Members of the committee, including the chairperson and vice-chairperson.
- Cabinet members, they are not members of the committee but attend principally to answer any questions the committee may have and inform the debate.
- Officers of the council to present reports and give technical advice to the committee.
- People external to the council invited to provide information to the committee.
- Other councillors can attend but can only speak at the discretion of the chairperson.



## **Minutes of the meeting of the Connected Communities Scrutiny Committee held in Conference Room 1 - Herefordshire Council, Plough Lane Offices, Hereford, HR4 0LE on Wednesday 13 November 2024 at 10.00 am**

**Committee members present in person and voting:**      **Councillors: Bruce Baker, Frank Cornthwaite (Vice-Chairperson), David Hitchiner, Ed O'Driscoll (Chairperson), Roger Phillips and Diana Toynbee**

Others in attendance:

R Allonby	Service Director Economy and Growth	Herefordshire Council
L Cousins		Three Dragons
L Easton		
J Higgins	Democratic Services Support Officer	Herefordshire Council
S Holland	Interim Head of Housing Development	
H Merricks-Murgatroyd	Democratic Services Officer	
M Pearce	Managing Director	
D Webb	Statutory Scrutiny Officer	
D Wright	Head of Economy and Regeneration	

### **21. APOLOGIES FOR ABSENCE**

No apologies were received.

### **22. NAMED SUBSTITUTES**

There were no named substitutes.

### **23. DECLARATIONS OF INTEREST**

The Chairperson confirmed that Ross Enterprise Park is located in his ward. However, it was confirmed that there was no need for the Chairperson to leave the meeting for the Enterprise Zones item.

### **24. MINUTES**

The minutes of the previous meeting were received.

**Resolved: That the minutes of the meeting held on 15 October 2024 be confirmed as a correct record and be signed by the Chairperson.**

### **25. QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions had been received from members of the public.

### **26. QUESTIONS FROM MEMBERS OF THE COUNCIL**

No questions had been received from councillors.

## **27. ENTERPRISE ZONES**

The committee considered a report on Enterprise Zone. The Chairperson introduced the officers to present the council's report.

The principal points of the discussion are summarised below:

1. The Service Director, Economy & Growth noted that the main focus of the work was to address the lessons learned from the successful development out of Hereford Enterprise Zone, rebranded as Skylon Park, from around the last ten years.
2. The Managing Director Skylon Park reiterated the intention of the report to set out the background and history to the Enterprise Zone and the approach that has been taken to for Rotherwas and Hereford Enterprise Zone.
  - a. The choice that was made was to set up an independent, strategic, non-trading and non-asset owning limited company, chaired by the private sector to oversee the marketing promotion and advocacy for the enterprise zone. Therefore, a company was set up, arms-length from the council, to take forward the support and approach to raise the profile and identify potential sales.
  - b. A Local Development Order was created which then gives presumption in favour of planning permission for certain classes of development.
  - c. There is a board and small support team with a connection back through the economic development team into the various parts of the council including legal and finance. The enterprise zone company makes a recommendation and formal decisions are taken by the council. The support teams' budgets remained with the council and the council held the decision-making processes that sat behind land sales and budgets that support the enterprise zone.
  - d. In the case of Rotherwas, there is a need to invest in the land to make it investable.
  - e. In relation to lessons learnt, a number of areas were touched upon as areas that could be learned from including the consideration of each location is important and therefore business interest and the type of business interested in locating in that particular location is highly relevant. Ross is more accessible to the motorway network than Rotherwas. Additionally, the establishment of local governance is important in terms of private sector and local stakeholder involvement and thus it is important to establish clear terms of reference for any board or partnership.
3. The Service Director, Economy & Growth clarified on the ownership structure that it is council owned land but the council will sell the freehold of sites to interested businesses which is the preference of business to own and invest in the develop and then own the land. The council will then be responsible for the wider management of the estate and will be for the foreseeable future.
4. In response to a question on what is happening to the saving of business rates and what happens to that money, the Service Director, Economy & Growth noted that there is a time lag between investing in the process before receiving significant amounts of income generated. The government requirement is that any of the retained business rate above the 50% that funds council services has

to be spent on economic development activities that can be across the county not only the enterprise zone. There is currently a review with the Cabinet Member Economy and Growth and the Cabinet on how and when that money can be invested to support economic activity across the county.

5. In response to a question about whether the company or business plan comes first, the Managing Director Skylon Park confirmed it was the company first. However, before that, the council needs to be clear about what powers it wants to give out to another organisation. With the enterprise zone limited, decisions on land sales and the budget that supports it remains with the council.
6. In response to a question about what the timeline is for establishing the management company and whether it will be happening before workmen start on-site, the Service Director, Economy & Growth noted that the company that has worked on the Hereford Enterprise Zone has focused on the promotion of the enterprise zone and the land that is ready to be sold. When businesses come forward for that land, the expertise around the table helps to consider the placement strategy to identify on a case-by-case basis whether those businesses are right to deliver jobs in the right sectors for the county. Currently, for Ross Enterprise Park, work is ongoing to develop the physical environment prior to the bringing forward of the role of the board to attract the right type of businesses on there. It is hoped that work will begin on-site in Spring 2025 with an approximate 12-month period to create the development ready plots.
7. In addition, the Managing Director Skylon Park noted that once activity starts to happen in terms of infrastructure investment in opening the site that will transform interest levels. By Autumn 2025, it is hoped that there will be clarity in terms of businesses wanted to see there, how to approach them, and how to market. The company itself is a simple structure to put together.
8. The Chairperson acknowledged that it would not be difficult to set up, however, it is important who is on that board to steer the company and that should be ready in time when people arrive on site.
9. The Managing Director Skylon Park added on Ross that the initial investment is to open up 4 acres, the planning permission is for over 25, and there is a lot of land allocated for employment land purposes immediately adjoining the location. The structure needs to be looked at in terms of the longer-term perspective and not only the initial investment.
10. The Service Director, Economy & Growth noted that in addition to Ross Enterprise Park, there is consideration of how to apply the lessons learnt to the county as a whole and that is more reflective of how progression is made in terms of the Local Plan and the National Planning Policy Framework (NPPF) consultations on mandatory housing targets.
11. The Chairperson asked how much has been spent of the money that has been allocated in the current financial year, how much will be carried over, and what will be asked for in the revenue budget next year to make sure that adequate funding is allocated to lead the development and delivery.
12. In response, the Service Director, Economy & Growth noted that:
  - a. In the capital programme last December, £12m was allocated in terms of capital receipts funding for development of employment land across the county - £8m has been ringfenced to do this first phase of development in Ross.

