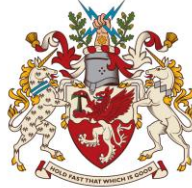


Public Document Pack



TRAFFORD COUNCIL

Tuesday, 21 November 2017

Trafford Town Hall
Talbot Road
Stretford
M32 0TH

Dear Councillor,

Your attendance is requested at a meeting of the Council of the Borough of Trafford on **WEDNESDAY, 29 NOVEMBER 2017, at 7.00 P.M.** in the **COUNCIL CHAMBER, TRAFFORD TOWN HALL, TALBOT ROAD, STRETFORD**, for the transaction of the business set out below:

NOTE: PRESENTATION FOR MEMBERS OF COUNCIL - 6.00 P.M. - 6.45 P.M.

HS2 BRIEFING

Prior to Council, all Members of Council are invited to attend at 6.00 p.m. in the Council Chamber to receive a presentation on the next stage of HS2 following confirmation of the route.

- | | Pages |
|--|--------------|
| 1. Minutes | |
| To approve as a correct record the Minutes of the Meeting of the Council held on 11 October 2017 for signature by the Mayor as Chairman. | 1 - 14 |
| 2. Announcements | |
| To receive any announcements from the Mayor, Leader of the Council, Members of the Executive, Chairmen of Scrutiny Committees and the Head of Paid Service. | |
| 3. Questions By Members | |
| This is an opportunity for Members of Council to ask the Mayor, Members of the Executive or the Chairman of any Committee or Sub-Committee a question on notice under Procedure Rule 10.2. | |

4. Membership of Committees

To note the following change to the Membership of Committees, as agreed by the Chief Executive under delegated authority:

Councillor Cornes appointed, with effect from 18 October 2017, as a replacement for former Councillor Smith on the Planning and Development Management Committee.

5. Registration of Councillors as Data Controllers

To consider a report of the Corporate Director for Transformation and Resources.

15 - 32

6. Consultation – Disqualification Criteria for Councillors and Mayors

To consider a report of the Corporate Director for Transformation and Resources.

33 - 54

7. Interim Amendment of the Council's Contract Procedure Rules to Permit Implementation of a Risk-Based Sourcing Trial

To consider a joint report of the Chief Finance Officer and the Director of Stockport, Trafford and Rochdale (STaR) Procurement Service.

To Follow

8. Council Tax Support Scheme for 2018/19 - Proposed Changes for Care Leavers, Those in Receipt of Universal Credit (UC) and Company Directors

To consider a report of the Executive Member for Corporate Resources and anticipated recommendations from the Executive Meeting on 27 November 2017.

55 - 68

9. Altrincham Neighbourhood Business Plan

To consider a report of the Executive Member for Housing and Strategic Planning, which is expected to be referred from the Executive Meeting on 27 November 2017.

69 - 130

10. Motions

To consider the following motions submitted in accordance with Procedure Rule 11:

(a) Motion Submitted by the Conservative Group - Broadheath Community Hub

Council notes it was recently confirmed that contracts had exchanged on a new community centre, restaurant and nursery in Broadheath.

The Council is therefore pleased to see that building work on this exciting and welcome community hub has started and places on record its thanks to all parties involved for their determination and tenacity in making this project a reality.

Council wishes to place on record its appreciation and recognise the dedication shown by Broadheath Community Association, the National Trust, developers, Councillors and residents alike, working together to ensure this exciting project has begun.

Council further supports the notion that development activity across the borough is positively contributing to improved public realm, new community facilities, green spaces and town centre regeneration as Section 106 and Community Infrastructure Levy (CIL) contributions are received and shows a demonstrable link between good development and an improved community offering.

(b) Motion Submitted by the Labour Group - Green Belt Land at Flixton

This Council notes changes put forward by the ruling Conservative Group to their proposals for the building of homes on green belt land in Flixton. Council recognises this space as a vital community asset and makes clear its opposition to any building taking place on the site. To this end Council calls upon the Conservative Group to review their proposals again and to withdraw their support for any and all building on Flixton's green belt.

(c) Motion Submitted by the Labour Group - Dignity in Social Care: Improving Social Care Services and Jobs

This Council notes with alarm the continuing crisis of social care underfunding that makes it hard for local authorities and provider organisations to ensure decent jobs and quality services.

This Council supports in principle the provisions of UNISON's Ethical and Residential Care Charters. The Council intends to implement the charters at the earliest practicable opportunity, recognising that some aspects of the charters may require additional funding.

Continued ...

This Council welcomes the additional short term funding that the government pledged for social care in the 2017 budget but notes that this does not go far enough and does not represent a sustainable solution.

This Council welcomes UNISON's Care Workers for Change campaign initiative which aims to expand union membership within the sector to give care workers the support and confidence to lead the public-facing campaign to increase central government funding, improve employee relations and raise standards within the sector.

This Council undertakes to encourage those care providers that we currently commission or purchase provision from, and to require those care providers that we commission or purchase provision from in future, to:-

- 1) Respect the right of care staff to organise a union in their workplace and do nothing to undermine the reasonable efforts of staff to organise a union.
- 2) Allow access to accredited union representatives and officials for membership recruitment activity. Provider organisations should engage positively with union requests for access to staff and, where necessary, agree arrangements that do not disrupt service delivery.
- 3) Pursue a partnership approach to employment relations. We would expect the provider to engage constructively with the union including a recognition and facilities agreement to underpin collective working.
- 4) Work with the providers and unions to pursue our shared objective of achieving the provisions of the UNISON Ethical and Residential Care Charters.

The Council will write to all current providers of council-commissioned care services at the earliest opportunity to advise them of our expectation that they will comply positively with the above points (1-4). These principles will be enshrined in our future commissioning processes and procedures.

(d) Motion Submitted by the Labour Group - Public Sector Pay Cap

For most public sector workers, including local authorities, schools, NHS, police, fire, their pay has significantly fallen in real terms since 2010. This has resulted in severe hardship for many individuals and families of public sector workers.

The Council further notes the drastic financial cuts to local government, police, fire, health and social care which is putting massive strain on those services. All of this is putting extra strain and increased workloads on staff, which in turn is now having a serious negative impact on the delivery of vital services within our communities here in Trafford and beyond.

In light of the above the Council calls on Government to lift the public sector pay cap and provide the necessary funding to enable those services to pay the workforce a decent and fair wage for the fantastic work they carry out for the people we represent.

(e) Motion Submitted by the Labour Group - Universal Credit

Council agrees that the intention of Universal Credit (UC) to make benefits less complicated and to allow those in low paid work to keep more of their wages is a good idea, but believes that the evidence demonstrates that the Universal Credit process is flawed and causing unnecessary hardship to local families.

Council notes that UC was deliberately introduced on a slow rollout so that any issues could be seen and corrected before the benefit was introduced to all claimants.

Council further notes that the evidence of this Council and others across the country is that UC is causing huge increases in rent arrears and in general debt levels amongst claimants, many of whom have never been in debt before. In addition, evidence demonstrates that most private landlords and even some housing associations are refusing to accept tenants receiving UC, leading to an increase in those registering as homeless and seeking temporary accommodation.

Council also notes that foodbank usage in the borough of Trafford has risen by 30% since the rollout of Full Digital UC in July 2017.

Council therefore resolves to write to the Secretary of State for Work and Pensions, making these points, requesting that the Government addresses these issues, and that the roll-out is paused (including to new claimants in Trafford) until the problems are fixed.

(f) **Motion Submitted by the Labour Group - Trafford Clinical Commissioning Group (CCG) Minimum Waiting Times for Non-urgent Surgery**

This Council will oppose any proposal by Trafford CCG to introduce minimum waiting times for non-urgent surgery for residents. This proposed policy is a shameful consequence of underfunding of the NHS, and undermines our core principles and the constitution of the NHS which clearly states that everyone has access to treatment at the earliest possible date whenever they need it.

Yours sincerely,



THERESA GRANT
Chief Executive

Membership of the Council

Councillors J. Coupe (Mayor), T. Ross (Deputy Mayor), D. Acton, S. Adshead, S.B. Anstee, S.K. Anstee, Dr. K. Barclay, J. Baugh, J. Bennett, Miss L. Blackburn, R. Bowker, C. Boyes, Mrs. A. Bruer-Morris, Mrs. J.E. Brophy, B. Brotherton, D. Bunting, D. Butt, K. Carter, M. Cawdrey, R. Chilton, M. Cordingley, M. Cornes, Mrs. P. Dixon, A. Duffield, Mrs. L. Evans, N. Evans, T. Fishwick, M. Freeman, P. Gratrix, Mrs. D.L. Haddad, J. Harding, J. Holden, D. Hopps, M. Hyman, C. Hynes, D. Jarman, P. Lally, J. Lamb, J. Lloyd, E. Malik, A. Mitchell, P. Myers, D. O'Sullivan, K. Procter, J.R. Reilly, Mrs. J. Reilly, B. Rigby, M. Sephton, B. Sharp, B. Shaw, E.W. Stennett, S. Taylor, L. Walsh, Mrs. V. Ward, A. Western, D. Western, M. Whetton, A.M. Whyte, A.J. Williams, A.P. Williams, J.A. Wright, M. Young and Mrs. P. Young

Further Information

For help, advice and information about this meeting please contact:

Ian Cockill, Democratic Services Officer
Tel: 0161 912 1387
Email: ian.cockill@trafford.gov.uk

This Summons was issued on **Tuesday, 21 November 2017** by the Legal and Democratic Services Section, Trafford Council, Trafford Town Hall, Talbot Road, Stretford M32 0TH

Any person wishing to photograph, film or audio-record a public meeting is requested to inform Democratic Services in order that necessary arrangements can be made for the meeting.

Please contact the Democratic Services Officer 48 hours in advance of the meeting if you intend to do this or have any queries.

TRAFFORD BOROUGH COUNCIL

11 OCTOBER 2017

PRESENT

The Worshipful the Mayor (Councillor Jonathan Coupe), in the Chair.

T. Ross (Deputy Mayor)	M. Cornes	D. O'Sullivan
D. Acton	Mrs. P. Dixon	K. Procter
S. Adshead	A. Duffield	J.R. Reilly
S.B. Anstee	Mrs. L. Evans	M. Sephton
S.K. Anstee	N. Evans	B. Sharp
Dr. K. Barclay	T. Fishwick	B. Shaw
J. Baugh	M. Freeman	E.W. Stennett
Miss L. Blackburn	P. Gratrix	S. Taylor
R. Bowker	Mrs. D.L. Haddad	Mrs. V. Ward
C. Boyes	J. Harding	A. Western
Mrs. A. Bruer-Morris	J. Holden	D. Western
Mrs. J.E. Brophy	D. Hopps	M. Whetton
B. Brotherton	C. Hynes	A.M. Whyte
D. Bunting	D. Jarman	A.J. Williams
D. Butt	P. Lally	A.P. Williams
K. Carter	J. Lamb	J.A. Wright
M. Cawdrey	J. Lloyd	M. Young
R. Chilton	E. Malik	Mrs. P. Young
M. Cordingley	P. Myers	

In attendance

Corporate Director Transformation and Resources	Ms. J. Hyde
Corporate Director Children, Families and Wellbeing	Ms. J. Colbert
Corporate Director Economic Growth, Environment and Infrastructure	Ms. S. Pearson
Director of Legal and Democratic Services	Ms. J. Kealey
Chief Finance Officer	Ms. N. Bishop
Head of Governance	Mr. P. Forrester
Senior Democratic and Scrutiny Officer	Mr. I. Cockill

APOLOGIES

Apologies for absence were received from Councillors J. Bennett, M. Hyman, A. Mitchell, Mrs. J. Reilly, B. Rigby and L. Walsh.

33. MINUTES

That the Minutes of the Meeting of the Council held on 26 July 2017, be approved as a correct record and signed by the Chairman.

**Meeting of the Council
11 October 2017**

34. ANNOUNCEMENTS

(a) Director of Legal Services

The Mayor welcomed Janet Kealey, Director of Legal and Democratic Services and informed Members that Jane Le Fevre had been seconded to the position of Chief Legal Officer responsible for the Council's Investments Programme.

(b) Queens Award for Voluntary Service

The Mayor informed the Council that he had the pleasure of attending the Queen's Award for Voluntary Service Presentations on 30 August at Gorton Monastery and was delighted that the Society for Abandoned Animals, based on Dane Road in Sale, was granted the coveted award.

(c) Scrutiny Committee Update

Councillor M. Young, Chairman of Scrutiny reported that three Task and Finish Groups had commenced and were undertaking a review of the Council's Customer Relationship Management System; a joint review with Health Scrutiny Committee on Loneliness in Trafford; and a review of the Service Level Agreements offered to Trafford schools. Councillor M. Young also took the opportunity to remind Members that Trafford was hosting the next Strategic Scrutiny Network meeting on 23 November 2017 at Trafford Town Hall.

(c) Health Scrutiny Committee Update

Councillor Harding, Chairman of Health Scrutiny Committee reiterated what Councillor M. Young had just said that the Committee would be working with Scrutiny Committee on a joint piece of work around Loneliness. Health Scrutiny was continuing to work on themed areas and a meeting on Mental Health had been held with Integration next on the agenda. As Chairman, Councillor Harding would be meeting Care Quality Commission representatives in relation to inspections on Adult Social Care.

35. QUESTIONS BY MEMBERS

The Mayor reported that 3 questions had been received under Procedure Rule 10.2.

(a) Councillor Jarman asked the following question for which he had given notice:

"Could Trafford Council initiate a campaign amongst schools in the borough to make parents aware of the danger of car exhaust emissions on public health and to encourage them to turn off their car engines whilst picking up or dropping off their children at school?"

**Meeting of the Council
11 October 2017**

Councillor Lamb, the Executive Member for Health and Wellbeing thanked Councillor Jarman for the question and believed it raised a wider issue than just that of air quality, important though that was, as Public Health England and the National Institute for Health and Care Excellence had said that the people most at risk from vehicle exhaust fumes were the over 65's and children.

The Executive Member considered that as many children as possible should be encouraged to walk to school where there was a reasonable alternative to being driven to and dropped off at school. The Council was involved at a Greater Manchester level in promoting the Living Streets Programme and a number of schools in Trafford were already involved. The aim was to reduce the number of parents who drove their children to school by encouraging the school to develop active travel among their pupils. This would have benefits for air quality, traffic congestion and importantly, physical activity. The scheme rewarded children who walked all or part of the way to school, at least once a week, with a monthly collectible badge and children logged their daily journeys on an electronic travel tracker, loaded onto a laptop in each classroom. On a national level the scheme had resulted in a 23% increase in daily walking journeys to school as well as a 30% decrease in cars outside school at pick-up and drop off times.

The Council would encourage schools to participate in the Living Streets programme. Councillor Lamb was very happy to seek to promote the programme along with the quite specific message about increasing parental awareness of the dangers of car exhausts and would exhort parents, as a minimum, to turn off their engines while picking up/dropping off children. Should parents or carers drive children to school, he would encourage them to drive at a slow, steady speed near schools and to park safely, with consideration for neighbours and other road users, away from the school gate, and undoubtedly to turn off their engine whilst waiting.

The Executive Member was in broad agreement with the thrust of the question and believed there were things the Council could do to encourage and persuade parents and carers to partake in better options for getting their children to and from school.

Acknowledging Councillor Lamb's response and permitted a supplementary question, Councillor Jarman enquired whether or not a scheme could be initiated. Councillor Lamb confirmed that he was supportive of such an initiative and believed that there were things that the Council could do, suggesting a dialogue with schools to ask them to engage with their parents and children along the lines he had outlined.

(b) Councillor Mrs. Brophy asked the following question, the first of two questions for which she had given notice:

“Are there plans to increase the roads maintenance funding, to benefit pedestrians, cyclists and vehicle users, in the 2018/19 budget?”

In response, Councillor John Reilly, Executive Member for Highways, Parks and Environmental Services explained that he was unable to answer the question at

**Meeting of the Council
11 October 2017**

present because the budget for highways was based on the grant the Council receives from central government through the Department of Transport and this was yet to be confirmed. The Council, therefore, was unable to set the 2018/19 budget and its implications at the moment, although it was anticipating a similar amount to 2017/18 of £2.1 million. The 2018/19 budget would be set in February 2018, however, Councillor John Reilly advised that an additional £600,000 had been identified and allocated in the current year to be spent on the borough's roads and highways and that this information was freely available to all Members in the last Revenue Budget Monitor report to the Executive.

- (c) Councillor Mrs. Brophy asked the following question, the second of two questions, for which she had given notice:

“Are there plans to restrict the most polluting vehicles that are currently granted licences via Trafford Council processes, in order to improve the air quality in our borough?”

Councillor Hopps, Executive Member for Housing and Strategic Planning confirmed that there was a specific action within the Greater Manchester Air Quality Action Plan for Greater Manchester Councils to work together to review how they would introduce quality controls to prioritise low emission vehicles operating as licensed taxis and private hire vehicles within the city region. In addition, Transport for Greater Manchester was working with licensing teams in seeking to standardise minimum emission requirements and maximum age of vehicles allowed to operate in the future. The Council was fully engaged in this work and would ensure that it operated in accordance with any new guidelines.

As a supplementary question, Councillor Mrs. Brophy asked what assessments had taken place on the impact on air pollution and public health as a result of diesel vehicle generators used by catering and ice-cream vans and other similar vehicles that were licensed by the Council for use at locations outside large sporting/entertainment events or in close proximity to children's play areas? Unfortunately, Councillor Hopps did not have the information to hand but assured Councillor Mrs. Brophy that if the question was put in writing he would provide an answer.

The Deputy Executive Member for Highways, Parks and Environmental Services was not in a position to answer the second part of that question but did indicate that there were improvements and with additional resources it could take time to bear fruition, however, the Council were monitoring things very closely.

36. RESULT OF BY-ELECTION FOR BUCKLOW ST MARTINS WARD AND POLITICAL GROUP COMPOSITION

The Chief Executive submitted a report on the result of the Poll held on 14 September 2017 for the Bucklow St. Martins Ward of the Borough and to advise on the political composition of the Council and the position in relation to the constitution of Council Committees for the remainder of the 2017/18 municipal year.

**Meeting of the Council
11 October 2017**

The Mayor congratulated Cllr Aidan Williams on his election and welcomed him to his first Council meeting.

RESOLVED –

- (1) That the election of Aidan James Williams as an elected Member for the Bucklow St. Martins Ward be noted.
- (2) That the current composition of the political groups on the Council, as set out in the report, be noted.
- (3) That the Council notes that there will be no consequential change to the allocation of Committee places.