- b. There is a Cabinet Member decision which allows £500,000 to be spent on the finalisation of designs and going through the procurement process which will take proceedings through until March.
  - c. Another Cabinet Member decision will be required once procurement has taken place to appoint a contractor to spend the other £7.5m on the investment on infrastructure into that site.
  - d. In terms of revenue budgets, there is some allocation within the economic development budget to support the development of employment land which could help establish the board, business plan, and operation.
13. In response to a question on the possibility of work showing value resulting from the enterprise zone, the Service Director, Economy & Growth noted that resource has not been allocated into commissioning an external study on the impact of the Hereford Enterprise Zone but it is something that could be done in the future.
14. In relation to a question on the ownership of the site as referenced in paragraph 4 of the report, the Managing Director Skylon Park clarified that the reference was in relation to the origin of the enterprise zone. There are council assets which have been built and retained including Skylon Place, Skylon Court, and the Shell Store. Individual plots have been sold off and businesses have been insistent in owning the freehold for those plots.
15. The Head of Economy and Regeneration added that in relation to the potential study on the impact of the businesses would be useful. It was clarified that when the businesses locate on to the enterprise zone, the council undertakes a key account management approach where a long-term relationship is developed with the businesses to see how they are progressing.
16. It was noted that the lessons learnt from neighbouring industrial and economic strategies would be helpful in comparing and contrasting with business parks in neighbouring counties.

There was a short adjournment to enable committee members to consider potential recommendations. The meeting recommenced and the following resolutions were agreed by the committee.

**Resolved: That Herefordshire Council**

- 1. Create a management company with a volunteer board for Ross Enterprise Park by 31 March 2025, in order to develop the park's business plan with officer support.**
- 2. Ensure adequate revenue funding is allocated in 2025-26 to lead development and delivery of Ross Enterprise Park, including management company support.**
- 3. Consider the business case for retaining some or all of the freehold land as an asset for Herefordshire.**
- 4. Retain at least one unit as a business incubation centre for south Herefordshire.**
- 5. To collect data to measure the economic and social impact of Hereford Enterprise Zone, to compare and contrast with business parks in neighbouring counties.**

**28. LOCAL AUTHORITY HOUSING DELIVERY MODELS**



The committee considered a report on commissioned research into housing delivery models in other local authorities by Three Dragons.

The Chairperson introduced the officers and representatives from Three Dragons to present.

The principal points of the discussion are summarised below:

1. The Service Director, Economy & Growth noted that there was an item on delivery models around delivery of affordable housing around the county at October's meeting. It was noted that a final report be brought back to the committee to review the key findings before final recommendations are made to Cabinet.
2. The Chairperson asked the representatives from Three Dragons what the possible sources of funding are that the council should be looking at to deliver the suggested pilot site for housing.
3. In response, Lin Cousins (Three Dragons) noted that with development companies, the other local authorities have used their own funding to start with on the basis that over time there will be a return.
4. In response to a question about how registered providers (RPs) can be helped who are under financial pressure and why are registered providers cautious about involvement in section 106 schemes, Lin Cousins noted that RPs are cautious about s106 schemes because they sometimes have issues around the types of units they are asked to pick up from the developers and because they are usually not eligible for any grant funding from Homes England. When they develop their own sites (100% affordable housing), they are then eligible for Homes England funding.
5. In response to a question about the impact of the Budget on Homes England spending plans, Lin Cousins noted that the direction of travel looks like there will be a priority given to social rent units rather than affordable rent units and there is more money for the tail-end of the current programme and an allowance for the next programme.
6. Laura Easton (Three Dragons) added that if the council were to go down the s106 route on one of those sites, talking to the RP early on would be useful to ensure that the council would be developing the type of units that they would want to take.
7. The Interim Head of Housing Development noted that in terms of RPs being interested in s106 agreements, there are certain rural locations where they do not have resource and therefore struggle to manage and maintain those properties. In terms of type, they are reluctant to take on one-bedroom properties of which there is a demand for those types of properties in Herefordshire.
8. The Chairperson asked whether the council has come across any ways to encourage developers to build one-bedroom units.
9. In response, the Interim Head of Housing Development commented that one-bedroom units are problematic for developers and in terms of innovative solutions, the council is going for affordable market rent in locations where there is a planning application that has come in with an affordable housing requirement. However, the council is unable to get a RP to take those plots and

therefore is letting the developer to rent them out in a different way rather than having to include an RP.

10. The Chairperson asked which of the local authority delivery model examples was recommended for use as a pilot scheme.
11. In response, Lin Cousins suggested that a combination of short-term and long-term measures may be adopted including such as the council may want to begin with some modest interventions in getting involved in delivering sites such as the aforementioned dialogue with RPs. Additionally, a bundle of sites may be offered to RPs to make it more commercially viable for them.
12. In relation to the list of Herefordshire Council owned sites, the Interim Head of Housing Development noted that the list was reached by looking at all sites that were owned by the council which can be delivered in the short-term to get stock into the marketplace.
13. In response to a question on which site would be recommended in the short-term, the Interim Head of Housing Development suggested smaller sites such as Bromyard, Holme Lacy, Plough Lane, and parts of Merton Meadows with 100% rental properties with a mixture of market rent and affordable rent.
14. The Service Director, Economy & Growth caveated that potential developments on the list of council owned sites are subject to business cases, planning permission, and other processes first.
15. In response to a question on the timeline and what is needed in next year's budget to get this started, the Interim Head of Housing Development noted that a number of sites are currently in the process of planning permission and viability studies.
16. In response to a question on how longer-term ambitions are realised, Lin Cousins suggested dialogue with other local authorities to explore in greater detail why they took the decisions they did and how they set about doing it.
17. In response to a question on what the council needs to do in relation to audit and governance, the Service Director, Economy & Growth acknowledged the housing problem that the county has that includes both a short-term and longer-term provision. The focus is now on how the structures are being created to help both in the short and long term.
18. Lin Cousins added that in the research carried out by Three Dragons, it was found that where joint ventures and development companies were set up well at the start, they do over the longer-term make a return to the local authority.
19. It was noted that another potential source of funding for housing could derive from pension funds including the Local Government Pension Scheme.
20. In relation to the suggestion of considering options to ameliorate the wait for phosphate credits, the Chairperson asked how the council could do this.
21. The Service Director, Economy & Growth responded that the council can set the criteria for which they allocate the credits out. At present, that has been addressing the backlog of planning applications that have been with the council for a number of years. In addressing nutrient neutrality, is a bigger issue of how the right type of housing is brought forward.

There was a short adjournment to enable committee members to consider potential recommendations. The meeting recommenced and the following resolutions were agreed by the committee.

**Resolved: That Herefordshire Council**

- 1. Progress at pace a pilot project to develop smaller sites owned by Herefordshire Council, subject to planning conditions and business plan.**
- 2. Identify and begin the process of setting up a development company, using the lessons learned from other local authorities identified in the report.**
- 3. Consider prioritising phosphate credits for developments with a higher percentage of social or affordable housing, such as those in the pilot project.**
- 4. Explore Local Government Pension Scheme options for funding the delivery of affordable housing.**
- 5. Report these recommendations to the council's housing development working group.**

**29. WORK PROGRAMME**

The Statutory Scrutiny Officer presented the draft work programme for scrutiny committees for the municipal year 2024/25.

The Chairperson noted that he had met with officers to look at the Local Transport Plan that is scheduled to come to the meeting in January 2025.

The Statutory Scrutiny Officer confirmed that the committee will be looking at the draft delivery plan rather than the objectives in relation to the Local Transport Plan.

The Chairperson added that there had been a discussion with officers about the proposed Market Towns Investment Plans item. In relation to the Hereford City plan, there was a feeling that the Hereford City plan would be too big to be included with the Market Towns Investment Plan and it therefore should be included separately in a future meeting. It was noted that the clerks of each market town should be invited to attend the Connected Communities Scrutiny Committee in January to report on their views on the Market Towns Investment Plan. It was added that the Hereford City plan would be moved to the March 2025 meeting.

In relation to the Cultural Strategy 2019-2029, the Chairperson added that he would like to hear from external voices including, for example, rural media.

In response to a question about an update on the transport hub, it was noted that this would come under the city masterplan in March 2025.

**30. DATE OF THE NEXT MEETING**

The next scheduled meeting in public was confirmed as Wednesday 15 January 2025, 10:00 am.

The meeting ended at 12.44 pm

**Chairperson**





# Title of report: Local Transport Plan

**Meeting: Connected Communities Scrutiny Committee**

**Meeting date: Wednesday 15 January 2025**

**Report by: Senior Transport Planning Officer, Head of Transport and Access Services**

## Classification

Open

## Decision type

This is not an executive decision

## Wards affected

(All Wards);

## Purpose

To set out the progress to date on the development of the new Local Transport Plan (LTP) and seek comments from scrutiny.

## Recommendation(s)

**That:**

- a) **The Scrutiny Committee is asked to note the progress to date on the Local Transport Plan, and to make any recommendations to Cabinet as they see fit.**

## Alternative options

1. There are no alternative options. Local Transport Plans are a statutory requirement under the Transport Act 2000 (as amended under the Local Transport Act 2008) and will be the key strategy document to access transport funding for the county. Not having a Local Transport Plan (LTP) would not be acceptable to the Department for Transport (DfT), and limit the ability of the authority to secure external funding towards transport infrastructure.
2. The current Herefordshire LTP was produced in 2016 and, subject to periodic updates, has a lifespan to 2031. It has, however, not been fully reviewed since 2016. Since this time, there have been significant changes in travel patterns and many of the schemes have been delivered. The DfT also provided funding to update the LTPs available to Local Authorities. A new LTP that reflects current policy and trends is likely to ensure the authority is better placed

to secure external funding (which makes up the majority of funding for new projects) compared to continuing with an older LTP that was produced under the priorities of a previous national government.

## **Key considerations**

3. Cabinet has previously considered proposals for developing the new Local Transport Plan at a meeting of 2 March 2023. A report was also brought to Connected Communities Scrutiny Committee on 8 November 2023. The recommendations from that scrutiny meeting are provided in **Appendix A**.
4. Transport has a huge impact on people's lives, quality of place and the economy. An accessible and reliable transport network helps to make places more attractive for people to live, work, visit and do business.
5. The new Herefordshire LTP will set out the Council's policy and strategy for all aspects of transport and how its approach to maintenance and improving transport will help to achieve local priorities.
6. The LTP also includes a short term delivery plan highlighting some of the interventions to help achieve this strategy. The action plan will contain a wide range of interventions, ranging from new highways to support growth, walking and cycling improvements and railway station improvements.
7. Work is also underway to develop a countywide Local Cycling, Walking and Wheeling Infrastructure Plan (LCWWIP). This will identify more detailed network plans and priorities for active travel, in a similar way that the Bus Service Improvement Plan (BSIP) sets out proposals for buses.
8. The emerging LCWWIP, adopted BSIP and EV strategy have all been considered in developing the draft LTP, and will form part of a suite of daughter documents to the overarching LTP.

## **Funding**

9. Delivery of the LTP is dependent on funding. The majority of funding for new transport interventions comes from external sources, including new development and grant funding from the DfT or other transport bodies.
10. The new LTP is being developed at a time when land-use allocations are being developed through the Local Plan, and potential updates to local housing requirements are being set by national government.
11. Close integration of planning and transport is critical to ensuring new development is appropriately planned and supported by transport infrastructure that enable people to access services, and protects the operation of the existing network. Aligning the emerging Local Plan and draft LTP will help in securing and delivering the required infrastructure.
12. External funding streams tend to be variable, traditionally announced with short timescales and targeted at certain transport modes. It is therefore essential that the LTP sets out proposals for all aspects of Herefordshire's transport ambitions, from major road proposals, to locally led improvements to walking, wheeling and cycling, so that the county has evidence based measures for which it can seek future funding opportunities.

## LTP Structure

13. The LTP will cover the whole of Herefordshire. In doing so, it will need to recognise the different, but interlinked transport needs of communities in different parts of the county. This is reflected by creating a place based LTP, which sets out strategies for each of the following:
  - a. The Transport Network, including maintenance of the network, measures that apply across the whole of Herefordshire, and linkages with partner organisations such as National Highways, rail industry and neighbouring authorities.
  - b. Rural Herefordshire and the Market Towns, accounting for 95% of the area of Herefordshire and two thirds of the populations
  - c. Hereford city, the largest urban area and focal point for services and growth.
14. The objectives for the LTP set out below, were consulted on in Spring 2024 and all were supported or strongly supported by 90% of respondents.
  - a. Supporting a thriving and prosperous economy
  - b. Enabling healthy behaviours and improving wellbeing
  - c. Tackling climate change and protecting and enhancing the natural and built environment
  - d. Improving accessibility and inclusivity
  - e. Improving transport safety and security
15. The place based strategies have been developed around a set of objectives that will deliver the local priorities for Herefordshire.