37. MEMBERSHIP OF COMMITTEES

RESOLVED: That the Council notes the following changes to the Membership of Committees, as agreed by the Chief Executive under delegated authority:

Councillor Mrs. Bruer-Morris appointed, with effect from 14 September 2017, as a replacement for former Councillor Smith on the Licensing Committee, Public Protection Sub-Committee and Licensing Sub-Committee.

38. UNIVERSITY ACADEMY 92, OLD TRAFFORD AND THE STRETFORD MASTERPLAN

The Council was invited to discuss the proposals for a new University in Trafford and the strategy for securing the revitalisation of Stretford Town Centre which had been approved by the Executive on 2 October 2017.

The Refreshed Stretford Masterplan was the Council's vision for the area which included University Academy 92, leisure facilities, public spaces, and the former Essoldo cinema. The Masterplan aimed to create jobs, attract people into the town centre and enhance the local economy.

Members were largely supportive of the plans and considered them to be a once in a life time opportunity to regenerate the area but were also cautious about the impact of large scale changes on the existing community.

Positive comments concerned the educational opportunities; new construction and jobs; new retail business and the impact on the economy, not only locally but regionally; new housing; new residents attracted to the area; improved leisure facilities and opportunities; improvements to the public realm and night time economy; and the rejuvenation of historical buildings.

Matters on which reassurance was required included the impact of such a large student population on the local community; an increase in the number of houses of multiple occupation and a new large scale tower block; the relocation of existing

**Meeting of the Council
11 October 2017**

businesses and the uncertainty of leases not being renewed; the loss of green pockets of land and trees along the A56 which already had high levels of pollution; the Stretford Library site and future provision; a suitable mix of shopping and entertainment outlets to complement the night time economy that was not at odds with the close proximity of residential housing; impact on the infrastructure, including roads, parking and access to medical practices; access to and affordability of leisure facilities for local residents; and guarantees that existing residents had the opportunity to access education and jobs locally.

The Leader of the Council welcomed the contributions of Members and thought them opportune at the outset of the consultation period. Consultation with the local community over the plans commenced on 10 October and was set to run until 19 December 2017.

RESOLVED: That the comments of Members this evening and the decisions of the Executive on 2 October 2017, be noted.

39. MOTION SUBMITTED BY THE LABOUR GROUP - INTERNATIONAL HOLOCAUST REMEMBRANCE ALLIANCE DEFINITION OF ANTISEMITISM

(Note: With the consent of the Council, Councillor Ross altered as follows, the third sentence of the Motion for which notice had been given.)

It was moved and seconded that:

“This Council expresses alarm at the rise in antisemitism in recent years across the UK. This includes incidents when criticism of Israel has been expressed using antisemitic tropes. Criticism of the Israeli Government, as with criticism of other Governments, can be legitimate, but not if it employs the tropes and imagery of antisemitism. This Council therefore welcomes the UK Government’s announcement on December 11th 2016 that it will sign up to the internationally recognised International Holocaust Remembrance Alliance (IHRA) guidelines on antisemitism which define antisemitism thus:

This Council notes that: Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. To guide IHRA in its work, the following examples may serve as illustrations: Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that levelled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits. Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

**Meeting of the Council
11 October 2017**

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitic acts are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries). Criminal acts are antisemitic when the targets of attacks, whether they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Jewish or linked to Jews. Antisemitic discrimination is the denial to Jews of opportunities or services available to others and is illegal in many countries.

This Council hereby resolves to adopt the above definition of antisemitism as set out by the International Holocaust Remembrance Alliance and pledges to combat this pernicious form of racism. This Council also condemns all forms of racism, islamophobia, homophobia and sexism and we commit to fighting against them.”

Following speeches in support, the Motion was agreed unanimously by the Council.

RESOLVED: That this Council expresses alarm at the rise in antisemitism in recent years across the UK. This includes incidents when criticism of Israel has been expressed using antisemitic tropes. Criticism of the Israeli Government, as with criticism of other Governments, can be legitimate, but not if it employs the tropes and imagery of antisemitism. This Council therefore welcomes the UK Government’s announcement on December 11th

**Meeting of the Council
11 October 2017**

2016 that it will sign up to the internationally recognised International Holocaust Remembrance Alliance (IHRA) guidelines on antisemitism which define antisemitism thus:

This Council notes that: Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. To guide IHRA in its work, the following examples may serve as illustrations: Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that levelled against any other country cannot be regarded as antisemitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits. Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

Antisemitic acts are criminal when they are so defined by law (for example, denial of the Holocaust or distribution of antisemitic materials in some countries). Criminal acts are antisemitic when the targets of attacks, whether

**Meeting of the Council
11 October 2017**

they are people or property – such as buildings, schools, places of worship and cemeteries – are selected because they are, or are perceived to be, Jewish or linked to Jews. Antisemitic discrimination is the denial to Jews of opportunities or services available to others and is illegal in many countries.

This Council hereby resolves to adopt the above definition of antisemitism as set out by the International Holocaust Remembrance Alliance and pledges to combat this pernicious form of racism. This Council also condemns all forms of racism, islamophobia, homophobia and sexism and we commit to fighting against them.

40. MOTION SUBMITTED BY THE LABOUR GROUP - BUSINESS RATES RETENTION

(Note: As the owner of a company that had received a business rates reduction, Councillor Myers declared a personal interest in this matter and remained in the meeting during its consideration.)

It was moved and seconded that:

“This Council recognises that there are merits in local authorities retaining the business rates they collect in their area.

However, Council also recognises:

- That as this shift in Local Government Finance progresses, it is becoming increasingly clear that the full benefit in terms of long term stability of revenue, is being undermined by the need to set aside a significant sum year on year to ‘insure’ against business rate appeals.
- That whilst Government is addressing imbalances between authorities through tariffs and top-ups so that business rate retention does not create unfair windfalls or losses, it is not addressing the fact that Councils with a large business rate base are having to set aside such large amounts that could otherwise be spent on services and supporting extra economic growth.
- That Trafford is currently setting aside £40 million for this purpose.

Council therefore believes that since the nature of successful business rate appeals are most commonly based on issues outside the council’s control but are often highly local in their impact, it would be appropriate for national government to carry more of this risk.

Council therefore calls upon the Chief Executive to make representation to the Department for Communities and Local Government detailing the amount that Trafford is currently setting aside for Business Rate Appeals and calling upon the Secretary of State to make changes to relieve Trafford of this burden either through using revenue from the 'central list' or other sources.”

Following speeches in support, the Motion was agreed unanimously by the Council.

**Meeting of the Council
11 October 2017**

RESOLVED: That this Council recognises that there are merits in local authorities retaining the business rates they collect in their area.

However, Council also recognises:

- That as this shift in Local Government Finance progresses, it is becoming increasingly clear that the full benefit in terms of long term stability of revenue, is being undermined by the need to set aside a significant sum year on year to 'insure' against business rate appeals.
- That whilst Government is addressing imbalances between authorities through tariffs and top-ups so that business rate retention does not create unfair windfalls or losses, it is not addressing the fact that Councils with a large business rate base are having to set aside such large amounts that could otherwise be spent on services and supporting extra economic growth.
- That Trafford is currently setting aside £40 million for this purpose.

Council therefore believes that since the nature of successful business rate appeals are most commonly based on issues outside the council's control but are often highly local in their impact, it would be appropriate for national government to carry more of this risk.

Council therefore calls upon the Chief Executive to make representation to the Department for Communities and Local Government detailing the amount that Trafford is currently setting aside for Business Rate Appeals and calling upon the Secretary of State to make changes to relieve Trafford of this burden either through using revenue from the 'central list' or other sources.

41. MOTION SUBMITTED BY THE LABOUR GROUP - AIR QUALITY IN TRAFFORD

It was moved and seconded that:

"This Council notes the government's new air quality framework, which requires local authorities to submit their initial schemes for tackling dangerously high levels of air pollution. This will require Trafford to produce an action plan by the end of March 2018.

As we are aware, the World Health Organisation has said that air in the Greater Manchester area contains levels of dangerous particles which are above the legally safe level to breathe. Air pollution increases the risk of lung cancer, it can worsen existing lung conditions and stunt the growth of children's lungs.

The government plan has highlighted that local authorities like Trafford will need to identify Clean Air Zones for local air quality to be improved. In the borough there are two areas which are of particular concern, the A56 and M60 Motorway. The A56 traffic air pollution has attracted concern from residents for a long time, and the increasing traffic volume on the M60 and

**Meeting of the Council
11 October 2017**

nearby Biomass plant is a worry in terms of the negative impact to the health and wellbeing of nearby residents, and especially to young children.

There is a £255 million Implementation fund to support this process, and Authorities can then bid for further money from a competitive Clean Air Fund. This could support interventions such as improving concessionary travel, supporting cyclists and rethinking road infrastructure.

Council therefore agrees to:

- Note the importance of this initiative to reduce air pollution levels to a minimum, and how it fits in with the wider Greater Manchester strategy and the objectives of the new Mayor.
- Ensure that Trafford vigorously and quickly develops a local air quality framework, which involves extensive consultation and involvement of local people, to gain ideas on steps they would like to take to clean up the air in our areas.
- Continue to monitor and develop other strategies to tackle dangerous levels of air pollution in Trafford.
- Ensure that regular reports are provided to members and residents on the progress of the action plan and levels of air pollution in our Borough.”

It was moved and seconded as an amendment that:

“This Council notes the government’s new UK plan for tackling roadside nitrogen dioxide concentrations, which requires local authorities to submit their initial schemes for tackling dangerously high levels of air pollution. This will require Trafford to produce an action plan by the end of March 2018.

As we are aware, the World Health Organisation has said that air in the Greater Manchester area contains levels of dangerous particles which are above the legally safe level to breathe. Air pollution increases the risk of lung cancer, it can worsen existing lung conditions and stunt the growth of children’s’ lungs.

The government plan has highlighted that local authorities including Trafford will need to identify Clean Air Zones for local air quality to be improved. In the borough there is one part of the A56 near M60 J7 identified as a potential Clean Air Zone. The A56 traffic air pollution has attracted concern from residents for a long time, and the increasing traffic volume on the M60 and nearby proposed biomass plant is a worry in terms of the negative impact to the health and wellbeing of nearby residents, and especially to young children.

There is a £255 million Implementation fund to support this process, and authorities can then bid for further money from a competitive Clean Air Fund. This could support interventions such as improving concessionary travel, supporting cyclists and rethinking road infrastructure. In Greater Manchester this initiative will be organised by Transport for Greater Manchester who are

**Meeting of the Council
11 October 2017**

coordinating all air quality initiatives on behalf of the Greater Manchester Combined Authority.

Council therefore agrees to:

- Note the importance of this initiative to reduce air pollution levels to a minimum, and how it fits in with the wider Greater Manchester strategy and the objectives of the new Mayor.
- That Trafford's Air Quality Steering Group continues to take action to support and coordinate the delivery of the Greater Manchester Air Quality Action Plan.
- Continue to monitor and develop other strategies to tackle dangerous levels of air pollution in Trafford.
- Ensure that regular reports are provided to members and residents on the progress of the action plan and levels of air pollution in our Borough.
- Work with colleagues at Highways England and other partners to bring forward proposals for infrastructure investment that will provide an alternative to the M60 and support the development proposals for Carrington.
- Commits to fully engaging with the Greater Manchester Spatial Framework and recognises that having a long term plan for development and economic growth is a sensible way to avoid worsening air quality and congestion.

In addition, Council recognises air quality as a major issue and agrees to become a signatory to UK 100, a leading UK wide network of cities and local authorities campaigning for a Clean Air Act and wider improvements which seeks to devise and implement plans for the transition to clean energy that are ambitious, cost effective and take the public and business with them.

It supports decision-makers in UK towns and cities in their transition to 100% clean energy by 2050.

In light of this commitment, this Council therefore resolves to:

- match the ambitions of the UK100 Agreement through pledging to achieve 100% clean energy across Trafford Metropolitan Borough Council's full range of functions by 2050;
- work in partnership with our residents and business community to deliver against the commitments made nationally and internationally at the 2015 Paris Summit;
- turn these commitments into reality by supporting the Greater Manchester Combined Authority in developing a 'route map' to a sustainable future, working together with Trafford's business, educational and residential communities as part of an integrated approach to a shared sustainable future."

Following speeches in support, the amendment was agreed unanimously by the Council.

**Meeting of the Council
11 October 2017**

RESOLVED: That this Council notes the government's new UK plan for tackling roadside nitrogen dioxide concentrations, which requires local authorities to submit their initial schemes for tackling dangerously high levels of air pollution. This will require Trafford to produce an action plan by the end of March 2018.

As we are aware, the World Health Organisation has said that air in the Greater Manchester area contains levels of dangerous particles which are above the legally safe level to breathe. Air pollution increases the risk of lung cancer, it can worsen existing lung conditions and stunt the growth of children's' lungs.

The government plan has highlighted that local authorities including Trafford will need to identify Clean Air Zones for local air quality to be improved. In the borough there is one part of the A56 near M60 J7 identified as a potential Clean Air Zone. The A56 traffic air pollution has attracted concern from residents for a long time, and the increasing traffic volume on the M60 and nearby proposed biomass plant is a worry in terms of the negative impact to the health and wellbeing of nearby residents, and especially to young children.

There is a £255 million Implementation fund to support this process, and authorities can then bid for further money from a competitive Clean Air Fund. This could support interventions such as improving concessionary travel, supporting cyclists and rethinking road infrastructure. In Greater Manchester this initiative will be organised by Transport for Greater Manchester who are coordinating all air quality initiatives on behalf of the Greater Manchester Combined Authority.

Council therefore agrees to:

- Note the importance of this initiative to reduce air pollution levels to a minimum, and how it fits in with the wider Greater Manchester strategy and the objectives of the new Mayor.
- That Trafford's Air Quality Steering Group continues to take action to support and coordinate the delivery of the Greater Manchester Air Quality Action Plan.
- Continue to monitor and develop other strategies to tackle dangerous levels of air pollution in Trafford.
- Ensure that regular reports are provided to members and residents on the progress of the action plan and levels of air pollution in our Borough.
- Work with colleagues at Highways England and other partners to bring forward proposals for infrastructure investment that will provide an alternative to the M60 and support the development proposals for Carrington.
- Commits to fully engaging with the Greater Manchester Spatial Framework and recognises that having a long term plan for development and economic growth is a sensible way to avoid worsening air quality and congestion.

**Meeting of the Council
11 October 2017**

In addition, Council recognises air quality as a major issue and agrees to become a signatory to UK 100, a leading UK wide network of cities and local authorities campaigning for a Clean Air Act and wider improvements which seeks to devise and implement plans for the transition to clean energy that are ambitious, cost effective and take the public and business with them.

It supports decision-makers in UK towns and cities in their transition to 100% clean energy by 2050.

In light of this commitment, this Council therefore resolves to:

- match the ambitions of the UK100 Agreement through pledging to achieve 100% clean energy across Trafford Metropolitan Borough Council's full range of functions by 2050;
- work in partnership with our residents and business community to deliver against the commitments made nationally and internationally at the 2015 Paris Summit;
- turn these commitments into reality by supporting the Greater Manchester Combined Authority in developing a 'route map' to a sustainable future, working together with Trafford's business, educational and residential communities as part of an integrated approach to a shared sustainable future.

42. MOTION SUBMITTED BY THE CONSERVATIVE GROUP - FREE AFTER THREE

It was moved and seconded that:

"Seeing our towns and villages thrive, and be attractive welcoming places to be is important to Trafford Council. Council therefore encourages Trafford residents to support local businesses as we head into the festive period by shopping local. To support this, Council welcomes the decision of this administration to introduce 'Free After Three' parking in Council maintained car parks across the borough this winter."

Following speeches in support, the Motion was agreed unanimously by the Council.

RESOLVED: That, seeing our towns and villages thrive, and be attractive welcoming places to be is important to Trafford Council. Council therefore encourages Trafford residents to support local businesses as we head into the festive period by shopping local. To support this, Council welcomes the decision of this administration to introduce 'Free After Three' parking in Council maintained car parks across the borough this winter.

The meeting commenced at 7.00 p.m. and finished at 9.26 p.m.

TRAFFORD COUNCIL

Report to: Council
Date: 29 November 2017
Report for: Decision
Report of: Corporate Director for Transformation and Resources

Report Title

Registration of Councillors as Data Controllers

Summary

The nature of work undertaken by local Councillors is such that they should register as Data Controllers. The Information Commissioner's Office (ICO) requires that that registration should take place. Any further registration requirements which follow the introduction of the GDPR (General Data Protection Regulation) which will come into UK law next year will be communicated in due course.

Recommendation(s)

That Council recommends to all members that they should register as Data Controllers and that each fee for individual registration should be met from Council funds.

Contact person for access to background papers and further information:

Name: Janet Kealey
Extension: 1924

Appendices :

- A ICO Guidance document "Advice for elected and prospective councillors"
- B Councillor "Nature of Work" description
- C Sample ICO Registration Form

Background Information

Relationship to Corporate Priorities	N/A Decision is required to comply with legislation
Financial	The financial implications arising from this report are limited to the registration fee which

	will be met from within the council's budget envelope.
Legal Implications	The Legal implications are contained in the body of this report.
Equality/Diversity Implications	None
Sustainability Implications	None
Staffing/E-Government/Asset Management Implications	None
Risk Management Implications	None
Health and Safety Implications	None

1. Due to the nature of their work, councillors in the majority of local authorities across the UK are registered with the Information Commissioner's Office (the 'ICO') as Data Controllers. The ICO's "Advice for elected and prospective councillors" (Appendix A) provides guidance on how best they should manage information which comes into their possession during the course of their duties.

2. As set out in Appendix B, in the course of their work Councillors may process a considerable amount of personal information on behalf of their constituents. It is an offence under the Data Protection Act 1988 to process personal data without being registered to do so with the ICO.

3. A number of local authorities have received significant fines and other sanctions where there has been an incident of data loss or other data security breach. It is therefore of the utmost importance that both officers and elected members of the Council are aware of their responsibilities and are able to implement good practice when using or sharing personal information about private individuals. Keeping personal information secure and processing it properly helps to avoid harm to the individual and to avoid sanctions and reputational damage to both the Council and to the relevant elected member.