## LTP Emerging Strategy

16. **The Transport Network**, including roads and public transport, facilities movement and access to services and facilities throughout Herefordshire and beyond. The majority of travel is made on the highway network. This includes by car, bus, coach, and freight vehicles, as well as people walking, wheeling and cycling.
17. Most of the transport network is maintained by Herefordshire Council, including 3,200 kilometres of local highways. The A49, A40 and M50 form part of the Strategic Road Network, maintained by National Highways. In addition, the railway lines and four rail stations in Herefordshire are operated and maintained by train operating companies and Network Rail.
18. Priorities for the Transport Network include:
  - a. Continue to prioritise maintenance on A & B classified routes. These are the routes with the highest levels of movement and utilised by freight and public transport vehicles
  - b. Reduce the environmental impacts of maintenance, including update and renewal of streetlights and traffic signals, and considering carbon in procurement
  - c. Create site specific access strategies for major new developments, helping to secure necessary infrastructure and providing clarity to developers
  - d. New area wide approach to travel planning in large developments
  - e. Work with operators to support the efficient movement of freight, minimise impact of freight on the transport network and support more sustainable delivery methods

- f. Improving road safety, through continuing educational campaigns for vulnerable road users and targets measures at locations with a history of collisions
19. **Market towns and rural areas** account for 70% of the county's population. The Herefordshire countryside has a key role in the economy, supporting a variety of jobs both directly and indirectly through rural supply chains, and the high quality landscape in an attraction for leisure, recreation and the wider tourism sector
20. Across rural areas services are more widely spread, resulting in longer travel distances. Transport choices are also more limited, with lower population density, making commercially viable public transport challenging outside of routes between the largest settlements. As there has been a lack of intervention in rural areas, there tends to be a high dependency on private car travel.
21. The focus of the strategy for Market Towns and Rural areas includes the following:
- a. Improving the attractiveness of local centres for pedestrians, hospitality businesses and support hosting of community and seasonal events
  - b. Identify infrastructure to support significant development at Leominster and Ross-on-Wye, including Leominster southern link road and high quality active travel links between new developments, town centres, railway station and educational sites.
  - c. Hub and spoke/hub and ride focus for public transport. With bus stop and service infrastructure to lock-in recent BSIP funded enhancements to provide hourly/express bus services between the market towns and Hereford city, whilst also improving access to Ledbury railway station, and access and parking at a redeveloped Leominster station forecourt.
  - d. Promotion of electric vehicle charging facilities, including targeted provision in service centres and encouraging Peer-to-Peer charging.
  - e. Identify and deliver community priorities for quieter lanes for local walking, wheeling, cycling and horse riding.
22. **Hereford city** is the largest settlement and main retail, employments and administrative centre for Herefordshire. The city centre is a hub for service and retail industries and there are a number of large employment sites in and on the edge of the city.
23. With rail, bus and other services within a short distance by walking or cycling, residents of Hereford city benefit from the greatest amount of travel choice. This is reflected in the lowest levels of car use in the county, and almost half of residents who work in the city commute by foot, cycling or public transport.
24. Approximately 30,000 people travel into the city from surrounding towns and rural areas within Herefordshire and neighbouring counties such as Worcestershire, Gloucestershire and Powys. The majority of this travel is by car. While some trips from market towns (approximately 25% of commutes from market towns into Hereford are made sustainably), private car accounts for the vast majority of trips from rural areas.
25. The focus of the strategy for Hereford includes the following:
- a. Infrastructure to support new development, including new highway links around the city and sustainable transport infrastructure
  - b. Improving the attractiveness of city centre streets to create nicer places to visit, stay and spend time, supporting the local economy
  - c. Developing a network of walking, wheeling and cycling routes to encourage journeys that start and end in Hereford city to be made by active travel.



- d. Expansion of shared transport, growing the bike network and introducing car share clubs.
  - e. Delivery of the transport hub at Hereford railway station, and aspirations to enhance longer distance services including regular two-hourly services between London and Hereford
26. The draft LTP has been created through extensive engagement with internal and external stakeholders, focusing on those who deliver the strategy (i.e. transport operators and neighbouring authorities)
27. Following completion of a period of engagement through Autumn 2024, the LTP is being revised in liaison with officers across the council to work towards a draft LTP early in 2025.
28. The main area for further development is dependent on emerging development proposals in the Local Plan. It is expected there will be a significant increase in housing requirements, with greater clarity on this expected in January 2025.
29. There are also a range of statutory assessments, including a Habitat Screening, Health Impact Assessment, and Strategic Environmental Appraisal that will be undertaken on the draft LTP.
30. It is intended that a draft LTP and SEA will be produced by Spring 2025, ready for public consultation.
31. The scrutiny committee is invited to provide comments and recommendations that Cabinet may consider as part of the development of the draft LTP, before approval of the draft LTP for public consultation.

## **Community impact**

32. The Local Transport Plan will establish the county's future transport strategy and will form the framework for funding bids for a variety of transport investments, from new highway schemes to active travel packages. As such, the LTP has a key role in delivering the Council's priorities and the ambitions of the new delivery plan.
33. Specifically, the key objective in the Council's Delivery Plan (2024/25) to develop Herefordshire as a place for growth, prosperity and communities to thrive includes the commitment, this financial year, to deliver a new Local Transport Plan.

## **Environmental Impact**

34. The LTP will include a Strategic Environmental Appraisal as part of its development. Analysis of the current carbon baseline and the assessment of work programmes and measures that will deliver carbon reductions will identify the carbon impact of future transport proposals.

## **Equality duty**

35. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
36. The new draft Local Transport Plan (LTP) seeks to support a thriving and prosperous economy, improve health and wellbeing, reduce carbon emissions and support communities to be safer and better connected.
37. While the LTP strategy is still in development, the needs of a range of different users and protected characteristics have been considered throughout the development of the draft LTP to this point. This includes the use of local evidence of transport trends, information on the variations in travel behaviours between people belonging to different genders, age groups, income quintiles and mobility statuses.
38. The LTP sets out a range of interventions which will provide well integrated, accessible, and inclusive transport options for residents and visitors across the county. Much of the investment, for example to improve walking, wheeling and cycling infrastructure, public transport and air quality would be expected to particularly enhance equality of opportunity across a wide range of groups.
39. An Equality Impact Assessment will be undertaken alongside the completion of a draft LTP, and further changes raised through the EIA and consultation with the public and range of stakeholders will help to further shape and refine the strategy to ensure it supports the needs of all residents of Herefordshire.
40. When consulting with the public and/or stakeholders, the Council will ensure that it meets its Public Sector Equality Duty by following its comprehensive internal guidance.

## Resource implications

41. There is a budget of £240,000, mostly made up of DfT capacity and capability grant but also supplemented by the Council's own revenue funds.

Revenue or Capital cost of project (indicate R or C)	2022/23	2023/24	2024/25	Future Years	Total
	£000	£000	£000	£000	£000
Consultancy Fees (R)	30	210	0	0	240
<b>TOTAL</b>	<b>30</b>	<b>210</b>	<b>0</b>	<b>0</b>	<b>240</b>

Funding streams (indicate whether base budget / external / grant / capital borrowing)	2022/23	2023/24	2024/25	Future Years	Total
	£000	£000	£000	£000	£000
DfT Capacity Grant (R)	30	148	0	0	178
One Off Revenue Funds (R)	0	62	0	0	62
<b>TOTAL</b>	<b>30</b>	<b>210</b>	<b>0</b>	<b>0</b>	<b>240</b>

## Legal implications

42. The remit of the scrutiny committee is set out in part 3 section 4 of the constitution and the role of the scrutiny committee is set out in part 2 article 6 of the constitution.
43. The Local Government Act 2000 requires the council to deliver the scrutiny function.

## Risk management

44. The following risks and mitigation proposals have been identified:

<b>Risk</b>	<b>Mitigation</b>
Insufficient capacity and/or expertise to simultaneously progress the LTP and other transport projects to meet imposed deadlines.	The report identifies the engagement of specialist consultants WSP to provide specific technical expertise in a timely manner. This will assist in-house staff to manage and direct the overall project plan and individual work packages.
Work has started on the LTP before DfT guidance is issued which may result in abortive work or require a change in scope once the guidance has been issued.	WSP are an experienced transportation consultancy that has been drafting the DfT guidance on the LTP and QCR. Starting work ahead of the guidance and with this knowledge also means that more time will be available for consultation and consideration of the details and initiatives to be included in the final LTP.
It is likely that public and stakeholder consultation for the LTP will overlap with that of the Local Plan and other transportation projects, running the risk of confusion or consultation fatigue for partners, stakeholders and the public.	The development of these key strategies and plans is being coordinated so that the interrelationships between the various elements is fully understood.
LTP may be affected by changes that need to be made to Reg 18 and the Local Plan due to new central government ambitions.	Postponement of the draft LTP until end of financial year allows HC to await outcome of NPPF and consider impact on LTP requirements and timescales.
Delivery is slower than anticipated	The development of the plan will be kept under close review. Any potential slippage and the impact on progress alongside mitigating actions will be reported routinely to the cabinet member at the regular cabinet member portfolio meetings.

## Consultees

45. The development of the LTP will involve consultation with a number of stakeholders. A consultation plan will be prepared in due course and coordinated with the emerging Local Plan consultations where possible.

## Appendices

Appendix A- Connected Communities Scrutiny Committee Recommendations (2 March 2023)

## Background papers

## Report Reviewers Used for appraising this report:

Please note this section must be completed before the report can be published		
Governance	John Coleman	Date 18/12/2024
Finance	Wendy Pickering	Date 19/12/2024
Legal	Click or tap here to enter text.	Date Click or tap to enter a date.
Communications	Click or tap here to enter text.	Date Click or tap to enter a date.
Equality Duty	Harriet Yellin	Date 19/12/2024
Procurement	Click or tap here to enter text.	Date Click or tap to enter a date.
Risk	Click or tap here to enter text.	Date Click or tap to enter a date.
Approved by	Click or tap here to enter text.	Date Click or tap to enter a date.

**[Note: Please remember to overwrite or delete the guidance highlighted in grey]**

**Please include a glossary of terms, abbreviations and acronyms used in this report.**

BSIP- Bus Service Improvement Plan

DfT- Department for Transport

EIA- Equality Impact Assessment

EV- Electric Vehicles

HIA- Health Impact Assessment

LCWWIP- Local Cycling, Walking and Wheeling Infrastructure Plan

LTP- Local Transport Plan

SEA- Strategic Environmental Assessment

**Appendix A - Connected Communities Scrutiny Committee Recommendations (2 March 2023)**

1. Publish in full all background materials, including but not limited to the carbon modelling exercise.
2. Address the inconsistency in the way that carbon emissions are presented (by mixing territorial and consumption); publish both consumption and territorial emissions for both overall emissions and journey length (if possible); and address the issue that this report underplays the importance of modal shift for short journeys.
3. Engage immediately and closely with the Transport subgroup of the HCNPB as well as other key stakeholders, including National Grid.
4. Engage ASAP with a wide range of stakeholders to collect data as well as consult on emerging priorities.
5. Consider the following suggested objectives:
  - a. Improved road safety
  - b. Improved residents health
  - c. Improved range of transport choices including active travel and public transport, demand-responsive transport and reliable public EV charging infrastructure
  - d. Improved access to services
  - e. Carbon reduction (embodied and operational)
  - f. Nature protection
  - g. Supporting a sustainably thriving and prosperous economy.





# Title of report: Work programme 2024/5

**Meeting: Connected Communities Scrutiny Committee**

**Meeting date: Wednesday 15 January 2025**

**Report by: Statutory Scrutiny Officer**

## Classification

Open

## Decision type

This is not an executive decision

## Wards affected

All Wards

## Purpose

To consider the draft work programme for Connected Communities Scrutiny Committee for the municipal year 2024/25.

## Recommendation(s)

That:

- a) **The committee agree the draft work programme for Connected Communities Scrutiny Committee contained in the work programme report attached as appendix 1, which will be subject to monthly review, as the basis of their primary focus for the remainder of the municipal year.**

## Alternative options

1. The committee could decline to agree a work programme for its future committee meetings. This would likely result in unstructured and purposeless meetings.
2. The committee could also decline to identify areas of potential collaboration or alignment of work with other committees. This could result in duplication or overlap of work.

## Key considerations

3. A fundamental part of good scrutiny is planning and agreeing a programme of work for the committee to undertake. A well-considered work programme:

- a. identifies priorities for the committee's work that align with corporate and partnership priorities, as well as reflecting community concern;
  - b. ensures that each identified topic has clear objectives that focus the committee's work;
  - c. creates a timetable for the committee's programme of work so that the committee carry out its work at the optimal time; and
  - d. provides officers and partners with requirements for evidence that will support the committee in providing evidence-based scrutiny
4. To prepare this work programme, the committee chairs have met with officers of the council to identify potential priority areas of work for the committee. These priority areas have been scheduled within the work programme to ensure the committee considers topics when it is most useful to do so. A draft of this work programme has then been circulated to the council's corporate leadership team and other key senior directors, alongside committee chairs, for further comment and refinement.
  5. As agreed by Scrutiny Management Board, I have replaced individual work programme reports, updated in time for each committee meeting, with a single combined work programme, published at the beginning of each month. This makes it easier for committees to plan work on topics that straddle the remit of more than one committee. It also facilitates planning for specific items on the work programme from corporate directors. The most recent work programme was published on 7 January 2025 and is attached as Appendix 1.
  6. Attached as Appendix 2 to this report is the council's most recently published forward plan of key decisions.