4. On 26 October 2017 Standards Committee considered the question of registration of Councillors as data controllers and recommended that the Council should resolve that all its Members should become registered and that the individual fee of £35 for each registration should be borne by the Council as an allowable expense. The majority of local authorities pay the registration fee for each of their elected members.

5. For information, a sample copy of a registration form is attached as Appendix C. It is proposed that officers shall assist each member in completing their form and shall submit a 'bulk' registration to the ICO in due course.

Reasons for recommendations

To ensure compliance with the law and to promote awareness and good practice in the protection of personal data.

Advice for elected and prospective councillors

Data Protection Act

Contents

Introduction.....	2
The role of the councillor	2
Use of personal information	2
Multi-member wards	4
Notification	5
Offences.....	6
Security	6
More information	7

Introduction

1. The Data Protection Act 1998 (DPA) is based around eight principles of good information handling. These give people specific rights in relation to their personal information and place certain obligations on those organisations that are responsible for processing it
2. An overview of the main provisions of the DPA can be found in [The Guide to Data Protection](#).
3. This is part of a series of guidance, which goes into more detail than the Guide, to help data controllers to fully understand their obligations and promote good practice.
4. This guidance aims to provide elected and prospective councillors with advice on how the DPA applies to them.

The role of the councillor

5. Councillors are likely to have three different roles:
 - As a member of the council, for example, as a cabinet member or a member of a committee.
 - A representative of residents of their ward, for example, in dealing with complaints.
 - They may represent a political party, particularly at election time.

Use of personal information

6. When councillors consider using personal information, they should take into account the context in which that information was collected to decide whether their use of the information will be fair and lawful, as required by principle 1 of the DPA:
 - Where a councillor is representing an individual resident who has made a complaint, the councillor will usually have the implied consent of the resident to retain relevant personal data provided and to disclose it as appropriate. The resident will also expect that the organisations (including the local authority) who are the subject of the complaint will disclose personal data to the councillor. If

there is any uncertainty regarding the resident's wishes, it would be appropriate to make direct contact with the resident to confirm the position.

- Sensitive personal information is treated differently; for example, where consent is being relied on this should be explicit in nature. However, in the context of a complaint, councillors – and organisations making disclosures to them - will usually be able to rely on the [Data Protection \(Processing of Sensitive Personal Data\)\(Elected Representatives\) Order 2002](#) as a condition for processing.
- Personal information held by the local authority should not be used for political purposes unless both the local authority and the individuals concerned agree. It would not be possible to use a list of the users of a particular local authority service for electioneering purposes without their consent. An example would be using a local authority list of library users to canvass for re-election on the grounds that the councillor had previously opposed the closure of local libraries.
- When campaigning for election as the representative of a political party, candidates can use personal information, such as mailing lists, legitimately held by their parties. However, personal information they hold in their role as representative of local residents, such as complaints casework, should not be used without the consent of the individual.
- When campaigning for election to an office in a political party, councillors should only use personal information controlled by the party if its rules allow this. It would be wrong, for instance, to use personal information which the candidate might have in their capacity as the local membership secretary, unless the party itself had sanctioned this.
- Candidates for election should be aware that political campaigning falls within the definition of direct marketing. Consequently, they should have regard to the requirements of the DPA (in particular section 11) and the Privacy and Electronic Communication (EC Directive) Regulations 2003 which set out specific rules that must be complied with for each type of marketing communication. For further information on this, the Information

Commissioner has produced [Guidance on Political Campaigning](#) which is available on our website.

Multi-member wards

7. In some types of local authority, councillors are elected under a multi-member system where more than one councillor represents a particular ward.
8. As a result, there may be situations where a councillor who represents a resident may need to pass on that particular individual's personal information to another councillor in the same ward. The councillor will only be allowed to disclose to the other ward councillor the personal information that is necessary:
 - to address the resident's concerns;
 - where the particular issue raises a matter which concerns other elected members in the same ward; or
 - where the resident has been made aware that this is going to take place and why it is necessary.

If a resident objects to a use or disclosure of their information, their objection should normally be honoured.

9. The councillor should not pass on personal information which is not connected to the resident's case.

Example

A resident asks one of the councillors in a multi-member ward for help about teenagers acting in an intimidating way in the area. The councillor wishes to share the resident's complaint with the other ward councillors because it is an issue of general concern.

The councillor lets the resident know that he wants to give the details of their complaint to the other ward councillors and why he wants to do that, rather than giving a general description of the complaint to other ward councillors.

If the resident objects, then his wishes are respected and only the general nature of the complaint is shared.

Notification

10. In considering whether they need to register their processing with the Commissioner, councillors must first decide in which role they are processing personal information:

- **As a member of the council**

Councillors may have access to, and process, personal information in the same way as employees. In this case it is the council rather than the councillor that determines what personal information is used for and how it is processed. For example, if a member of a housing committee has access to tenancy files to consider whether the local authority should proceed with an eviction, the councillor is carrying out the local authority's functions and so does not need to register in their own right.

- **As a representative of the residents of their ward**

When councillors represent residents of their ward, they are likely to have to register in their own right. For example, if they use personal information to timetable surgery appointments or take forward complaints made by local residents.

- **As a representative of a political party**

When acting on behalf of a political party, for instance as an office holder, councillors are entitled to rely upon the registration made by the party.

When individuals campaign on behalf of political parties to be the councillor for a particular ward, they can rely on the parties' registration if the party determines how and why the personal information is processed for the purpose of their individual campaigns.

If a prospective councillor is not part of any political party but campaigning to be an independent councillor for a particular ward, they need to have their own registration.

11. There is an exemption from registration where the only personal information which is processed takes the form of paper records.

12. A standard form for registration by councillors has been created to simplify the procedure.

Offences

13. The DPA contains a number of criminal offences, including:
 - Failure to register when required to do so. For example, a councillor who holds computerised records of residents' details for casework purposes would commit an offence if they had not registered this use of personal information.
 - Making unauthorised disclosures of personal information. For example, a councillor who discloses personal information held by the council to their party for electioneering purposes without the council's consent could commit an offence.
 - Procuring unauthorised disclosures of personal information. For example, a councillor who obtains a copy of personal information apparently for council purposes, but in reality for their own personal use (or the use of their party), is likely to have committed an offence.

Security

14. Councillors should be aware that they need to arrange for appropriate security to protect personal information. They must take into account the nature of the information and the harm that can result. They should consider what technical and organisational measures, such as use of passwords, computer access privileges, procedures and staff training, are appropriate to keep the information safe. Councils should also take appropriate measures in the same way.

More information

15. Additional guidance is available on [our guidance pages](#) if you need further information on other parts of the DPA.
16. If you need any more information about this or any other aspect of data protection, please [contact us](#), or visit our website at www.ico.org.uk.

This page is intentionally left blank

Councillor

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Nature of work – Councillor

Reasons/purposes for processing information

I process personal information to enable me to carry out casework on behalf of individual constituents.

Type/classes of information processed

I process information relevant to the above reasons/purposes. This may include:

- personal details
- family, lifestyle and social circumstances
- financial details
- education and employment details
- housing information
- details of complaints

I also process sensitive classes of information that may include:

- physical or mental health details
- trade union membership
- racial or ethnic origin
- offences including alleged offences
- political affiliation of elected members

Who the information is processed about

I process personal information about:

- constituents
- elected representatives and others in public office
- council employees
- complainants and enquirers
- relatives, guardians and associates of the person whose personal

information I am processing

- business or other contacts
- the subject of complaints

Who the information may be shared with

I sometimes need to share the personal information I process with the individual themselves and also with other organisations. Where this is necessary I am required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations I may need to share some of the personal information I process with for one or more reasons.

Where necessary or required I share information with:

- elected representatives and other holders of public office
- landlords
- local and central government
- statutory law enforcement agencies and investigating bodies
- political organisations
- the media
- healthcare, social and welfare advisers or practitioners
- suppliers
- the subject of complaints

Transferring information overseas

I do not transfer any personal information outside the European Economic Area (EEA).

Data protection – register your organisation

This form is for organisations (we use this term to include all data controllers, including sole traders, companies, and MPs) that need to register with the ICO under the Data Protection Act.

It should take about 10 minutes to complete. Once you have completed it, save this PDF, attach it to an email and send it to [fy\[ghfU\]cb4 \]W"cf\["i](mailto:fy[ghfU]cb4]W).

We will use the information you provide to administer your registration and maintain the public register. We will publish all the information you provide, except where we say otherwise.

1. About you

Organisation type:

If you selected 'Other', please give details:

Organisation name:

Please provide the correct legal title of the data controller. Examples are given below.

- Sole traders: provide the full name of the individual, eg Anna Katherine Smith.
- Partnerships: provide the trading name of the firm, eg Buttersfield & Co.
- Limited or public limited companies: provide the full name of the company, eg ABC Limited, not your trading name.
- Groups of companies: groups of companies cannot submit a single notification. Individual companies who are data controllers must notify separately.
- Schools: provide the name of the school, eg Hazeldown School. In Scotland, only schools in the independent sector need to register; all other schools are covered within the relevant local authority notification.
- Others, eg voluntary bodies: provide the name by which you are known to the public, eg Vicar of Anytown Church.

Address:

For limited companies, please provide your registered office address

Company registration number (if applicable):

Trading names:

Please provide any trading names you use.

Sector:

Nature of work:

Please tell us your nature of work eg childminder, estate agent, housing association. We'll use your answer to help us describe the types of personal data you process. Want to see the full list we use? You can [view the 'nature of work' descriptions](#) on our website.

2. What you process data for – additional reasons

Your registration will contain a description of processing based on the nature of work you do. However, we need to know if you process data for additional reasons. Please select below if you process data for the following reasons:

- CCTV for crime prevention
- Consulting and advisory services
- Trading and sharing personal information
- Providing financial services and advice
- Undertaking research

3. Data transfers

Do you transfer data outside the European Economic Area?

Yes **No**

4. Main contact details

Please give us the details of the person who is responsible for data protection in your organisation. We'll email a copy of the register entry to this address. We'll only ever

use this information to contact you about this registration. We won't publish this information on the public register.

Title:

Name:

Job title:

Email:

Phone:

**Use the address I provided in '1' above
Enter another address**

5. Tell customers how to contact you

Optional. People, eg customers, have the right to ask you for the data you hold about them. You can opt to provide any of the details below which we will publish on the public register to advise your customers who to address their request to.

**Use the job title I provided above
Or, other job title:**

**Use the email address I provided above
Or, other email address:**

**Use the phone number I provided above
Or, use other phone number:**

**Use the address I provided above
Or, other address:**

6. Other obligations

As well as the obligation to register, the law requires organisations to comply with other rules about the information they process. Please tell us about how you meet your obligations under the Data Protection Act by responding to the following statements. We won't publish this information on the public register, but may contact you on the basis of the responses you give.

Someone in my place of work is responsible for making sure we comply with the Data Protection Act.

Yes **No**

Relevant people in my place of work have been trained in how to handle personal information.

Yes **No**

When collecting personal information, we tell people how we will use it.

Yes **No**

We have a process in place so we can respond to requests for the personal information we hold.

Yes **No**

We keep records of people's personal information up to date and don't keep it longer than necessary.

Yes **No**

We have measures in place to keep the personal data we hold safe and secure.

Yes **No**

7. How much will I need to pay?

We only use this information to work out the fee you need to pay. We won't publish this information on the public register.

7a. Is your organisation a charity, or does it have exempt charitable status?

Yes The fee for your organisation will be £35. Go to 8.

No Go to 7b.

A 'charity' in England, Wales and Northern Ireland is an institution set up for charitable purposes only. In Scotland, it means a body entered in the Scottish Charity Register. This includes some schools. For a full description of what qualifies as an exempt charity, see [Part 1 of the Charities Act 2006](#) or the [Charities Act \(Northern Ireland\) 2008](#).

7b. Does your organisation have more than 249 staff?

Yes Go to 7c.

No The fee for your organisation will be £35. Go to 8.

7c. Is your organisation a public authority? We will publish this on the public register.

Yes Go to 7e.

No Go to 7d.

7d. Did your organisation have a turnover of £25.9 million or more in the last financial year?

Yes Go to 7e.

No The fee for your organisation will be £35. Go to 8.

7e. Has your organisation been in existence for more than 1 month?

Yes The fee for your organisation will be £500. Go to 8.

No The fee for your organisation will be £35. Go to 8.

Please note. There are some organisations that will always pay the £35 fee (Tier 1). You should refer to our leaflet [Notification fee changes – what you need to know](#) for full details.

8. Sign and date

Signature:

Date:

9. Sending your application to us

1. Fill in this form and **save it to your computer.**
2. Open a new email, with 'Data protection new registration' in the subject line.
3. Email the completed form to us at notification@ico.org.uk

What happens next?

We will prepare a draft register entry and email it to you to check, along with details of how to pay.

Subscribe to our newsletter: <http://www.ico.org.uk/news/e-newsletter>

This page is intentionally left blank

TRAFFORD COUNCIL

Report to: Council
Date: 29 November 2017
Report for: Decision
Report of: Corporate Director for Transformation and Resources

Report Title

Consultation – Disqualification Criteria for Councillors and Mayors

Summary

The Council has received a consultation document circulated by the DCLG on proposed new rules for the disqualification of certain individuals from standing for or holding office as a member of a council or as a mayor.

Trafford Council's Standards Committee has considered the consultation document and has made recommendations that their responses are accepted as responses from the Council as a whole.

Recommendation(s)

That the responses recommended by Standards Committee on 26 October 2017 are adopted by the Council and submitted to the DCLG by the Monitoring Officer.

Contact person for access to background papers and further information:

Name: Janet Kealey
Extension: 1924

For non-confidential reports add the following:

Appendix A: DCLG Consultation document September 2017

Background Information

Implications:

Relationship to Corporate Priorities	Safe place to live – fighting crime
Financial	There are no financial implications arising from this report.
Legal Implications	None directly as a result of this report. Any new regulations which are issued following this consultation

	exercise will be implemented by Trafford Council in due course.
Equality/Diversity Implications	<i>None</i>
Sustainability Implications	<i>None</i>
Staffing/E-Government/Asset Management Implications	<i>None</i>
Risk Management Implications	<i>None</i>
Health and Safety Implications	<i>None</i>

1.0 Background

1. The Council has received a consultation document circulated by the DCLG on proposed new rules for the disqualification of certain individuals from standing for or holding office as a member of a council.
2. On 26 October the Standards Committee considered the attached consultation document (Appendix A) published by the DCLG concerning proposed new rules covering the disqualification of individuals from standing for or remaining a member of a council or as a mayor.
3. Standards Committee resolved to recommend to Council that Trafford Council's responses to the following six questions set out on page 16 of the consultation document should be endorsed and adopted as follows:-

Q1. Do you agree that an individual who is subject to the notification requirements set out in the Sexual Offences Act 2003 (i.e. is on the sex offenders register) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Proposed response: **Yes**

Q2. Do you agree that an individual who is subject to a Sexual Risk Order should not be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or the London Mayor?

Proposed response: **Yes**

Q3. Do you agree that an individual who has been issued with a Civil Injunction (made under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014) or a Criminal Behaviour Order (made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Proposed response: **Yes**

Q4. Do you agree that being subject to a Civil Injunction or a Criminal Behaviour Order should be the only anti-social behaviour-related reasons why an individual should be prohibited from standing for election, or holding office,

as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Proposed response: **Yes**

Q5. Do you consider that the proposals set out in this consultation paper will have an effect on local authorities discharging their Public Sector Equality Duties under the Equality Act 2010?

Proposed response: **No**

Q6. Do you have any further views about the proposals set out in this consultation paper?

Proposed response: **None**

4. Council is requested to consider those responses and resolve to submit its response to the DCLG accordingly

This page is intentionally left blank



Department for
Communities and
Local Government

Disqualification criteria for Councillors and Mayors

Consultation on updating disqualification criteria for local authority members



© Crown copyright, 2017

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

This document/publication is also available on our website at www.gov.uk/dclg

If you have any enquiries regarding this document/publication, complete the form at <http://forms.communities.gov.uk/> or write to us at:

Department for Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4TF
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: <https://twitter.com/CommunitiesUK>

September 2017

ISBN: 978-1-4098-5102-8

Contents

Scope of the consultation	4
Basic Information	5
Introduction	7
The Current Disqualification Criteria	9
Sexual Offences	11
Anti-Social Behaviour	13
Retrospection	15
Questions	16
About this consultation	17

Scope of the consultation

A consultation paper issued by the Department for Communities and Local Government on behalf of the Secretary of State

Topic of this consultation:	This consultation paper sets out the government's proposals for updating the criteria disqualifying individuals from standing for, or holding office as, a local authority member, directly-elected mayor or member of the London Assembly.
Scope of this consultation:	<p>The Department for Communities and Local Government is consulting on proposals to update the criteria disqualifying individuals from standing for, or holding office as, a local authority member, directly-elected mayor or member of the London Assembly, if they are subject to:</p> <ul style="list-style-type: none">• the notification requirements set out in the Sexual Offences Act 2003 (commonly referred to as 'being on the sex offenders register');• a civil injunction granted under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014; or• a Criminal Behaviour Order made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014. <p>Any changes to the disqualification criteria would require changes to primary legislation, in particular the Local Government Act 1972, the Local Democracy, Economic Development and Construction Act 2009, and the Greater London Authority Act 1999.</p> <p>The proposed changes would not act retrospectively.</p>
Geographical scope:	The proposals in this consultation paper apply to certain authorities in England, including local authorities, combined authorities and the Greater London Authority. They do <u>not</u> apply to authorities in Wales, Scotland or Northern Ireland.
Impact Assessment:	No impact assessment has been produced for this consultation.