## **Community impact**

7. Effective scrutiny enables the committee to reflect community concern, one of the four purposes of scrutiny as outlined by the Centre for Governance and Scrutiny.

## **Environmental impact**

8. This report contains no direct environmental impacts. However the work that the committee will undertake resulting from agreeing this work programme may have direct impacts. Reports arising from or supporting this work will outline their potential environmental impact.

## **Equality duty**

9. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. This report contains no direct equality impacts. However the reports and issues that the committee will consider may have direct impacts. Reports arising from or supporting this work will outline the any associated equality impacts for committee consideration.

## **Resource implications**

10. This report constitutes part of the typical function of this committee. Similarly, a programme of work undertaken by committee is an integral part of the council's 'business as usual'. There is no resource implication in setting or agreeing a work programme. However agreed topics in the work programme, in particular any requests for bespoke research or the involvement of outside experts or community groups, may incur resource costs. These will be contained in any reporting or planning of agreed topics within this work programme.



## **Legal implications**

11. The remit of the scrutiny committee is set out in part 3 section 4 of the constitution and the role of the scrutiny committee is set out in part 2 article 6 of the constitution.
12. The Local Government Act 2000 requires the council to deliver the scrutiny function.

## **Risk management**

13. There are no risks identified in the committee agreeing an effective and timely programme of work. However there is a risk to the council's reputation if committees fail to set a work programme, or set a programme of work that does not address local authority, partnership or community priorities.

## **Consultees**

14. In drafting this work programme, consideration has been given to:
  - a. The previous work of scrutiny committees;
  - b. Priorities suggested by members of the committee; and
  - c. Work with Herefordshire Council officers to develop topics and agree optimum timings to bring items for consideration.
15. This work programme is subject to ongoing review, which may involve additional consultees.

## **Appendices**

Appendix 1 – Connected Communities Scrutiny Committee work programme 2024/25 January 2025  
Appendix 2 – Herefordshire Council Forward Plan 3 January 2025 onwards

## **Background papers**

None



# Connected Communities Scrutiny Committee

## Committee Meeting

15 January 2025 **report deadline 3 January 2025** pre meeting lines of enquiry planning 6 January 2025

Topic and Objectives	Evidence required	Attendees*
<b>Local Transport Plan</b> <ul style="list-style-type: none"> <li>Scrutinise the ongoing development of the Local Transport Plan.</li> </ul>	<ul style="list-style-type: none"> <li>Overview report</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Environment and Highways</li> <li>Head of Transport and Access Services</li> <li>Members of Environment and Sustainability Scrutiny Committee</li> </ul>
<b>Market Towns Investment Plans</b> <ul style="list-style-type: none"> <li>Scrutinise progress in the creation and delivery of investment plans for Herefordshire towns.</li> </ul>	<ul style="list-style-type: none"> <li>Market town reports</li> </ul>	<ul style="list-style-type: none"> <li>Service Director, Economy and Growth</li> <li>Ross Town Clerk</li> <li>Ledbury Town Clerk</li> <li>Leominster Town Clerk</li> <li>Kington Town Clerk</li> <li>Bromyard Town Clerk</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

## Committee Meeting

12 March 2025 **report deadline 28 February 2025** pre meeting lines of enquiry planning 21 February 2025

Topic and Objectives	Evidence required	Attendees*
<b>Highways Winter Maintenance</b> <ul style="list-style-type: none"> <li>Review of winter maintenance of highways following the 2024-25 winter period.</li> </ul>	<ul style="list-style-type: none"> <li>Overview of winter service</li> <li>Map of highways and footpaths gritted during the winter period</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Environment and Highways</li> <li>Head of Highways and Traffic</li> </ul>

<b>Hereford City Masterplan</b> <ul style="list-style-type: none"> <li>Objectives to be agreed</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

### Committee Meeting

13 May 2025 **report deadline 1 May 2025** pre meeting lines of enquiry planning TBC

Topic and Objectives	Evidence required	Attendees*
<b>Cultural Strategy 2019-2029</b> <ul style="list-style-type: none"> <li>Review progress in delivering the cultural strategy.</li> <li>Scrutinise delivery of proposed cultural developments, such as Hereford Shire Hall and Hereford Museum</li> </ul>	<ul style="list-style-type: none"> <li>Draft cultural strategy</li> <li>Events and festivals market report</li> <li>Visit to cultural partnership board</li> </ul>	<ul style="list-style-type: none"> <li>Culture and Leisure Lead</li> <li>Hereford Voice</li> <li>Chief Executive, Courtyard Hereford</li> <li>Lead officer – Hereford Museum</li> <li>Chair, Hereford Cultural Partnership</li> </ul>
<b>Local Transport Plan</b> <ul style="list-style-type: none"> <li>Scrutinise findings of public consultation on Local Transport Plan proposals.</li> <li>Review draft plan before Council approval.</li> </ul>	<ul style="list-style-type: none"> <li>Draft Local Transport Plan</li> <li>Plan consultation findings</li> </ul>	<ul style="list-style-type: none"> <li>Service Director Environment and Highways</li> <li>Head of Transport and Access Services</li> <li>Members of Environment and Sustainability Scrutiny Committee</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

### Committee Meeting

**8 July 2025** report deadline **26 June 2025** pre meeting lines of enquiry planning TBC

Topic and Objectives	Evidence required	Attendees*
<b>Tourism and Destination Management</b> <ul style="list-style-type: none"> <li>Objectives to be agreed</li> </ul>	<ul style="list-style-type: none"> <li>Evidence to be agreed</li> </ul>	<ul style="list-style-type: none"> <li>To be agreed</li> </ul>
<b>Gully cleansing</b> <ul style="list-style-type: none"> <li>Scrutinise progress against the October 2024 Council motion to:               <ul style="list-style-type: none"> <li>Ensure all drains, gullies and culverts that fall under the responsibility of Herefordshire Council are accurately mapped.</li> <li>Undertake an urgent programme of rectifying and repairing drains, gullies and culverts where they have been damaged by the recent unprecedented period of rainfall.</li> <li>Develop a full countywide maintenance schedule that anticipates the likelihood of heavier rainfall in the future.</li> <li>Publish the maintenance schedule so that ward members, city, town and parish councils and local people can have confidence in the plans.</li> <li>Ensure that areas most at risk of flooding are prioritised for maintenance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Evidence to be agreed</li> </ul>	<ul style="list-style-type: none"> <li>To be agreed</li> </ul>
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