Basic Information

To:	This consultation is open to everyone. We particularly seek the views of individual members of the public, prospective and current councillors and those bodies that represent the interests of local authorities and councillors at all levels.
Body responsible for the consultation:	The Local Government Stewardship Division in the Department for Communities and Local Government is responsible for conducting the consultation.
Duration:	The consultation will begin on Monday 18 September 2017. The consultation will run for 12 weeks and will close on Friday 8 December 2017. All responses should be received by no later than 5pm on Friday 8 December 2017.
Enquiries:	<p>If you have any enquiries, please contact:</p> <p>Stuart Young email: stuart.young@communities.gsi.gov.uk</p> <p>DCLG Tel: 0303 44 40000</p> <p>How to respond:</p> <p>Please respond by email to: Section80consultation@communities.gsi.gov.uk</p> <p>Alternatively, please send postal responses to:</p> <p>Stuart Young Department for Communities and Local Government 2nd Floor, NE, Fry Building 2 Marsham Street London SW1P 4DF</p> <p>Responses should be received by 5pm on Friday 8 December 2017.</p>
How to respond:	<p>You can respond by email or by post.</p> <p>When responding, please make it clear which questions you are responding to.</p> <p>When you reply it would be very useful if you could confirm whether you are replying as an individual or submitting an</p>

	<p>official response on behalf of an organisation, and include:</p> <ul style="list-style-type: none">- your name- your position (if applicable)- the name and address of your organisation (if applicable)- an address, and- an email address (if you have one)
--	--

Introduction

1. Local authority members (i.e. councillors), mayors of combined authorities, members of the Greater London Assembly and the London Mayor take strategic decisions that affect all our lives. They decide how best to use taxpayers' money and manage local authority resources, including property, land and assets. They also have a leading role to play in building and preserving a society where the rights and freedoms of individuals are respected. They should be community champions. It is vital, therefore, that they have the trust of the electorate.
2. The Government considers that there should be consequences where councillors, mayors and London Assembly members fall short of the behaviour expected of anyone in a free, inclusive and tolerant society that respects individuals and society generally, and where this has led to enforcement action against an individual.
3. Existing legislation prevents individuals standing, or holding office, as a local authority member, London Assembly member or directly-elected mayor if they have, within five years of the day of the election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment, suspended or not, for a period of not less than three months without the option of a fine.
4. The Government considers that the law should be updated to reflect new options which exist to protect the public and address unlawful and unacceptable behaviour.
5. This consultation proposes updating the disqualification criteria in section 80 of the Local Government Act 1972, paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009, and section 21 of the Greater London Authority Act 1999 to prohibit those subject to the notification requirements (commonly referred to as 'being on the sex offenders register') and those subject to certain anti-social behaviour sanctions from being local authority members, London Assembly members or directly-elected mayors.
6. This consultation does not propose changing the disqualification criteria for Police and Crime Commissioners (PCCs). For the purposes of this consultation, 'local authority member' also extends to directly-elected mayors and co-opted members of authorities, and 'local authority' means:
 - a county council
 - a district council
 - a London Borough council
 - a parish council

The disqualification criteria in section 80 of the Local Government Act 1972, paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009, and section 21 of the Greater London Authority Act 1999 do not cover the Council of the Isles of Scilly or the Common Council of the City of

London. Therefore, the proposals in this consultation do not extend to these councils.

The Current Disqualification Criteria

7. Under section 80 of the Local Government Act 1972, a person is disqualified from standing as a candidate or being a member of a local authority, if they:
 - are employed by the local authority;
 - are employed by a company which is under the control of the local authority;
 - are subject to bankruptcy orders;
 - have, within 5 years before being elected, or at any time since being elected, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment (suspended or not) for a period of not less than three months without the option of a fine;
 - are disqualified under Part III of the Representation of the People Act 1983;
 - are employed under the direction of various local authority committees, boards or the Greater London Authority; or
 - are a teacher in a school maintained by the local authority.

8. Paragraph 9 of schedule 5B to the Local Democracy, Economic Development and Construction Act 2009 sets out the criteria on disqualification from standing as, or being, a directly-elected mayor of a combined authority. A person is disqualified from being elected or holding office as the mayor of a combined authority if they:
 - hold any paid office or employment (other than the office of mayor or deputy mayor), including any appointments or elections made by or on behalf of the combined authority or any of the constituent councils of the combined authority;
 - are subject to bankruptcy orders;
 - have, within 5 years before being elected, or at any time since being elected, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment (suspended or not) for a period of not less than three months without the option of a fine; or
 - is disqualified for being elected or for being a member of a constituent council under Part 3 of the Representation of the People Act 1983.

9. Section 21 of the Greater London Authority Act 1999 disqualifies someone from being the Mayor or an Assembly member if they:
 - are a member of staff of the Authority;
 - hold an office that disqualifies the holder from being Mayor or an Assembly member;
 - are subject to bankruptcy orders are bankrupt or have made a composition agreement with creditors;
 - have, within 5 years before being elected, or at any time since being elected, been convicted in the UK, Channel Islands or Isle of Man of any offence and have received a sentence of imprisonment (suspended or not) for a period of not less than three months without the option of a fine;
 - are disqualified under section 85A or Part III of the Representation of the People Act 1983 from being the Mayor or an Assembly member; or

- are a paid officer of a London borough council who is employed under the direction of:
 - a council committee or sub-committee whose membership includes the Mayor or someone appointed on the nomination of the Authority;
 - a joint committee whose membership includes a member appointed on the nomination of the council and a member appointed on the nomination of the Authority;
 - the council executive, or one of its committees, whose membership includes the Mayor or someone appointed on the nomination of the Authority;
 - a member of the council's executive who is the Mayor or someone appointed on the nomination of the Authority.

Sexual Offences

10. The Government considers that anyone who is subject to sex offender notification requirements, commonly referred to as 'being on the sex offenders register', should be barred from standing for election, or holding office, as a local authority member, directly-elected mayor or member of the London Assembly. The period of time for which they would be barred would end once they were no longer subject to these notification requirements.

11. An individual can become subject to notification requirements by committing certain criminal acts or being issued with certain types of civil order:

- Being subject to sex offender notification requirements is an automatic consequence of being cautioned or convicted of a sexual offence listed in Schedule 3 of the Sexual Offences Act 2003 (see: <http://www.legislation.gov.uk/ukpga/2003/42/schedule/3>).
- Sexual Harm Prevention Orders are civil orders intended to protect the public from offenders convicted of a sexual or violent offence who pose a risk of sexual harm to the public by placing restrictions on their behaviour. Offenders who are subject to Sexual Harm Prevention Orders become subject to notification requirements.
- Notification Orders are civil orders intended to protect the public in the UK from the risks posed by sex offenders who have been convicted, cautioned, warned or reprimanded for sexual offences committed overseas. Such offenders may be British or foreign nationals convicted, cautioned etc. abroad of a relevant offence. Offenders who are subject to Notification Orders become subject to notification requirements.

12. The duration of the notification requirement period (i.e. how long a person is on the sex offenders register) is set out in the Sexual Offences Act 2003 and in the table below. The courts have no discretion over this.

Where the (adult) offender is:	The notification period is:
Sentenced to imprisonment for life or to a term of 30 months or more	An indefinite period
Detained in a hospital subject to a restriction order	An indefinite period
Sentenced to imprisonment for more than 6 months but less than 30 months imprisonment	10 years
Sentenced to imprisonment for 6 months or less	7 years
Detained in a hospital without being subject to a restriction order	7 years
Cautioned	2 years

Conditional discharge	The period of the conditional discharge
Any other description (i.e. community sentence, fine)	5 years

These periods are halved for offenders who are under 18 on the date of the caution, conviction or finding, as defined within the 2003 Act.

13. Offenders who are subject to the notification requirements must notify the police of (amongst other things) their: name, date of birth, national insurance number, home address, passport number, bank account and credit card details. They must do this annually, any time the details change or when they travel abroad. They must also notify the police when they stay or reside with a child for more than 12 hours.
14. Further information on the Sexual Offences Act 2003 can be found at: <https://www.gov.uk/government/publications/guidance-on-part-2-of-the-sexual-offences-act-2003>.
15. The Government does not propose including another type of civil order, the Sexual Risk Order, as this person would not have been convicted or cautioned of a sexual offence under the Sexual Offences Act 2003 and are not subject to notification requirements for registered sex offenders. A Sexual Risk Order does require the individual to notify to the police their name and their home address. A Sexual Risk Order can be sought by the police against an individual who has not been convicted, cautioned etc. of an offence under Schedule 3 or Schedule 5 of the 2003 Act but who is nevertheless thought to pose a risk of harm to the public in the UK and/or children or vulnerable adults abroad.

Q1. Do you agree that an individual who is subject to the notification requirements set out in the Sexual Offences Act 2003 (i.e. who is on the sex offenders register) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q2. Do you agree that an individual who is subject to a Sexual Risk Order should not be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Anti-Social Behaviour

16. Anti-social behaviour blights people's lives and can leave victims feeling powerless. These are a range of powers to the courts, police and local authorities to tackle the problems in the table below.

17. The Government considers that an individual who is subject to an anti-social behaviour sanction that has been issued by the court, i.e. a Civil Injunction or a Criminal Behaviour Order, should be barred from standing for election, or holding office, as a local authority member, directly-elected mayor or member of the London Assembly. The period of time for which they would be barred would end once they were no longer subject to the injunction or Order.

Anti-Social Behaviour (ASB) Powers

Type	Power	Description
Issued by the court to deal with individuals	Civil Injunction	A civil order with a civil burden of proof. The injunction can include both prohibitions and positive requirements to tackle the underlying causes of the behaviour. Applications can be made by police, councils, social landlords, Transport for London, Environment Agency, Natural Resources Wales and NHS Protect.
	Criminal Behaviour Order	A court order available on conviction. The order can be issued by any criminal court against a person who has been convicted of an offence. It is aimed at tackling the most persistently anti-social individuals who are also engaged in criminal activity. The order can include both prohibitions and positive requirements. Applications are made by the prosecution, in most cases by the Crown Prosecution Service, either at its own initiative or following a request from the police or council.
Used by the police to move problem groups or individuals on	Dispersal Power	A flexible power which the police can use in a range of situations to disperse anti-social individuals and provide immediate short-term respite to a local community. It allows the police to deal instantly with someone's behaviour and prevent it escalating. The use of the power must be authorised by an officer of at least inspector rank, to be used in a specific locality for up to 48 hours or on a case by case basis. This is to ensure that the power is used fairly and proportionately and only in circumstances in which it is necessary.

Issued by councils, the police and social landlords to deal with problem places	Community Protection Notice	A notice designed to deal with particular problems which negatively affect the community's quality of life. The Notice can be issued to anyone aged 16 or over, businesses or organisations. This is a two-stage power and a written warning has to be issued first. Failure to stop the behaviour or take action to rectify the problem would lead to the notice being issued. The power can be used by councils, police and social landlords (if designated by the council).
	Public Spaces Protection Order	Designed to deal with anti-social behaviour in a public place and apply restrictions to how that public space can be used to stop or prevent anti-social behaviour. The order is issued by the council. Before the order can be made, the council must consult with the police and whatever community representatives they think appropriate, including regular users of the public space. Before the order is made the council must also publish the draft order.
	Closure Power	A fast and flexible two-stage power. Can be used to quickly close premises which are being used, or likely to be used, to commit nuisance or disorder, including residential, business and licensed premises. The police and councils are able to issue Closure Notices for up to 48 hours and the courts are able to issue Closure Orders for up to six months if satisfied that the legal tests have been met. Following the issue of a Closure Notice, an application must be made to the magistrates' court for a closure order.

Q3. Do you agree that an individual who has been issued with a Civil Injunction (made under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014) or a Criminal Behaviour Order (made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q4. Do you agree that being subject to a Civil Injunction or a Criminal Behaviour Order should be the only anti-social behaviour-related reasons why an individual should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Retrospection

18. Legislation does not generally apply retrospectively, the principle being that the law should operate in a clear and certain manner and the public is entitled to know the state of the law at a particular time.
19. The proposals in this consultation would not apply retrospectively, i.e. any incumbent local authority member, directly-elected mayor or member of the London Assembly, who is on the sex offenders register or subject to a Civil Injunction or Criminal Behaviour Order at the time the changes come into force would not be affected.
20. Such individuals would of course be prevented from standing for re-election after the changes came into force.

Questions

Q1. Do you agree that an individual who is subject to the notification requirements set out in the Sexual Offences Act 2003 (i.e. is on the sex offenders register) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q2. Do you agree that an individual who is subject to a Sexual Risk Order should not be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or the London Mayor?

Q3. Do you agree that an individual who has been issued with a Civil Injunction (made under section 1 of the Anti-social Behaviour, Crime and Policing Act 2014) or a Criminal Behaviour Order (made under section 22 of the Anti-social Behaviour, Crime and Policing Act 2014) should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q4. Do you agree that being subject to a Civil Injunction or a Criminal Behaviour Order should be the only anti-social behaviour-related reasons why an individual should be prohibited from standing for election, or holding office, as a member of a local authority, mayor of a combined authority, member of the London Assembly or London Mayor?

Q5. Do you consider that the proposals set out in this consultation paper will have an effect on local authorities discharging their Public Sector Equality Duties under the Equality Act 2010?

Q6. Do you have any further views about the proposals set out in this consultation paper?

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal information, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 1998 (DPA) and the Environmental Information Regulations 2004.

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Department for Communities and Local Government will process your personal data in accordance with DPA and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties.
Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

This page is intentionally left blank

TRAFFORD COUNCIL

Report to: Council
Date: 29 November 2017
Report for: Decision
Report of: Executive Member for Corporate Resources

Report Title

Council Tax Support Scheme for 2018/19 – Proposed Changes for Care Leavers, those in receipt of Universal Credit (UC) and Company Directors

Summary

This report summarises the current Council Tax Support Scheme and the proposed changes which will ensure:

- Care Leavers, where a Council acts as the corporate parent, do not have to pay Council Tax up to their 25th birthday
- UC claimants start dates are aligned with CTS start dates
- Company Directors are treated in the same way as self-employed claimants to ensure a fair and consistent approach.

This report also summarises the feedback from the consultation which has been undertaken on these changes.

Recommendation(s)

That Council approve the Executive's recommended proposed changes to the Council Tax Support scheme for 18/19.

Contact person for access to background papers and further information:

Name: Louise Shaw
Extension: 3120

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Low Council Tax, Value for Money and services focused on the most vulnerable people
Financial	The existing Council Tax Support scheme is already funded by the Council and the changes proposed will not substantially increase the funding required.
Legal Implications:	The Council has to formally set its local CTS scheme before 31 January 2018, in order for the scheme to be formally adopted for 2018/19. This is in accordance with the Local Government Act 2012.
Equality/Diversity Implications	An equalities impact assessment has been completed and there are no groups negatively impacted from the changes.
Sustainability Implications	None
Resource Implications e.g. Staffing / ICT / Assets	Resources required to implement the proposed changes to the scheme can be absorbed within current staffing levels.
Risk Management Implications	None
Health & Wellbeing Implications	A public consultation has taken place to gather the views of individuals and organisations that support vulnerable groups. Protected groups remain within the scheme as does the maximum award of 100% (subject to a band D charge and non-dependant deductions)
Health and Safety Implications	None

1.0 Background

- 1.1 In April 2013, following the abolition of Council Tax Benefit (CTB) which was a national scheme funded by a central government grant, the Council implemented its new local Council Tax Support (CTS) Scheme for working age claimants. This scheme has been updated annually since this date.
- 1.2 There are 13.7k Trafford residents in receipt of CTS and spend is £10.5m per annum. 47% of CTS claimants are pensioners and therefore receive full Council Tax Support under legislation and are not affected by the local scheme.
- 1.3 Each year, the Council has to formally approve its CTS scheme for the following financial year before the 31 January. Any changes to the CTS scheme require public consultation.
- 1.4 In September 2017, the Executive agreed to the Council consulting on minor changes to the existing scheme. The consultation took place between 20 October and 17 November 2017.

2.0 Trafford's CTS Scheme

Trafford's current working age CTS scheme has the following main attributes:

- The maximum award payable is 100% of the charge up to a band D property, subject to any non-dependent deductions.
- The rate at which benefit is withdrawn (known as the income taper) is 30%.
- Deductions relating to adults in the property (non-dependents) are 20% higher than the national rates.
- Child care disregard costs are higher than the national rates, meaning we allow more
- The minimum level of award is set at £5 per week.
- In line with Universal Credit a minimum income is assumed for those self-employed who have been trading for more than 12 months
- Claimants and/or their partners who receive the middle or high rate of Disability Living Allowance for Care or Mobility are protected
- Households who have a dependent child under 5 years old do not have their Child Benefit income taken in to account.
- War Pensions and War Widows Pensions is disregarded as income.
- Eight week 'run on' of previous entitlement for the long term unemployed starting work

2.2 A discretionary fund is in place to help residents on a case by case basis. This supports and aligns to the discretionary fund in place for help towards housing costs.

3.0 Drivers for change

3.1 The Council has responsibility as the corporate parent for a number of Care Leavers up to their 25th birthday. To ensure that the Council provides financial support as these young adults make the transition from care to independent living the Council agreed at an Executive meeting in June 2017 that they would provide further financial support to Care Leavers living in Trafford by awarding an exemption from their Council Tax liability. In this first year, for care leavers who do not meet any other of the CTS scheme criteria, the reduction has been made via a Discretionary Council Tax award. This proposed change formalises the arrangement within the CTS scheme. The Council proposes to amend the scheme so that all Care Leavers receive full CTS equal to their liability.

3.2 Universal Credit (UC) started to roll out in Trafford from June 2014. UC combines up to six means tested benefits including Housing Benefit, into one payment and is paid monthly in arrears. However UC does not include CTS which needs to be claimed separately.

3.3 An analysis of CTS awards made to those in receipt of UC has identified that more than half (57%) had not claimed CTS when they claimed UC as they assumed that

CTS would be paid as part of their UC claim. As there is no backdating in the Council's CTS scheme this has led to vulnerable customers being placed into hardship and arrears with a liability for Council Tax before CTS was claimed and credited to their account.

- 3.4 The proposal is that the Council will use the start date of the claim for UC as the start date of the claim for CTS to ensure that both benefits are aligned.
- 3.5 From April 2017 the Council amended its CTS scheme for those self-employed to align the calculation with UC and treat those trading for more than 12 months as receiving the minimum wage for the numbers of hours worked.
- 3.6 There are a small, but increasing number of claims from customers who have appointed themselves as a Director of their own Company. For CTS purposes these customers are treated as employed and not self-employed. The proposal is to bring these claims in line with those who are self-employed and treat them as earning the minimum wage after 12 months of trading. This will ensure a consistent approach across all claim types.
- 3.7 A copy of the wording of the intended changes is attached as Appendix B. A copy of the current scheme can be accessed from the council's website at <http://www.trafford.gov.uk/residents/benefits-and-council-tax/benefits/docs/Council-Tax-Support-Reduction-Scheme-17-18.pdf>

4.0 Public Consultation

- 4.1 Although the proposed changes mainly increase CTS entitlement, the Company Director changes may result in some claimants being worse off.
- 4.2 The consultation lasted for 4 weeks between 20 October and 17 November 2017. An online survey was created which enabled all information and views to be collated. A press release was issued advising the public of the proposed changes and how they could respond. The information has also been made available to all staff via the intranet.
- 4.3 In addition, external partners were sent direct emails inviting them to respond. Partners included Citizens Advice Trafford, Age UK Trafford, Housing Associations, Trafford Centre for Independent Living and others.
- 4.4 The response to the survey was low, with 134 people completing it. 96% completed it on their own behalf with the remaining 4% completing it on behalf of an organisation or group. When asked about the proposed changes, the majority answered in favour of each of the changes proposed. More than 75% agreed with proposed changes regarding Care Leavers and those in receipt of Universal Credit. More than 57% agreed with the change regarding Company Directors. A summary of the responses can be found in Appendix A.