**Committee Meeting**

**9 September 2025** report deadline **28 August 2025** pre meeting lines of enquiry planning TBC

Topic and Objectives	Evidence required	Attendees*
<b>Broadband</b> <ul style="list-style-type: none"> <li>Objectives to be agreed.</li> </ul>		
<b>Work programme</b> <ul style="list-style-type: none"> <li>Review work programme</li> </ul>	<ul style="list-style-type: none"> <li>Draft work programme</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Scrutiny Officer</li> </ul>

\*The Corporate Director, Economy and Environment, Cabinet Member, Economy and Growth, Cabinet Member, Community Services and Assets, Cabinet Member, Roads and Regulatory Services, and Cabinet Member, Transport and Infrastructure, all have a standing invitation to the meeting.

# HEREFORDSHIRE COUNCIL FORWARD PLAN



This document, known as the Forward Plan, sets out the decisions which are expected to be taken during the period covered by the Plan by either Cabinet as a whole, or by individual Cabinet Members. The Plan is updated regularly and is available on the Herefordshire Council website ([www.herefordshire.gov.uk](http://www.herefordshire.gov.uk)) and from Council Offices. This edition supersedes all previous editions.

The council must give at least 28 days' notice of key decisions to be taken. A key decision is one which results in the council incurring expenditure or making savings of £500,000 or more, and/or is likely to be significant in terms of the strategic nature of the decision or its impact, for better or worse, on the amenity of the community or quality of service provided by the council to a significant number of people living or working in the locality affected.

**Current cabinet members are listed below.** For more information and links papers for Cabinet meetings please visit <https://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251>

Councillor Jonathan Lester	Corporate Strategy and Budget (Leader of the Council)
Councillor Elissa Swinglehurst	Environment (Deputy Leader of the Council)
Councillor Carole Gandy	Adults, Health and Wellbeing
Councillor Ivan Powell	Children and Young People
Councillor Harry Bramer	Community Services and Assets
Councillor Graham Biggs	Economy and Growth
Councillor Pete Stoddart	Finance and Corporate Services
Councillor Barry Durkin	Roads and Regulatory Services
Councillor Philip Price	Transport and Infrastructure

Documents submitted in relation to each decision will be a formal report, which may include one or more appendices. Reports will usually be made available on the council website at least 5 clear working days before the date of the decision. Occasionally it will be necessary to exempt part or all of a decision report from publication due to the nature of the decision, for example if it relates to the commercial or business affairs of the council. Other documents may be submitted in advance of the decision being taken and will also be published on the website unless exempt.

To request a copy of a decision report or related documents please contact [governancesupportteam@herefordshire.gov.uk](mailto:governancesupportteam@herefordshire.gov.uk) or telephone 01432 261699.

FORWARD PLAN FOR 1 February 2025 ONWARDS

The following information is provided for each entry in the Forward Plan:

Heading	Contains
<b>Report title and purpose</b>	A summary of the proposal
<b>Decision Maker and Due date</b>	Who will take the decision and the date the decision is expected to be made
<b>Lead cabinet member and officer contact(s)</b>	The cabinet member with responsibility for this decision and the officers producing the decision report.
<b>Directorate</b>	The directorate of the council responsible for the decision.
<b>Date uploaded onto plan</b>	The date the decision was first uploaded and the notice period started for key decisions.
<b>Decision type, exemptions and urgency</b>	Whether the decision is a Key or Non-Key decision, if the report is expected to be fully open, partly exempt or fully exempt and if urgency procedures are being followed.

40

Decisions to be taken by Cabinet at a formal meeting are listed first, ordered by date, and include both Key and Non-Key decisions. Decisions to be taken by individual Cabinet Members are then listed, grouped by portfolio area and sorted by date. These include Key decisions only.



Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
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#### Cabinet decisions by date (Key and Non-key listed)

<b>2025/26 Draft Capital Investment Budget and Capital Strategy Update</b>	Cabinet 13 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk Tel: 01432 383775</small>	Corporate Support Centre	20 December 2024	<b>KEY</b>
<b>2025/26 Draft Budget- Revenue</b>	Cabinet 13 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk Tel: 01432 383775</small>	Corporate Support Centre	20 December 2024	<b>KEY</b>

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>2025/26 Budget, Medium Term Financial and Treasury Management Strategy</b>	Cabinet 23 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk Tel: 01432 383775</small>	Corporate Support Centre	20 December 2024	<b>KEY</b> Open
<b>2025/26 Capital Investment Budget and Capital Strategy Update</b>	Cabinet 23 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk Tel: 01432 383775</small>	Corporate Support Centre	20 December 2024	<b>KEY</b> Open
<b>2025/26 Council Tax Reduction Scheme</b> To recommend to Council the 2025/26 local Council Tax Reduction (CTR) scheme	Cabinet 23 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk Tel: 01432 383775</small>	Corporate Support Centre	20 December 2024	<b>KEY</b> Open

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>Annual review of Earmarked Reserves – 2024/25</b> To note and review the earmarked reserves held by the council.	Cabinet 23 January 2025	Cabinet member finance and corporate services  Rachael Sanders, Director of Finance <small>Rachael.sanders@herefordshire.gov.uk Tel: 01432 383775</small>	Corporate Support Centre	20 December 2024	<b>Non Key</b> Open
<b>Herefordshire and Worcestershire Group Training Association Ltd (HWGTA) Investment Partnership Model</b> To develop a business case outlining options for a preferred investment model and;  to approve the preferred investment model option for the HWGTA Ltd and Herefordshire Council partnership to enable the development of a vocational centre of excellence on Skylon Park.	Cabinet 27 February 2025	Cabinet member community services and assets  Joni Hughes, Head of Chief Executive's Office, Gabriela Singh, Project Manager <small>Joni.Hughes@herefordshire.gov.uk, Gabriella.Singh@herefordshire.gov.uk Tel: 01432 260598, Tel: 01432 260375</small>	Corporate Support Centre	20 December 2024	<b>KEY</b> Open