Other Options

The Council could decide not to change the scheme for 18/19. However, this would mean the continuation of a local scheme that is no longer fit for purpose in relation to Care Leavers and those in receipt of Universal Credit as well as being inconsistent for the self-employed.

Reasons for Recommendation

The Council must adopt a local CTS scheme no later than 31 January before the start of the financial year to which the scheme applies in accordance with the Local Government Finance Act 2012. The proposed changes are to modify the existing scheme by adopting changes that keep at large the existing scheme but adopt changes that ensure the local scheme is fair and consistent whilst still retaining a more favourable approach within the scheme to those who are out of work when compared to the schemes within GM (subject to a Band D cap and less any non-dependant deductions). The recommendations also ensure Care Leavers receive full help towards their Council Tax liability in line with the June Executive decision made.

Key Decision: No

If Key Decision, has 28-day notice been given? N/A

Finance Officer Clearance **NB**
Legal Officer Clearance **RS**

[CORPORATE] **DIRECTOR'S** **SIGNATURE** *(electronic)...*



.....

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

Appendix A – Public Consultation Survey Results

Q1 Are you responding on your own behalf or on behalf of an organisation or group?

Own Behalf	96.27%	129
On behalf of an organisation	3.73%	5
Other (please specify)	0.00%	0
Answered		134
Skipped		0

Q2 What is your name, your position in the organisation/group, and the name and address of the organisation/group on whose behalf you are submitting this response? The name and details of your organisation or group may appear in the final report.

Answered: 2 Skipped: 132

Q3 Universal Credit (UC)

There are currently no backdating rules within CTS. The proposal is that the Council will use the start date of the claim for UC as the start date of the claim for CTS to ensure that both benefits are aligned.

Do you agree with this proposed change to the scheme?

Yes	75.24%	79
No	13.33%	14
Unsure	11.43%	12
Answered		105
Skipped		29

Q4 Self Employed Claimants

From April 2017 the Council amended its CTS scheme for those self-employed to align the calculation with UC and treat those trading for more than 12 months as receiving the minimum wage for the numbers of hours worked. The proposal is to bring these claims in line with those who are self-employed and treat them as earning the minimum wage after 12 months of trading. This will ensure a consistent approach across all claim types.

Do you agree with this proposed change to the scheme?

Yes	57.14%	60
No	18.10%	19
Unsure	24.76%	26
Answered		105
Skipped		29

Q5 Care Leavers

To ensure that the Council provides support to young adults in making the transition from care to independent living, the Council proposes to provide further financial support to Care Leavers living in Trafford by awarding an exemption from their Council Tax liability.

Do you agree with this proposed change to the scheme?

Yes	75.24%	79
No	16.19%	17
Unsure	8.57%	9
Answered		105
Skipped		29

Q6 Do you understand how the proposed changes may affect how your CTS is calculated?

Yes	67.44%	58
No	15.12%	13
Unsure	17.44%	15
Answered		86
Skipped		48

Q7 Do you agree with all the proposed changes to the scheme?

Yes	47.67%	41
No	29.07%	25
Unsure	23.26%	20
Answered		86
Skipped		48

Q8 Please use this space to make any other comments on this scheme.

Please use this space to make any other comments on this scheme.
Care leavers being exempt for such a long period I believe is unfair. They could be earning a very good salary. In relation to anyone leaving the care system they should be assessed base upon circumstances
Care leavers should have support workers who can help them claim benefits straight away and therefore could be treated just the same as everyone else. Most care leavers will already be in receipt of benefits like JSA etc but the onus should be on the support workers to help them rather than just give an exemption. Allow a backdate for care leavers for if the support worker hasn't done their full job, but I don't think a blanket exemption should be awarded.
Everyone should pay full council tax if I have to so should everyone
Having read the 3rd proposal 3 times and asked someone else to read it neither of us could understand what the proposal was! Are you suggesting that all self-employed people will be treated as minimum wage earners? If so that is extremely unfair as

there will undoubtedly be self-employed people earning far more than the minimum wage and it would not be fair for them to receive CTS. I think the proposal has been very badly worded and could have been made much clearer.
I do agree with all 3 of the proposals.
I don't want my Council Tax increased to fund others
I think it is positive for care leavers to not have to pay Council Tax. It is like setting them up to fail expecting them to do this.
I think it should be lower for everyone the price is ridiculous along with high rents no wonder people can't afford to reside in the area
Information is needed as to how this will impact the general population of Trafford in terms of Council Tax i.e. will my Council Tax go up
It panders to the unemployable.
It is very unclear what is proposed and how this will affect the majority of the residents of Trafford
N/A
Self employed often have cash in hand and avoid paying their taxes, Many earn a lot more than those in PAYE so don't agree with this idea
When the person claims for the 1st time on UC as there should know if they have to claim again .

Q9 Please use the space below if you would like the Council to consider any other options (please state).

Please use the space below if you would like the Council to consider any other options (please state).
All residents should pay 100% Council tax - no exceptions.
Care leavers should have support workers who can help them claim benefits straight away and therefore could be treated just the same as everyone else. Most care leavers will already be in receipt of benefits like JSA etc but the onus should be on the support workers to help them rather than just give an exemption. Allow a backdate for care leavers for if the support worker hasn't done their full job, but i don't think a blanket exemption should be awarded. also why are pensioners protected. Some pensioners are very well off in Trafford. Could a different policy come into place for pensioners, based on income and savings. Maybe keep the tariff income way to assess CTS for pensioners.
Care leavers to end at 20/21 instead of 25. It's far too long, if care leavers have had jobs for years by the age of 25, they should also be contributing well before this. Should be treated the same as non-care leavers. They need support in different ways.
Home owners should not be able to claim CTS
Look at reducing overall not charging more
N/A
Pensioners should be included in the welfare changes. £5 Cap should be lowered to assist citizens in lower income employment.
Reduced Council Tax for all over 60s - based on the fact that many have to reduce their hours and are unexpectedly required to work until they are 66 before they can receive the state pension. This particularly applies to women born in the 1950s after December 1951.
Stop charging extra for green garden waste
Suggest you scrap the green bin charge
There needs to be parity amongst Trafford residents that does not penalise people

who work.

Q10 If you have any further comments or questions to make regarding the Council Tax Support scheme that you haven't had the opportunity to raise elsewhere please use the space below.

If you have any further comments or questions to make regarding the Council Tax Support scheme that you haven't had the opportunity to raise elsewhere please use the space below.

It should be scrapped immediately.

N/A

Need to give information at the job centres and on line to all areas of claims

Proposals not worded clearly enough and in plain English so all can understand

The initial page should have been proof read. Second sentence, first paragraph does not make sense.

Why do these consultations at this time of the year when everyone is busy doing Christmas shopping

Q11 Are you, or someone in your household, getting Council Tax Support at this time?

Yes	6.98%	6
No	90.70%	78
Unsure	2.33%	2
Answered		86
Skipped		48

Q12 what is your gender?

Male	37.21%	32
Female	56.98%	49
Prefer not to say	5.81%	5
Answered		86
Skipped		48

Q13 what is your age?

18 - 29	6.98%	6
30 - 49	45.35%	39
50 - 64	38.37%	33
65 years and over	3.49%	3
Prefer not to say	5.81%	5
Answered		86
Skipped		48

Q14 Do you consider yourself to be disabled?

Yes	5.81%	5
No	87.21%	75
Prefer not to say	6.98%	6
Answered		86
Skipped		48

Q15 what is your ethnic group

Answer Choices	Responses	
White British	81.40%	70
White Irish	2.33%	2
Other white background	1.16%	1
White & black Caribbean	1.16%	1
White & black African	0.00%	0
White & Asian	0.00%	0
White and other background	0.00%	0
Asian or Asian British Indian	0.00%	0
Asian or Asian British Pakistani	1.16%	1
Asian or Asian British Bangladeshi	0.00%	0
Other Asian background	0.00%	0
Black or black British Caribbean	2.33%	2
Black or black British African	0.00%	0
Other Black background	0.00%	0
Chinese	1.16%	1
Any other background	0.00%	0
Gypsy Traveller	1.16%	1
Arab	0.00%	0
Prefer not to say	8.14%	7
Answered		86
Skipped		48

Appendix B – Proposed CTS Wording Changes

The paragraphs proposed for change are listed below; the wording changes are highlighted in yellow and underlined:

PART 2

Interpretation

Interpretation

2.—(1) In this scheme—

—care home has the meaning given by section 3 of the Care Standards Act 2000(9) and in Scotland means a care home service within the meaning given by section 2(3) of the Regulation of Care (Scotland) Act 2001(10);

(3) 1992 c.4. See sections 64 to 67 of that Act in relation to attendance allowance.

(4) S.I. 1983/686; relevant amending instruments are S.I. 1984/1675, 2001/420.

(5) 2007 c.3. See the definition of —basic ratell in section 989 of that Act.

(6) 1995 c.18.

(7) 2002 c.16.

(8) 2007 c.5.

--- Care Leaver means any young person until the age of 25 years where a Local Authority has an ongoing responsibility under the Children's Act 1989 and the Children and Social Work Act 2017 as the young person's corporate parent.

—the Caxton Foundationll means the charitable trust of that name established on 28th March 2011 out of funds provided by the Secretary of State for the benefit of certain persons suffering from hepatitis C and other persons eligible for payment in accordance with its provisions;

12.—(1) The classes of person described in paragraphs 13 to 18 are entitled to a reduction under this scheme.

Class F: Care Leaver

18. On any day class F consists of any person who is a Care Leaver—

(a) who is for that day liable to pay council tax in respect of a dwelling of which he is a resident;

(b) who, subject to paragraph 19, is not absent from the dwelling throughout the day; (c) in respect of whom a maximum council tax reduction amount can be calculated;

(d) who does not fall within a class of person not entitled to a reduction under this scheme;

(e) whose income (if any) for the relevant week shall be treated as less than his applicable amount, and

(f) who has made an application for a reduction under this scheme.

Class G: alternative maximum council tax reduction – persons who are not pensioners

18 (A). This paragraph is not used in this scheme.

* This figure equates to the new income taper of 30% per week divided by 7 to arrive at the daily figure. That is 30/ 7

or 4 and two sevenths or 4.286.

** This figure equates to the default income taper of 20% per week divided by 7 to arrive at the daily figure. That is 20/7 or 2 and six sevenths 2.857

Average weekly earnings of employed earners: persons who are not pensioners

46.—(1) Where the income of an applicant who is not a pensioner consists of earnings from employment as an employed earner his average weekly earnings must be estimated by reference to his earnings from that employment—

(a) over a period immediately preceding the reduction week in which the application is made or treated as made and being a period of—

(i) 5 weeks, if he is paid weekly; or

(ii) 2 months, if he is paid monthly; or

(b) whether or not paragraph (a)(i) or (ii) applies, where an applicant's earnings fluctuate, over such other period preceding the reduction week in which the claim is made or treated as made as may, in any particular case, enable his average weekly earnings to be estimated more accurately.

(2) Where the applicant has been in his employment for less than the period specified in sub- paragraph (1)(a)(i) or (ii)—

(a) if he has received any earnings for the period that he has been in that employment and those earnings are likely to represent his average weekly earnings from that employment his average weekly earnings must be estimated by reference to those earnings;

(119) 2004 c.12.

(120) 1980 c.46.

(b) in any other case, the authority must estimate the applicant's average weekly earnings(121).

(3) Where the amount of an applicant's earnings changes the authority must estimate his average weekly earnings by reference to his likely earnings from the employment over such period as is appropriate in order that his average weekly earnings may be estimated accurately but the length of the period will not in any case exceed 52 weeks.

(4) For the purposes of this paragraph the applicant's earnings are to be calculated in accordance with paragraphs 50 and 51.

(5) Where the applicant's earnings, including nil earnings, are from their role as a Director of a Company and their earned income in respect of the period in question is less than the national living wage per hour worked then the national living wage will be assumed as income for that period for the number of hours worked.

Date on which entitlement begins

104.— (1) Subject to sub-paragraph (2), any person by whom or in respect of whom an application for a reduction under this scheme is made and who is otherwise entitled to that reduction shall be so entitled from the reduction week following the date on which that application is made or is treated as made.

(2) Where a person is otherwise entitled to a reduction under this scheme and becomes liable for the first time for the authority's council tax in respect of a dwelling of which he is a resident in the reduction week in which his application is made or is treated as made, he shall be so entitled from that reduction week.

(3) Where the person is in receipt of Universal Credit then their entitlement to a reduction under this scheme shall begin on the date that their entitlement to Universal Credit began irrespective of the date of their application for the reduction.

This page is intentionally left blank

TRAFFORD COUNCIL

Report to: Executive/Council
Date: 27th and 29th November 2017
Report for: Decision
Report of: Executive Member for Housing and Strategic Planning

Report Title

Altrincham Town Centre Neighbourhood Business Plan – Regulations 19 and 20 – Decision on the plan proposal and publicising the Plan

Summary

This report provides a summary of the outcome of the residential and business referendums, which were held on 19th October 2017, in relation to the Altrincham Town Centre Neighbourhood Business Plan (ATCNBP).

The report also sets out the steps which the Council must take in relation to the ATCNBP and the status that the ATCNBP will have following its adoption

Recommendation(s)

It is recommended that the Executive:

1. Bring into force (ie. “Make”) the ATCNBP (See Appendix 2) and;
2. Submit the ATCNBP to Council for it to be adopted as part of the Development Plan for Trafford pursuant to the provisions of section 38 (A) (4) of the 2004 Act.

It is recommended that the Council:

1. Adopt the ATCNBP as part of the Development Plan for Trafford pursuant to the provisions of section 38 (A) (4) of the 2004 Act.
2. Approve that, in line with the Neighbourhood Planning Regulations, the decision statement (see Appendix 3) and the ATCNBP be published on the Council’s website and brought to the attention of people who live, work or carry out business in the neighbourhood area.
3. Approve that, in line with the Neighbourhood Planning Regulations, the decision statement and details of how to view the ATCNBP be sent to the qualifying body (The Altrincham Town Centre Neighbourhood Business Forum) and any person who asked to be notified of the decision.

Contact person for access to background papers and further information:

Name: Clare Taylor-Russell (Strategic Planning and Growth Manager)
Extension: 4496

Background Papers: None

Relationship to Policy Framework/Corporate Priorities	Upon adoption, the Altrincham Town Centre Neighbourhood Business Plan (ATCNBP) forms part of the Trafford Development Plan. As such, it contributes to a number of Corporate Priorities, in particular: Economic Growth and Development; Safe Place to Live - Fighting Crime; Services Focused on the Most Vulnerable People.
Financial	The Council is eligible for financial assistance from the government at various stages of neighbourhood Plan preparation. The Council has already drawn down £10,000 of funding for the designation of the Area and the Forum. The Council will also be claiming a further £30,000 of government funding (i.e. “additional burdens” grant) which it is now eligible for.
Legal Implications:	<p>The ATCNBP and the Forum have been proposed in accordance with the requirements of the Neighbourhood Planning Regulations (2012). As part of the Trafford Development Plan, planning decisions must be taken in accordance with the ATCNBP unless material considerations indicate otherwise.</p> <p>As with any planning decision there is a risk of legal challenge to the plan and/or judicial review of the Council’s decision to ‘make’ the plan. The risk is being managed by making sure that the 2012 Neighbourhood Planning Regulations are followed.</p>
Equality/Diversity Implications	The Core Strategy Equality Impact Assessment is considered to be relevant to the Neighbourhood Plan on the basis that the purpose of the ATCNBP is to deliver a number of the objectives and policies of the Core Strategy.
Sustainability Implications	A Strategic Environmental Assessment (SEA) has been carried out on the ATCNBP which found the main policies of the Neighbourhood Plan to be sustainable.
Resource Implications e.g. Staffing / ICT / Assets	<p>The ATCNBP allocates two Council owned sites:</p> <ul style="list-style-type: none"> • Site of Altrincham Leisure Centre (once the new centre is developed as part of the Altair scheme), and adjoining land between Oakfield Road and the railway; for a combination of leisure uses, residential, offices and car parking; • The redevelopment of the Regent Road frontage and adjoining public car park to complete the commercial (Mixed use with Ground Floor Active Frontage) development of Regent Road and its corner with New Street and provide increased

	<p>short stay car parking with improved pedestrian access via Kings Court to Railway Street and the new hospital.</p> <p>The ATCNBP has been prepared by the Neighbourhood Forum with ongoing support from Council Officers within the Strategic Planning and Growth Team. The referendum process has been carried out by Council officers within Democratic Services along with officers within Strategic Planning and Growth.</p> <p>The Plan and supporting documents are available to view via the Council's website.</p>
Risk Management Implications	The ATCNBP will be a key document that supports the Council's Core Strategy and Development Management function.
Health & Wellbeing Implications	None
Health and Safety Implications	None

1.0 Background

- 1.1 Under the Town and Country Planning Act 1990 (as amended), and the Localism Act 2011, the Council has a statutory duty to assist communities in the preparation of Neighbourhood Development Plans and to take Plans through a process of examination and referendum(s).
- 1.2 The Altrincham Town Centre Neighbourhood Business Forum was formally designated by the Council on the 28th July 2014, for a period of five years, as the qualifying body to prepare the Altrincham Town Centre Neighbourhood Business Plan (ATCNBP). The Council also designated the proposed ATCNBP area at the same time as the Forum. The designated Plan area is attached as Appendix 1.
- 1.3 Following three previous rounds of public consultation, which took place between the autumn of 2014 and the winter of 2015/16, and under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012; the Forum formally submitted the ATCNBP, along with the required supporting documentation to the Council on 30th June 2016

2.0 Publicising the Submitted ATCNBP

- 2.1 In accordance with Regulation 16 of the Neighbourhood Planning (General) Regulations 2012 the Council carried out a formal six week consultation on the submitted Plan between 30th August and 11th October 2016. The ATCNBP and all of the supporting documents were made available on the Council's website and at all Trafford's libraries and Access Trafford points.
- 2.2 All of the consultees included within the consultation statement submitted with the ATCNBP were notified of the Regulation 16 consultation and a total of 15 responses were received by the Council during the consultation period.

3.0 Independent Examination

- 3.1 Following the close of the consultation period the Council appointed an independent Examiner, in order to examine whether the ATCNBP meets the necessary basic conditions set out within the legislation and whether (or not) it should proceed to referendum. The Council submitted the ATCNBP to the Examiner along with the required supporting documents, including the Forum's consultation statement and all of the responses received to the Regulation 16 consultation.
- 3.2 The Examiner, having reviewed the representations made to the Regulation 16 consultation, concluded that it would not be necessary to hold a formal hearing into the ATCNBP and the final Examiner's report setting out the proposed modifications was received on 26th January 2017.
- 3.3 In summary, the Examiner concluded that, subject to the modifications set out in her report, the ATCNBP meets the Basic Conditions and should proceed to referendum.
- 3.4 On 26th June 2017 Executive made the decision to accept the Examiner's report and the Examiner's proposed modifications. The Executive agreed that the Plan, as modified, should proceed to referendum with one for businesses and one for residents. Additionally, the Executive agreed with the Examiner that the boundary for the purpose of holding the referendums should be that of the Neighbourhood Plan Area (as amended by the Examiner).
- 3.5 Full details of the Examiner's modifications and issues raised by the Forum, in relation to the referendum boundary, following the receipt of the Examiner's report can be found within the Executive report dated 26th June 2017

4.0 Referendum Results

- 4.1 Following Executive approval in June 2017 and in accordance with the Neighbourhood Planning (Referendums) (Amendment) Regulations, the referendum date was set for 19th October 2017. Those voting in the referendums were asked the question: "Do you want Trafford Council to use the neighbourhood plan for Altrincham to help it decide planning applications in the neighbourhood area?"
- 4.2 At the business referendum 45 businesses voted Yes (95.7% of those voting) and 2 voted No (4.3% of those voting), 1 ballot paper was rejected. Turnout was 46.1% of those businesses registered and therefore eligible to vote.
- 4.3 In the residents referendum 148 residents voted Yes (84.6% of those voting) and 27 voted No (15.4% of those voting), 0 ballot papers were rejected. Turnout was 14.7%.

Status of the ATCNBP following the Referendum

- 4.4 As more than half of those voting in both the residential and business referendums voted 'yes' then the Plan must be 'made' (brought into force) by the Local Planning Authority meaning that the ATCNBP forms part of the Statutory Development Plan for Trafford. Planning decisions within the Neighbourhood Plan area will need to be made in accordance with the Local Plan unless material considerations indicate otherwise.

Status of the Neighbourhood Forum

- 4.5 The Designated Neighbourhood Forum is a statutory consultee and will be consulted as appropriate on planning applications. It is understood that the Forum is considering how it could be involved in, and support, implementation of the ATCNBP in the future. For example, the Forum has previously provided consultation responses in relation to a number of planning applications within the ATCNBP area and it is possible that it would continue to provide similar comments to the Council's Planning and Development Service.

Other Options

Once a neighbourhood plan has been supported by the majority of those voting in the referendum the Council is obliged to proceed to 'make' the plan under section 38 (A)(4) of the Planning and Compulsory Purchase Act, 2004.

The Council is not subject to this duty if the making of the plan would breach, or otherwise be incompatible with, any EU obligation or any of the convention rights. It is not considered that the ATCNBP breaches or would otherwise be incompatible with these conventions or obligations. Therefore to take any other option, than to 'make' the ATCNBP so that it will form part of the Development Plan for Trafford, would be contrary to Regulations.

Consultation

The ATCNBP has been the subject of a number of previous consultations but there are no further requirements for public consultation. However as soon as possible after deciding to make a neighbourhood development plan under section 38 A (4) of the 2004 Act the Local Planning Authority must publish on their website or in such other manner as they consider is likely to bring the decision to the attention of people who live, work or carry on business in the neighbourhood area a statement setting out the decision and the reasons for making that decision and publish on the website the final neighbourhood development plan along with details of where the plan can be inspected. This notice can be found at Appendix 3 of this report. In addition the LPA must notify any person who asked to be notified of the making of the neighbourhood development plan.

Reasons for Recommendation

Trafford's Executive is responsible for making the decision in respect of the referendum results. However, Trafford Council is the responsible decision making body for adopting Development Plan documents, therefore the Executive is being requested to recommend to the Council that it adopts the ATCNBP as part of the Trafford Development Plan.

The ATCNBP has been subject to two referendums and this resulted in a 'yes' vote from more than half of those voting in both the business and residential referendums. The Council is therefore obliged to 'make' the plan under section 38 (A) (4) of the Planning and Compulsory Purchase Act 2004. To make the decision not to 'make' and/or adopt the plan would be contrary to the Neighbourhood Planning (General) (Amendment) Regulations 2015. The Council could be subject to legal challenge in the form of a Judicial Review should it decide not to 'make' the Plan as over half of those voting in the referendum voted 'yes'.

Key Decision: Yes

Key Decision, has 28-day notice been given? Yes

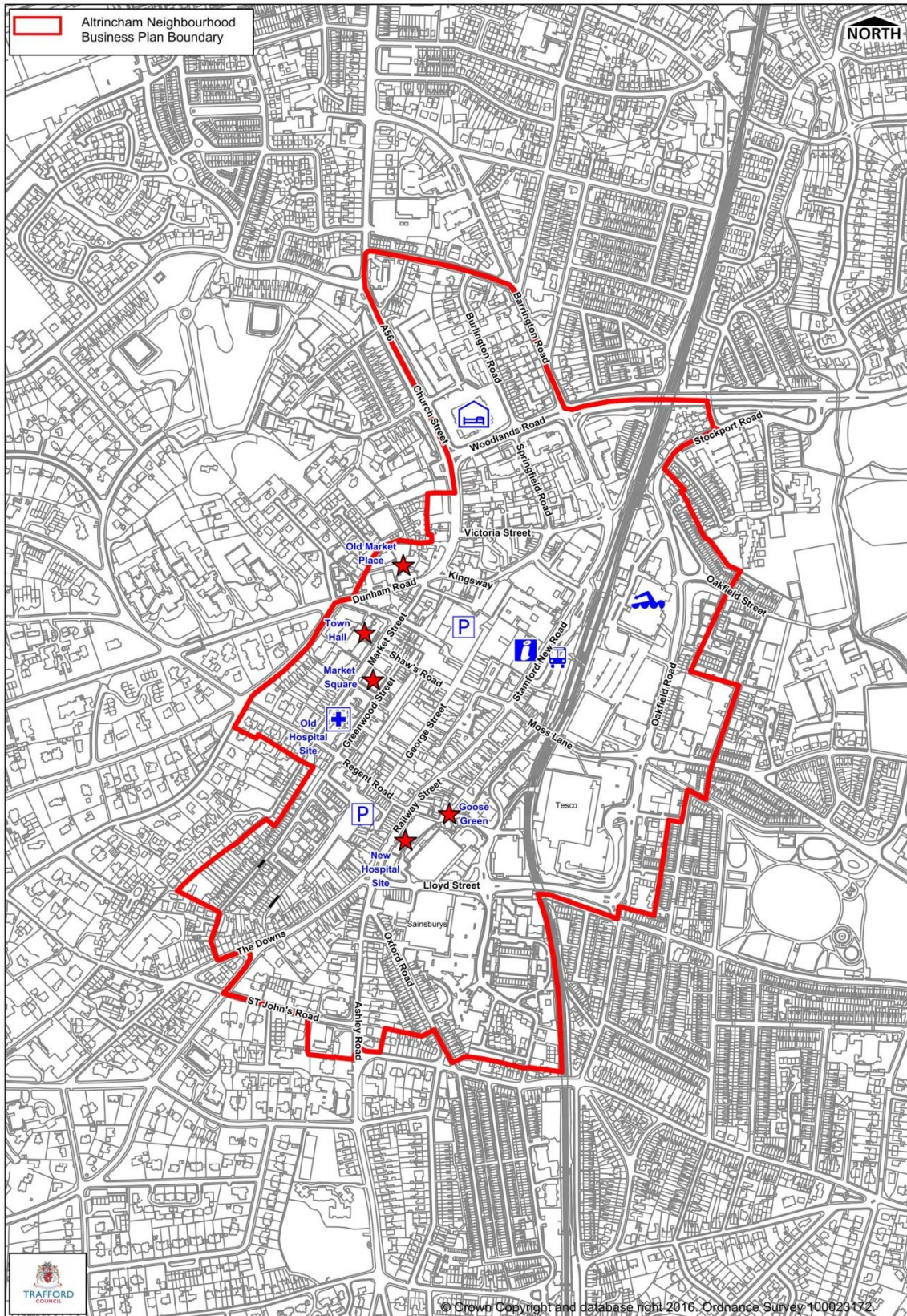
Finance Officer Clearance (type in initials)...PC.....

Legal Officer Clearance (type in initials)...CK.....

[CORPORATE] DIRECTOR'S SIGNATURE (electronic)

To confirm that the Financial and Legal Implications have been considered and the Executive Member has cleared the report.

Appendix 1 - Designated Neighbourhood Business Plan Area



This page is intentionally left blank

Altrincham town centre neighbourhood business plan 2015 to 2030

Adopted November 2017



**I'm
Altrincham**

Your town. Your plan.

Altrincham town centre neighbourhood business plan 2015 to 2030

Adopted November 2017

Contents

1.	Chapter 1 – Background	2
2.	Chapter 2 – Context	7
3.	Chapter 3 – Vision and Objectives	9
4.	Chapter 4 – Policies	11
	4.1 Land Allocations (sites A – F, see Plan 6)	11
	4.2 Designation of Main (Primary) Shopping and Mixed Use with Active Ground Floor Frontages	15
	4.2 New Retail Development	16
	4.2 Town Centre Housing	17
	4.2 Car Parking	20
	4.2 Digital Infrastructure	21
	4.2 Design and Quality and Green Infrastructure	22
	4.2 Office Uses	24
	4.2 The Market	26
	4.2 Community Facilities	26
5.	Glossary of Terms	30
6.	Appendices and Plans Index and Acknowledgements	32
7.	Appendix 1 – Research Papers and Reports Considered	33
8.	Appendix 2 – The Forum and the Plan Preparation Process	33
9.	Appendix 3 – Supplementary Design Document	35
10.	Appendix 4 – Links to Other Documents	49

Chapter 1 – Background

1.1 Introduction

1.1.1 When the Government approved the Localism Act in 2011, it presented the opportunity for the community of Altrincham to take responsibility for the future planning of its own town centre. The decline of High Streets across the country in the early years of the 21st century, the result of a unique combination of largely unforeseen factors, prompted the decision that a Neighbourhood Plan for the town centre, prepared by the local community, was required to address the decline and provide a locally driven, up to date planning context for the successful evolution and development of the town. In the autumn of 2013, that process began.

1.2 Why Was the Plan Needed?

1.2.1 Three factors came together in 2008 which had a significant negative impact on the role of High Streets across the UK:

- The development of major out of town shopping centres and retail parks with plentiful free car parking;
- The banking crisis and the subsequent impact on the economy leading to the recession and the austerity programme which together had a major impact on consumer spending, resulting in the closure of many High Street outlets nationwide and the rise in vacancy rates, and
- The rapid development of the internet and the associated growth in on-line retailing. Research in 2013 indicated that on-line non-food shopping expenditure would reach around 40% of total non-food expenditure by 2020, and there is no sign of that rapid growth abating.

1.2.2 The result of all this, coupled with high business rates based on historical property values established at the height of the market, was that Altrincham was suffering one of the highest retail vacancy rates in the country and that scale of decline was a source of considerable concern to all those who traditionally looked to the town centre to provide the services they required. Action was clearly needed.

1.2.3 In parallel with the development of this Plan, a Business Improvement District (BID) was established for the town centre, which became operational in April of 2016.

1.3 The Establishment of the Neighbourhood Forum

1.3.1 Where Parish Councils exist, they are responsible for preparing Neighbourhood Plans. Where they do not exist, as in Altrincham, a Neighbourhood Forum needs to be established to produce the plan.

1.3.2 The Localism Act identifies both Neighbourhood Plans (mainly residential in nature) and 'Business' Neighbourhood Plans (to deal with areas which are wholly or predominantly business in nature). These 'Business' Neighbourhood Plans provide for both businesses and residents to vote in separate referenda at the end of the process. It was concluded that the most appropriate form of plan for Altrincham Town Centre (ATC) would be a Neighbourhood Business Plan (NBP).

1.3.3 In the autumn of 2013, a public advert was placed announcing the intention of setting up a Neighbourhood Business Forum (the Forum) and seeking interest from anyone living or working in or using the town centre to get involved. By January 2014 the Forum had agreed a Constitution, including the proposed plan boundary. See Plans 1 and 2 p5 & p6. The Forum also established 6 Principles which would underpin their approach to preparing the plan. These are set out in Appendix 2.

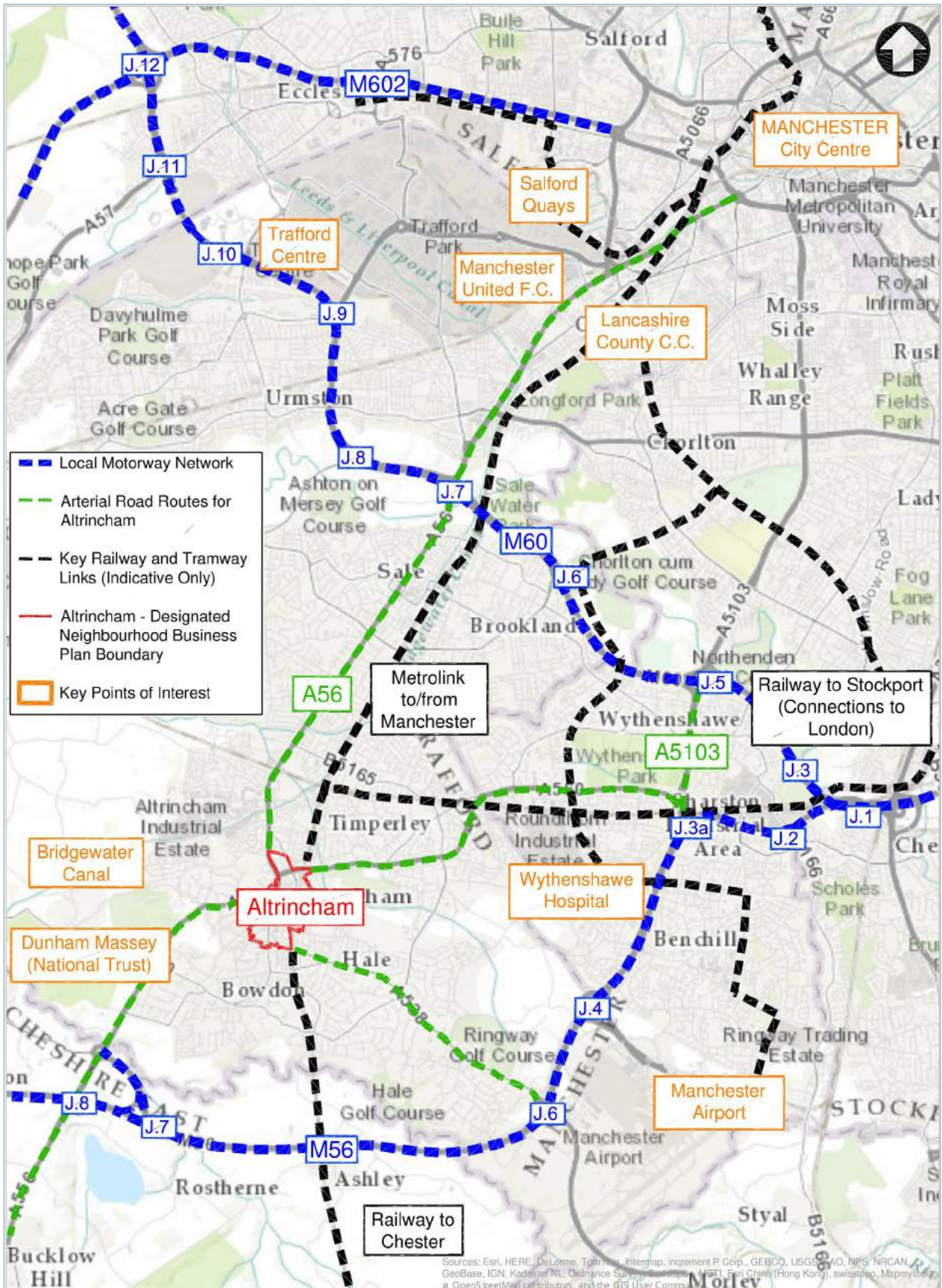
- 1.3.4 The Forum was formally designated by Trafford Council on the 28th of July, 2014 as the appropriate body to prepare the NBP and the Plan Boundary (see Plan 2, p6) was also designated. Membership of the Forum stood at 107 community volunteers at the end of February 2016.
- 1.3.5 In May 2014, the Forum established a private limited company number 9031399, 'The Altrincham Town Centre Plan Limited' in order to assist the Forum in delivering its responsibilities. This enabled the Forum to establish a bank account in order to receive monies and pay for services provided.
- 1.3.6 Details of the officers of the Forum, its Working Group and the Company are included in Appendix 2.