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>Q3 Performance Report</b> To report to Cabinet the quarterly performance updates for across the council.	Cabinet 27 February 2025	Cabinet member finance and corporate services  Jessica Karia, Head of Corporate Performance and Intelligence <small>jessica.karia@herefordshire.gov.uk Tel: 01432 260976</small>	Corporate Support Centre	20 December 2024	<b>Non Key</b> Open
<b>Delivery Plan 2025-26</b> To approve the council's Delivery Plan 2025-26. Cabinet is required to produce a delivery plan which sets out how the strategic priorities within the Herefordshire Council Plan will be delivered and monitored.	Cabinet 27 March 2025	Cabinet member corporate strategy and budget  Michelle Price, Project manager, Helun Sandifort, Project Manager, Rosie Thomas-Easton, Director of Strategy and Transformation <small>michelleprice@herefordshire.gov.uk, Helun.Sandifort@herefordshire.gov.uk, rosie.thomas-easton@herefordshire.gov.uk Tel: 01432 383778, ,</small>	Corporate Support Centre	20 December 2024	<b>KEY</b> Open

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>New care facility</b> To consider and agree the business case to invest in and develop the council's own care facility in Herefordshire to meet future demand	Cabinet 24 April 2025	Cabinet member adults, health and wellbeing  Hilary Hall, Corporate Director Community Wellbeing, Hayley Doyle, Service Director - All Age Commissioning  <small>Hilary.Hall@herefordshire.gov.uk,            Hayley.Doyle@herefordshire.gov.uk            Tel: 01432 260832</small>	Community Wellbeing	20 December 2024	<b>KEY</b>
<b>Cabinet Member Decisions (Key decisions only)</b>					
<b>Portfolio: adults, health and wellbeing</b>					
<b>Portfolio: children and young people</b>					

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>Herefordshire's co-ordinated school admissions arrangements 2026/2027</b> To approve Herefordshire Council's proposed admissions arrangements for the academic year 2026/2027 The proposed arrangements comply with the current School Admissions Code which came into force on 1 September 2021. The recommendation applies to admission arrangements determined in 2024 for admission in school year 2026/2027 for those schools in Herefordshire for whom the council is the admissions authority. In 2022 some minor clarification changes were made to the arrangements previously published on the council's website to bring the admissions arrangements in line with the updated code. These updates did not require consultation as they were required by the code itself.	Cabinet member children and young people 14 February 2025	Cabinet member children and young people  Louise Tanner, Admissions and 14 to 19 curriculum manager Louise.Tanner@herefordshire.gov.uk Tel: 01432383333	Children and Young People	20 December 2024	<b>Non Key</b> Open
<b>Schools Budget 2025/26</b> To approve school forum's recommended budget proposals for school budgets, central school services and early years within the Dedicated Schools Grant (DSG) for 2025/26	Cabinet member children and young people 14 February 2025	Cabinet member children and young people  Clare Bellis-powley, Senior Finance Business Partner clare.bellis-powley@herefordshire.gov.uk	Children and Young People	20 December 2024	<b>KEY</b> Open

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>High Needs Budget 2025/26</b> To approve the Dedicated Schools Grant (DSG) high needs budget for 2024/25 as recommended by Schools Forum.	Cabinet member children and young people 28 March 2025	Cabinet member children and young people  Clare Bellis-powley, Senior Finance Business Partner <small>clare.bellis-powley@herefordshire.gov.uk</small>	Children and Young People	20 December 2024	<b>KEY</b> Open
<b>Portfolio: community services and assets</b>					
<b>Student Accommodation Update and Recommendations (amendment to non key due to there being no further financial implications that exceed £500k)</b> To update Cabinet Member on the progress and budget for the project	Cabinet member community services and assets 31 January 2025	Cabinet member community services and assets  Joni Hughes, Head of Chief Executive's Office, Susan White, Programme Manager <small>Joni.Hughes@herefordshire.gov.uk, Susan.White2@herefordshire.gov.uk</small> <small>Tel: 01432 260598, Tel: 01432 260070</small>	Economy and Environment	20 December 2024	<b>Non Key</b> Open
<b>Portfolio: economy and growth</b>					

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>UKSPF Allocation 2025/2026</b> To accept and spend Herefordshire's UKSPF allocation for 2025/26, totalling £2,172,966, made up of £401,198 capital and £1,771,768 revenue.	Cabinet member economy and growth Before 8 March 2025	Cabinet member economy and growth  Nadine Kinsey, Economic Development Officer <small>nkinsey@herefordshire.gov.uk</small>	Economy and Environment	20 December 2024	<b>KEY</b> Open
<b>Portfolio: environment</b>					
<b>Executive response to recommendations made by the Environment and Sustainability Scrutiny Committee regarding the Nutrient Management Board and to the Motion regarding Cabinet Commission on Phosphates</b> Executive response to recommendations made by the Environment and Sustainability Scrutiny Committee regarding the Nutrient Management Board and to the Motion regarding Cabinet Commission on Phosphates	Cabinet member environment 13 January 2025	Cabinet member environment  Elizabeth Duberley, Phosphate Mitigation Lead <small>Elizabeth.Duberley@herefordshire.gov.uk</small>	Economy and Environment	20 December 2024	<b>Non Key</b> Open



Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>River Restoration</b> To draw down funding from the Cabinet Commission for the delivery of river restoration projects.	Cabinet member environment 20 January 2025	Cabinet member environment  Elizabeth Duberley, Phosphate Mitigation Lead <small>Elizabeth.Duberley@herefordshire.gov.uk</small>	Economy and Environment	20 December 2024	<b>Non Key</b> Open
<b>Warm Homes: Local Grant</b> We are seeking approval to apply for and spend funding under the new Warm Homes: Local Grant funding scheme	Cabinet member environment 31 January 2025	Cabinet member environment  Bernadette Muldowney, Programme Management Office <small>Bernadette.Muldowney@herefordshire.gov.uk</small>	Economy and Environment	20 December 2024	<b>KEY</b> Open
<b>Portfolio: finance and corporate services</b>					
<b>Portfolio: roads and regulatory services</b>					

Report title and purpose	Decision Maker and Due date	Lead cabinet member and officer contact(s)	Directorate	Date uploaded onto plan	Decision Type, exemptions and urgency
<b>Public Realm Services Annual Plan 2025 - 2026</b> To confirm the Annual Plan 2025/26 for the Public Realm Services contract with Balfour Beatty Living Places (BBLP).	Cabinet member roads and regulatory services 24 January 2025	Cabinet member roads and regulatory services  Dave Martin, Interim Commissioning Manager Dave.Martin@herefordshire.gov.uk Tel: 01432 260285	Economy and Environment	20 December 2024	<b>KEY</b> Open
<b>Portfolio: transport and infrastructure</b>					