1.4 The Plan Preparation Process

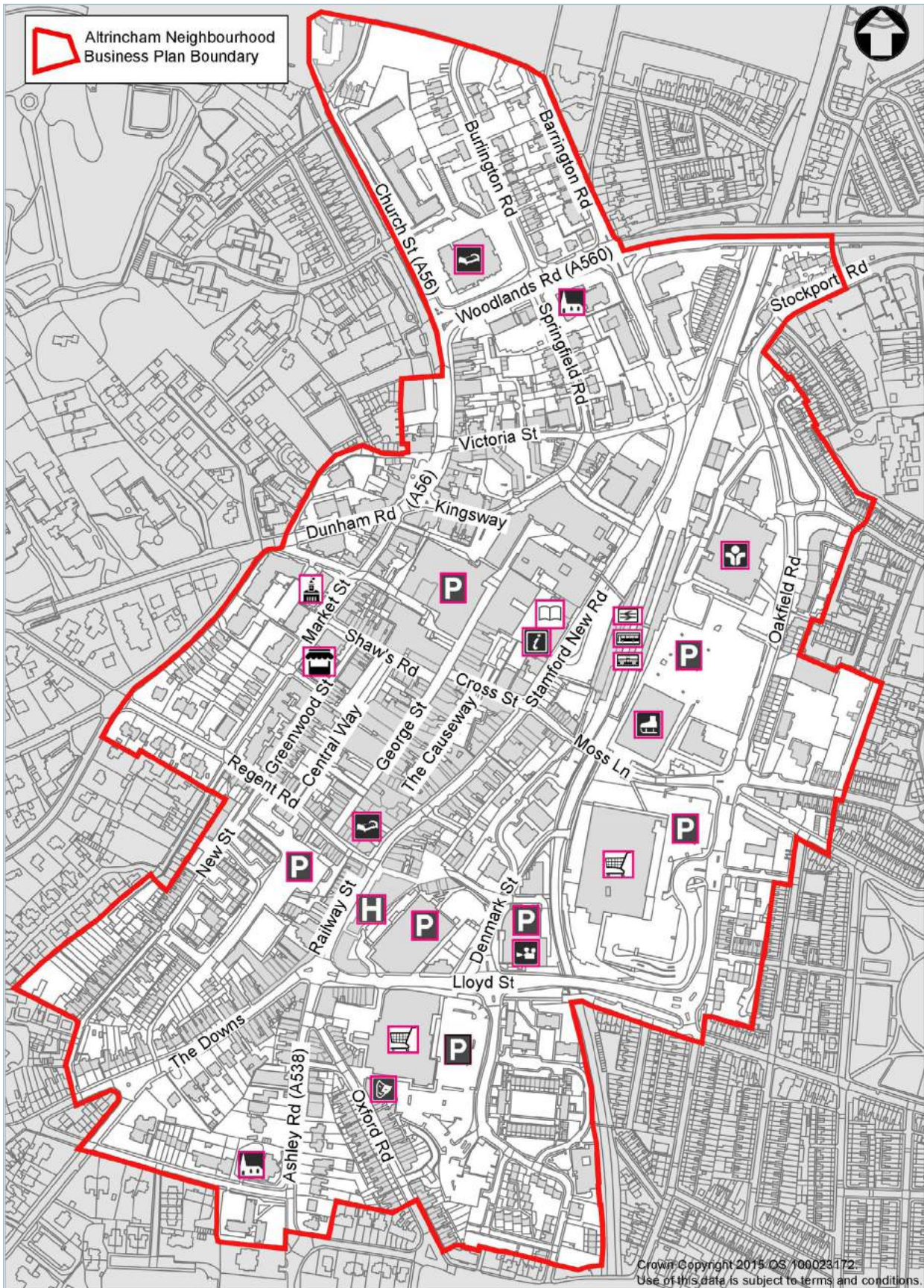
- 1.4.1. The process for preparing the plan has been driven by a Working Group (WG) of the Forum. The Forum spent some time prior to Designation understanding the latest research (see Appendix 1) into the radical impact that the combination of factors referred to in 1.2.1 above and particularly the huge impact of the digital revolution in the form of internet based shopping has had, and continues to have, on the town centre. The Forum has sought to widen understanding of this essential background information as part of the public consultation process.
- 1.4.2 A Neighbourhood Plan (NP) is a community led framework for guiding the future development and growth of an area. In preparing the Plan the Forum is obliged to comply with the Basic Conditions set out in the legislation. A "Basic Conditions Statement" is submitted to the Council with this Plan, see Appendix 4 for a link. This statement demonstrates to the independent examiner that the submitted Neighbourhood Business Plan meets those basic conditions.
- 1.4.3 With regard to the basic conditions, the plan must be in general conformity with both the National Planning Policy Framework and the Trafford Local Plan: Core Strategy Adopted in 2012 (see Chapter 2, Context) and also take account of the Trafford Revised Unitary Development Plan Adopted in 2006. The Plan must also contribute to the achievement of sustainable development and not breach and be compatible with EU obligations. The NP can contain a Vision, Objectives and planning policies and include the allocation of key sites for specific kinds of development. The vision, objectives and policies relate to the use and development of land and associated social, economic and environmental issues. The NP cannot promote less levels of development than is provided for in the Core Strategy but can promote higher levels of such development.
- 1.4.4 Once adopted, the Plan will form part of the Local Development Plan and will be used by the Council to determine planning applications in the plan area. It will also guide and influence future public and private sector investment in the town centre. An adopted Neighbourhood Plan has statutory status which gives it more weight than some other local planning documents such as Supplementary Planning Documents.
- 1.4.5 The Plan's preparation however hinges essentially on the effectiveness of the public consultation process which must underpin the proposals in the plan. This is a community driven plan, so it is essential that it reflects the views and opinions of those members of the community who have become engaged in the process. The nature of the public consultation therefore has sought to engage with as many people as possible in order to reasonably reflect the views of the community, and secure their support for the final plan in the referenda at the end of the process.
- 1.4.6 The Forum decided to adopt a three stage approach to the public consultation.

- (a) Stage 1 was all about encouraging people to complete a questionnaire which enabled respondents to raise all the issues which they considered the plan may need to address along with their ideas. There were over 1,400 responses.
 - (b) Stage 2 involved consultation on a draft Neighbourhood Business Plan (NBP) including proposals and options where appropriate in February/March 2015. That consultation also involved encouraging the general public and defined stakeholders to complete a questionnaire and there were over 600 responses.
 - (c) Stage 3 involved the Draft Final Neighbourhood Business Plan being the subject of a formal 6 week public consultation (in compliance with Regulation 14 of the Neighbourhood Planning (General) Regulations, 2012) from mid-January to the end of February 2016. There were 220 questionnaire responses containing a total of 458 specific comments and 8 other written responses, all of which were considered by the Forum before finalising the Plan for submission.
- 1.4.7 A "Consultation Statement" detailing all three stages of consultation is submitted to the Council with this Plan, see Appendix 4 for a link.
- 1.4.8 Prior to the Stage 3 public consultation a Strategic Environmental Assessment (SEA) was commissioned from the engineering consultants AECOM. AECOM provided initial comments on an advanced draft of the draft Final Plan in early November 2015 and the Forum was able to consider the main points raised and reflect them in the draft Final which was the subject of the Stage 3 consultation. A link to the final SEA report is also available at Appendix 4.
- 1.4.9 On receipt of the Final Plan for adoption, Trafford Council is responsible for the next stages of the process as set out in Appendix 2.

Plan 1: Altrincham Town Centre Wider Context



Plan 2: Plan Boundary & Points of Interest



Chapter 2 – The Context

(See also the Basic Conditions Statement – link at Appendix 4).

1. The National Context

1.1 Nationally, the National Planning Policy Framework (see Appendix 4 for a link) provides the context for the Neighbourhood Business Plan. The Plan promotes a series of policies which taken together help:

- (a) to achieve sustainable development (supporting the development of the town centre economy; supporting the delivery of more town centre homes; the creation of a high quality environment and encouraging the provision of local services, meeting the needs of the community) providing a flexible context within which the development needs of the town centre can be met, enabling it to respond to changing market conditions;
- (b) build a strong, competitive economy including supporting the development of the town centre office market and promoting the allocation of mixed use areas to encourage flexibility and the ability to respond effectively to changing market demands;
- (c) promote the vitality of the town centre as a vital commercial and economic centre and the social heart of the community, with clear land allocation policies supporting flexibility; strong support for the ongoing development of the market; planning positively for the future of the town centre and continuing to meet the needs of its catchment population;
- (d) promote sustainable transport with the modernisation of the inter-modal public transport interchange; the development of 'shared space streets' giving vehicles, cycles and pedestrians equal priority; encouraging the use of a wide range of transport modes giving people a real choice including providing sufficient car parking in the context of an Integrated Car Parking Strategy to support the varying requirements of the wide range of town centre services, facilities and users;
- (e) support a high quality communications infrastructure, including the provision of fast free WiFi and charging facilities and the application of digital technology by town centre outlets all aimed at developing the concept of the digital high street and providing rapid, easily accessible, up to date and comprehensive information on what the town centre has to offer its catchment population and visitors;
- (f) deliver a wide choice of high quality homes, with land allocated on the edge of the town centre for houses and apartments and encouraging the use of unused/underused town centre space, particularly above ground level and the conversion of mainly unoccupied office space for residential use, even where the provision of car parking is impractical. A target of at least 550 additional residential units is established, with encouragement for that figure to rise over the plan period;
- (g) require high quality design with the establishment of a series of design related policies including the establishment of town centre wide design principles and the description of the key characteristics of the 4 Character Areas in the town centre, all set out in the Supplementary Design Document at Appendix 3;
- (h) promote healthy communities through supporting the development of the town centre as the social hub of the community; providing safe, accessible and pleasant environments; providing the context within which a wide range of social, recreational and cultural facilities and services are provided for the community; giving support to the protection of valued local community facilities at risk and ensuring

that the planning framework is flexible enough to allow the town centre to develop and evolve to reflect the community's requirements, and

- (i) conserve and enhance the historic environment which is particularly important for Altrincham town centre. The recent review of the 7 Conservation Areas which lie in whole or in part within the town centre boundary and the production of Management Plans for each of them, provides an up to date context for determining proposals which impact on the historic environment. These are complimented in the Plan by the description of the Character Areas and the town centre wide design principles in the Supplementary Design Document. The land allocations policy also refers to the need for Heritage Impact Statements to be submitted along with planning applications for the development of defined sites.

2. The Trafford Context

- 2.1 The Trafford Local Plan: Core Strategy (CS) adopted in 2012, provides the most up to date context within which the Plan has been prepared. Chapter 2 of the CS, 'The Profile' (and specifically the "Altrincham and Neighbouring Communities" section) is fully acknowledged but not repeated here. Similarly, the Vision for Trafford is taken as the context for defining the Vision for Altrincham town centre in Chapter 3 of the Plan.
- 2.2 The Strategic Objectives set out in Chapter 4 of the CS (and in particular SO 1, 3, 4 and 8) along with the "Altrincham and Neighbouring Communities" Place Objectives set out in Chapter 5 of the CS (in particular ALO 3, 5, 8, 9, 14, 16, 22 and 29), are all taken as the basis on which the Neighbourhood Plan Objectives for the town centre have been developed (see Chapter 3 of the Plan).

3. The High Street Context.

- 3.1 The need to prepare this Plan was driven by the decline of the town centre from 2007/8 onwards, caused by a toxic combination of factors including:
 - The development of major out of town retail facilities with free car parking
 - The banking crash, recession and subsequent austerity programme and their impact on the economy generally and on consumer spending in particular, and
 - The rapidly increasing impact of digital technology on high street sales, with internet-based non-food sales predicted to rise to around 40% of total sales by 2020, a trend which is continuing to rise.
- 3.2 To counter these external influences, the town centre needs to respond positively, embracing the digital revolution; acknowledging the impact on requirements for retail space; acknowledging the growing 'convenience culture' trend;; strengthening the town centre's role as the social hub of the community and ensuring that the planning framework is sufficiently flexible to cater for changing market conditions in a rapidly changing technological environment.
- 3.3 The existing Core Strategy was based on data prior to the economic crisis of 2008 and when internet based shopping was of little relative significance. This pointed to the importance of preparing an up to date Plan for the town centre which took on board these major external influences and provided a more effective context for the town centre to develop and evolve over the period to 2030.

Chapter 3 – Vision And Objectives

The Vision and Objectives relate to the use and development of land and associated social, economic and environmental issues. The integration of and interaction between this range of issues, raised by the community as part of the plan preparation process, is of key importance to the overall integrity of the Plan. The Plan addresses all the issues raised which contribute to the future development of a prosperous town centre and defines specific policies which can properly be adopted as part of the Local Development Plan. The Vision and Objectives set out below reflect the range of economic, social and environmental issues raised by the community.

3.1. The Vision for Altrincham Town Centre

"That Altrincham Town Centre evolves into an economically, environmentally and socially attractive and dynamic centre providing the widest possible range of high quality services and facilities to meet the needs of its catchment area population to 2030 and that in doing so it builds on its:

- Strategic position in relation to the Airport, Manchester City Centre, the motorway and rail networks and tourist destinations
- History and architectural heritage
- Unique 1290 Charter Market
- Wide range of assets, particularly leisure based facilities, already established

and develops its role as a modern market town, served by the effective application of the latest digital technologies, providing a safe and high quality environment in which all age groups can enjoy the widest possible range of quality cultural events and activities, leisure, retail, professional and business services, in which the community can engage and/or access."

3.2 The Objectives

- OB 1.** Secure the highest possible standards of design for the public realm and all new build and refurbishment in ATC including the use of high quality materials and ensuring that the scale and design of (re)development is appropriate to its location and setting, reflecting the character of the area in which it is located, including heritage characteristics and that environmental sustainability issues are addressed.
- OB 2.** Define a more focussed retail core and provide wider areas of mixed uses including retail, residential and a wide range of other service outlets within a revised town centre boundary.
- OB 3.** Review the extent of land allocated for office purposes and the potential impact of changes of use from offices to residential development.
- OB 4.** Fully reflect and support (a) the approved Conservation Area boundaries, Appraisals and Management Plans and associated policies, seeking to protect and enhance the town's heritage assets and (b) the Public Realm and Infrastructure Concept Proposals agreed by Altrincham Forward and the Council but seek to influence the phasing and the detailed design of each phase of these works to reflect the views expressed during the public consultations.
- OB 5.** Build on the success achieved by the new market operator, supporting the development and expansion of

the Charter Market and adjoining public space as a major destination to attract a wider clientele including families and young people and so increase footfall and spend levels across the Town Centre.

- OB 6.** Seek to attract more independent retailers providing goods not easily available on-line, including those serving niche markets and those providing food and fashionable clothes.
- OB 7.** Promote (a) the adoption of an integrated car parking strategy, to include improved access, signage and information, co-ordinated charging policies and payment systems, to maximise the use of all existing spaces and encourage longer dwell times and provision for town centre residents and workers and those using the interchange; (b) encourage the greater use of public transport, cycles, walking and taxis in accessing services and jobs in the Town Centre, and (c) the provision of additional, safe, mainly short stay parking.
- OB 8.** Promote the town centre as a social centre, a family friendly place with attractive green spaces and town squares and a wide variety of service outlets including leisure related outlets attracting events, festivals and cultural activities providing entertainment for all ages (including the younger generation and children) both during the day and in the evening, all in a safe, high quality environment.
- OB 9.** Promote the application of digital technologies in support of the promotion/advertising of the use of town centre services, including the development of a town centre web site; appropriate apps aimed at providing the widest possible up to date information about every aspect of town centre services; the provision of fast free WiFi and charging facilities and the development of comprehensive 'Click and Collect' facilities supported by all retailers including collective joint services offered by groups of independent outlets.
- OB 10.** Seek to increase the town centre resident population both by appropriately located new build and the refurbishment of appropriate existing unused/underused space, particularly above ground floor level in the town centre, with associated development control policies aimed at encouraging such developments.
- OB 11.** As the principal town centre of the Borough, Altrincham will continue to be a key focus for economic growth including offices, high quality comparison retail (supported by a range of other retail, service, and leisure and tourism activities) and other town centre uses including residential.

In addition, the Forum set its own objective for it to produce a plan which is sufficiently flexible to encourage the town centre to evolve effectively in a rapidly changing technological world, while at the same time giving potential investors sufficient clarity and confidence to encourage their investment in the town centre.

Chapter 4 – Policies

The Planning Policies in this Neighbourhood Business Plan all support the principles outlined in the National Planning Policy Framework and are all in general conformity with the strategic policies set out in the Development Plan – the Trafford Local Plan Core Strategy adopted in 2012 and where appropriate the Revised Unitary Development Plan, 2006 (UDP). The Basic Conditions Statement (see Appendix 4 for the link) detailing the position is submitted to the Council along with this Final Plan and is one of the evidence documents to be presented to the Independent Examiner.

The Proposals and Policies set out below flow from the public consultation on how the town centre should evolve over the coming years and are those Policies which properly fall to be taken into account in determining planning applications for development in the town centre and allied issues covered by the Town and Country Planning legislation.

4.1 Land Allocations - OBs 1, 10 and 11 and Policy A1.

4.1.1 The allocation of the two builder's merchants sites on the south and north side of Moss Lane for residential purposes. (See Plan 6 on page 28, sites A and B).

Site A – Oakfield Road/Balmoral Road Builders Merchant site. 0.85 ha, identified in the SHLAA as a mix of apartments and houses with a standard density ratio of 50 dwellings per ha – yielding 43 units*.

Site B – Mayors Road/Manor Road Builders Merchant site. 0.35 ha, identified in the SHLAA as a mix of apartments and houses with a standard density ratio of 50 dwellings per ha – yielding 18 units*.

Justification

In both cases it is considered that the existing uses and the traffic they generate for both deliveries and collections would be more appropriately located in primarily industrial areas rather than sitting adjacent to existing residential properties. Other uses compatible with housing such as open space could be considered although the deliverability of such a use is not considered to be practical. The allocation reflects the priority in the plan to increase the residential population in and adjacent to the town centre. It is acknowledged that the proposed change of use cannot be guaranteed to be delivered during the Plan period and this is taken into account in determining the target of at least 550 additional residential units (including the minimum of 250 defined in the Core Strategy). Should either or both of these sites become available for development during the Plan period, then the priority for their use is defined as residential. It is judged that the impact of such a change of use on air quality would be positive.

4.1.2 The allocation of land located at Ashley Road/St. John's Road (the former YWCA building) for residential purposes. (See Plan 6 on page 28, Site C).

The site is 0.33 ha and it is assumed it will be developed for apartments at 70 units per ha, yielding 23 units*.

Justification

The former YWCA building is located in a residential area not within the town centre boundary and the opportunity should be taken to utilise the site, preferably through redevelopment for residential use. As the property has been vacant for some years, this site can be returned to productive residential use in the early years of the plan i.e. 2015 to 2020.

Other uses compatible with its residential location (eg a residential care home) could be considered if they met a defined need and would be commercially viable. The plan supports the increase in the town centre residential population and as the demand for residential property within walking distance of the town centre remains high, this site offers an ideal opportunity to support that policy and is allocated accordingly for residential purposes. It is judged that the impact of the change from a YWCA hostel to residential on air quality would be broadly neutral.

The site is located in a Conservation Area and lies opposite a listed building, so in developing the site, it will be necessary to conserve and enhance the historic environment and reflect such a heritage asset and its setting in line with the Conservation Area Appraisal and Management Plan and Policies D1 to 3. A Heritage Impact Statement should be submitted along with the proposals for the development of the site.

Proposals for the development of the site for residential apartments/dwellings were exhibited for public comment in August 2015 and a planning application was granted on the 10th of March 2016 for the provision of 40 dwellings, in line with the allocation. Site C will remain allocated for residential purposes in the Plan as it has not yet commenced implementation on site.

- 4.1.3** The allocation of the site of the Old Hospital on Market Street/Greenwood Street (see Plan 6 on page 31, site D) for mixed use purposes, including residential, offices, library, community purposes and public open space next to the market.

Justification

This mix of uses reflects the response to the public consultations regarding the future use of this important town centre site. The site presents a significant opportunity to attract town centre residential accommodation, offices and community space, the latter being at a premium in the town centre, as well as the relocation of the library which the Council has agreed with the developer.

As the site lies within the Old Market Place Conservation Area, the development of this site will need to conserve and enhance the historic environment, heritage assets and their settings. A Heritage Impact Statement should be submitted along with the proposals for the development of the site.

In addition to the agreement to relocate the library to this site, discussions are well advanced between the local NHS Clinical Commissioning Group and the developer to establish a Health and Well Being Centre (including relocated GP surgeries) a Pharmacy and a café. Although planning consent has been granted, this proposal is not yet legally committed. If it does not proceed then the allocation for mixed use purposes described above will stand. The matter will be kept under review up to the point of submission to the Council which will reflect the reality at that time.

- 4.1.4** The allocation of the Council owned Leisure Centre site and adjoining land for leisure uses, residential, offices, and car parking (see Plan 6 on page 28, Site E).

The site lies adjacent to the Altair site (which has consent for residential, offices, car parking and leisure uses including leisure based retail) and its future depends on the implementation of that scheme which provides (inter alia) for the development of a new Leisure Centre which, once completed would result in the demolition of the existing Leisure Centre (owned by the Council) and open up the opportunity for new development. The site has the potential to accommodate a mixed use scheme once the existing leisure centre is demolished. At least 30 residential units* along the Oakfield Road frontage could be accommodated in addition to leisure uses (but expressly excluding A1 retail), offices and car parking.

Justification

Once the existing Leisure Centre is demolished, that site and adjoining land presents one of the very few opportunities available to provide further short and long stay public car parking for the town centre (see 4.1.5 below) for at least a further 200 spaces, and this possibility needs to be protected and implemented. There is also scope to provide additional housing in support of the policy to increase the town centre residential population and to accommodate further office development (see para 4.8 below) should demand arise.

* It should be noted that broad density assumptions have been applied however it is acknowledged that at the detailed design stage these may need to be reviewed to reflect site specific considerations.

4.1.5. The allocation of the Regent Road car park and adjoining lands for mixed use purposes (see Plan 6 on page 28, Site F).

This site provides for the redevelopment of the Council owned vacant Regent Road frontage and the adjoining public car park to achieve the following:

- (a) the completion of the commercial (Mixed Use with Ground Floor Active Frontage) development of Regent Road and its corner with New Street including residential above ground floor level. At least 10 residential units can be accommodated;
- (b) the provision of increased short stay car parking (over double the existing capacity of 145 spaces providing c. 300 spaces);
- (c) improved pedestrian (including disabled) access via Kings Court to Railway Street and the new hospital and pedestrian access to George Street, and
- (d) recognition of the important history of Chapel Street.

The form of the redevelopment of the car park should take proper account of the existing flats and the medium to long term potential for their redevelopment for modern housing on a more domestic scale in sympathy with the existing development fronting New Street. The possibility of embracing the privately owned former Bowling Green land behind the pub should also be considered, providing a more useable area for redevelopment along with the establishment of an area of public open space in the new layout, which could be linked to the improved pedestrian access into Kings Court. The opportunity to provide a commemorative public space in Chapel Street should also be explored as should the relationship with Lloyd Square and the potential for it to be embraced in the scheme.

Given the complexity of the site and the fact that several individual parts of it are likely to come forward for development at different times, an overall 'master plan' or development framework should be prepared, to provide an integrated context within which proposals for individual developments can then be prepared.

As the site lies partly within a Conservation Area, its development will need to conserve and enhance the historic environment, heritage assets and their settings. A Heritage Impact Statement should be submitted along with any planning applications for the development of any part of the site.

Justification

The public demand for increased short stay parking provision is strongly emphasised in the response to the public consultations. This follows the very significant reduction in available spaces around the town

centre over the last 20 to 30 years following the development of previously vacant space used for car parking for the Sainsbury and Tesco stores, the Cinema, the Ice Rink and housing, all of which have also increased demand for car parking, coupled with the further reduction (c. 55 spaces) which will result from the Altair development (which will also increase demand) and the growing impact of parking related to the use of the interchange. All of this has placed greater pressure on existing spaces and causes additional car movements across town looking for spaces. Although priority is given in the car parking proposals set out below (see para 4.5) to maximising the use of all existing spaces, Regent Road car park is strategically located to serve the town centre and in conjunction with the completion of the Regent Road frontage to New Street is capable of providing additional spaces and catering for a more pedestrian friendly access to Railway Street and the new hospital via Kings Court. The opportunities to increase the provision of short term spaces in the town centre are strictly limited and this site presents one such opportunity which needs to be protected and implemented in order to provide improved accessibility and to improve the vitality of the town centre.

POLICY 'A' – Land Allocations. (Supports Objectives 7, 8 10 and 11. See Plan 6 on page 28).

A 1 – The Plan allocates 6 sites for future new development/redevelopment as follows:

Sites A, B and C – are allocated for residential purposes. (See Policy H 1).

Site D – is allocated for the mixed use development of the Old Hospital site. (See Policy H 2).

Site E – is allocated for leisure uses (excluding A1 retail), offices, car parking and residential. (See Policies H 1, CP 1 and OF 1).

Site F - is allocated for new Mixed Use with Ground Floor Active Frontage development and residential above on Regent Road and its corner with New Street plus additional short stay car parking (see Policy CP 1). In redeveloping this site, the opportunity should be taken to:

- Improve pedestrian (including disabled) access from the site into Kings Court;
- Improve pedestrian access to George Street;
- Establish a commemorative public space in Chapel Street;
- Establish the possibility of embracing the privately owned former bowling green into the site to provide a more useable area for redevelopment and the establishment of alternative public open space in the new layout ideally linked to the improved Kings Court pedestrian access.
- Explore the potential to embrace Lloyd Square in the overall re-development scheme and
- Secure the development of an overall master plan or development framework, to ensure effective co-ordination of proposals for individual parts of the area

A 2 – In respect of sites C, D and F, it is important that their location wholly (sites C and D) or partly (site F) within Conservation Areas is reflected in the design of any development proposals so as to conserve and enhance the historic environment, heritage assets and their settings and take full account of the relevant Conservation Area Appraisals and Management Plans and Policies D1 to D3. A Heritage Impact Statement will be required, to be submitted along with any proposals to develop any part of these sites.

4.2 The Designation of Main, (Primary) Shopping Frontages and Mixed Use Active Frontages– OB 2 and Policies S1 to 3 (see Plan 6 on page 28)

- 4.2.1 Following the support given during the public consultations and in line with OB 2, the Plan focusses the Main (Primary) Shopping Frontage on the Stamford Quarter, from the Shaw's Road/George Street intersection northwards to Stamford Square and then east along Stamford Mall up to and including the Stamford New Road junction. (See Plan 6 on page 28).
- 4.2.2 Again in line with the outcome of the public consultations, the areas around the Main (Primary) Shopping frontages along the balance of George Street, Stamford New Road/Moss lane, Railway Street/Goose Green/Kings Court, Regent Road, Greenwood Street, Shaw's Road/Cross Street, the Downs, Lloyd Street (part), Oxford Road, Market Street (part), Old Market Square and Kingsway (see Plan 6 on page 28) are designated as Mixed Use with Ground Floor Active Frontage.

Justification

In circumstances where the overall demand for retail space has reduced and vacancies continue in excess of 15% of all space (and have been at or above this figure for 6/7 years), there is a clear case for focussing the retail core, to create a fully occupied and competitive heart of the town centre where retailers can offer quality and variety and the number of charity/cheap shops is reduced to a minimum. This approach is strongly supported by the public response to the consultation stages. To take no action would perpetuate the current problems and as the impact of the internet increased, so would the problems of vacancies and the proliferation of charity/cheap shops and the overall reduction in the quality of the retail offer.

- 4.2.3 Mixed Use with Ground Floor Active Frontage includes any use considered as a 'town centre use' (including services, retail, leisure, commercial, office, tourism, cultural, community and residential development) as long as an Active Frontage was provided.* Although residential would not normally be an acceptable ground floor use, it is an acceptable town centre use which can be accessed from the ground floor.

* All references to an active ground floor frontage are meant to apply during normal ATC retail opening hours.

- 4.2.4 The provision of an Active Frontage (a term which indicates that the frontage will contain visual material and/or activity which will attract people's attention and interest) is vitally important in a mixed use area which is seeking to attract footfall. Breaks in the active frontage (i.e. stretches of frontage with no visual interest) will deter people from walking past that section. Active Frontage is defined in Policy S2 below.
- 4.2.5 The issue of compatibility between uses in a mixed use area, for example the impact of a proposed night club or a late night takeaway on existing residential amenity, is an important one. The Forum decided to adopt a simple policy of taking decisions on proposals based on the requirement to take full account of the uses that exist in the vicinity of the proposal in coming to a decision. This realistic approach reflects current arrangements, see Policy S3 below.
- 4.2.6 In considering the application of the Mixed Use with Ground Floor Active Frontage designation it has been agreed that it would be appropriate for the Council to update their shop front policy which would apply in this area, in due course. No timetable has been set.
- 4.2.7 The Plan also recognises the importance of the town centre attracting one or more small or medium size convenience stores in response to the growing desire to shift from the one-stop out-of-centre facilities to convenience at the local level, with positive effects on the role of the high street. Convenience retailing at

a more local level has grown steadily over the last 15 years and was sustained during the economic crisis and austerity. This shift in shopping habits reflects a basic change in the assessment of 'convenience' and which links convenience to 'local' and to 'community' giving greater value to authenticity, traceability and sourcing as well as the increasing number of top-up shopping trips and the use of often independent outlets specialising in particular aspects of 'grocery'. It is essential that ATC accelerates its adjustment to this important change in its role and amongst other things attracts convenience stores to the town centre. A small or medium sized convenience store is defined as being no more than 3 or 4,000sqft in size; open long hours e.g. 7.00am to 10.00pm and selling a variety of groceries, chilled and frozen foods, fruit and vegetables, health and beauty products, milk, newspapers, drinks etc.

POLICY 'S' – Main (Primary) Shopping and Mixed Use with Ground Floor Active Frontages. (Supports Objectives 2, 6 and 8). See Plan 6 on page 28

S 1 – The Main (Primary) Shopping Frontages comprising the retail core, are defined as both sides of George Street north of its junction with Shaw's Road/Cross Street; all frontages to Stamford Square and Stamford Mall, and the Stamford New Road frontages either side of the Stamford Mall entrance (see Plan 6 on page 28).

In the retail core, proposals which seek to maintain and enhance the continuous ground floor active retail frontages will be encouraged and supported. Proposals which would result in non-retail use(s) in these frontages will be resisted unless appropriate evidence is provided to demonstrate that the proposal would result in a positive impact on the attraction of the retail core to shoppers and visitors and thus the experience will be enhanced.

S2 – The Mixed Use with Ground Floor Active Frontage designation is illustrated on Plan 6 and comprises all those existing frontages which are not primarily offices or residential and which currently provide a range of town centre uses. Ground Floor Active Frontage is defined as any visually interesting display which can attract the attention of passers-by and provide information on the services offered, and is able to be refreshed periodically in order to maintain that interest. Proposals for town centre uses in these frontages will be supported provided that an active ground floor frontage is maintained. The allocation embraces all town centre uses including services, retail, leisure, commercial, office, tourism, cultural and community. In the case of residential proposals, it would only be acceptable for access arrangements to the units to be provided in these frontages thus maintaining the active nature of the ground floor frontage. All references to maintaining Active Ground Floor Frontages must apply during retail daytime opening hours as a minimum.

S3 – In taking decisions on proposed town centre developments where there is the potential for conflict between uses (e.g. noise and disturbance; smell and fumes), careful account will be taken of all existing uses in the vicinity of the proposal in coming to a decision. Where the proposal would either be potentially adversely affected by any nearby existing uses, or would potentially have an adverse impact on any nearby existing uses, the extent of that potential adverse impact will be a material consideration in coming to a decision on the proposal.

4.3 New Retail Development, OB 2 and Policy R1

4.3.1 The Core Strategy provides for ATC to accept an additional 20,000sqm of new retail space over the period to 2026, including the approved Altair scheme. Since the Core Strategy was prepared, the radical changes

that have taken place in shopping habits and the impact on the town centre, throws into question the relevance of the data used to underpin this particular Core Strategy policy. Although the Plan acknowledges the Core Strategy policy, it is considered that the prospect of that extent of additional retail space being actually required and delivered is now highly unlikely.

- 4.3.2 The Plan strongly supports the government's Town Centres First policy which is closely linked to the policy to focus the retail core (policy S1).
- 4.3.3 The Plan also acknowledges that commercially viable redevelopment of existing retail space within the areas of the town centre allocated as Main (Primary) Shopping and Mixed Use with Active Ground Floor Frontages, in order to provide more modern space on those existing sites should be encouraged, which may result in a net increase in retail space on those sites. The provision for additional retail space in the Core Strategy is considered to be adequate to deal with this demand as well as the Altair consent.
- 4.3.4 The Plan supports the development of any further new town centre retail space on any site in the town centre defined as Main (Primary) Shopping and Ground Floor Mixed Use Active Frontages and opposes any new retail development outside of these areas.

POLICY 'R' – New Retail Development (Supports Objective 2)

R 1 – New retail development will be restricted to those areas of the town centre designated as Main (Primary) Shopping and Mixed Use with Ground Floor Active Frontages on Plan 6 (page 28).

4.4 Town Centre Housing – OB 10 and Policies H 1 to 3; see Plan 6 on page 28.

- 4.4.1 In responding to the issues facing Altrincham Town Centre, the public consultations gave strong support to the principal of attracting additional residential units, both new build around the town centre boundary and (predominantly) through the refurbishment/redevelopment of appropriate existing town centre buildings, particularly under used and vacant space at first floor level and above.
- 4.4.2 The Core Strategy provides for the town centre to accommodate a minimum of 250 additional residential units over that plan period (to 2025/6). The policies in this Plan will result in that number being exceeded. Although a specific target is set, the Plan aims to attract as much conversion and refurbishment of existing town centre buildings as possible, whilst also meeting the design requirements set out in OB 1. It is considered that at least 550 units could be provided within the plan period to 2030 and that there is scope for that figure to be increased.
- 4.4.3 The target of 550 units is made up of the following figures (as at August 2015) which have been discussed and agreed with the Council. The Council's Strategic Land Availability Assessment applies the following density assumptions which have been applied in relation to the land allocations described in para 4.1 as follows:
- (i) 36 dwellings per ha for houses;
 - (ii) 70 dwellings per ha for apartments and
 - (iii) 50 dwellings per ha for mixed schemes.

NB It is acknowledged that at the detailed design stage these density assumptions may need to be reviewed to reflect site specific considerations.

1. Since the beginning of the Core Strategy plan period (which ends in 2025/6) there have been 66 residential completions and 231 units with planning consent, giving a total of 297. The Core Strategy provides for a minimum of 250 units in the town centre.
2. The land allocations described in 4.1 are expected to yield a potential total of 124 units although the 61 units relating to sites A and B cannot be guaranteed to become available during the Plan period, so only 63 units have been included in calculating the target figure. (N.B. Site C was acquired in 2015 and in March 2016 consent was granted for 40 dwellings, 17 more than assumed in the 63 units referred to above).
3. In addition, account needs to be taken of the following:
 - (i) the planning consent won on appeal for the conversion of Ashley House to 32 units;
 - (ii) the intention of the Stamford Quarter owners to convert Clarendon House to at least 42 units and
 - (iii) the current proposal from Merepark to provide 37 units which may result in eventual approval to a lesser number (N.B. Final consent was granted in February 2016 for 27 dwellings, 10 less than assumed in the total below).

Giving a total of a further maximum of 111 units.

4. Finally, other conversions of existing property, including first and second floor accommodation above commercial/retail premises, in accordance with the positive policy included in the Plan to encourage such conversions – will yield, say, between 50 and 100 units over the next 15 years (an average of between 4 and 7 a year). This is regarded as a conservative estimate given the consistently strong local housing market.
5. The total potential number of units (as at August 2015) is therefore 521 to 571. The Plan sets a target of at least 550 units to be delivered by 2030.

4.4.4 Although the Plan does not seek to define occupancy types which should be accommodated, the Plan would encourage young professionals; those who do not own a car and do not see the need to do so, and older people who would benefit from being located within easy walking distance of the town centre's facilities. Wherever possible, provision for cycle storage should be made in town centre residential development and this should have a particularly high priority where car parking provision is impractical or below otherwise normal standards. The town centre is generally not regarded as the most appropriate location for families with children, however it is a matter for individuals to decide where they should live.

4.4.5 Where residents do own a car and parking cannot be provided on site, it is for them to decide how best to deal with the overnight parking issue given that much of the town centre is effectively unavailable for this purpose. It is however possible to use (for example) Regent Road CP overnight by parking there before 6.00pm and paying beyond 6.00pm (or parking after 6.00 and leaving anytime up to 8.00am the following morning). The use of existing publicly accessible spaces for overnight residential parking should be discussed and progressed as part of the development of the proposed Integrated Car Parking Strategy with a view to making spaces which are otherwise unused overnight available for this purpose. The Council should take the lead on this. (See para 4.5.3 below).

- 4.4.6 The Plan defines a positive and supportive car parking provision policy which remains broadly in compliance with the Car Parking SPD and Policy L7, Design, of the Core Strategy. Where the provision of car parking associated with the conversion of existing premises is agreed by the Council not to be practical, car free development will normally be considered acceptable in principle. This approach is flexible and supportive of refurbishing existing town centre properties and particularly those above retail and other commercial ground floor outlets in the heart of the town centre. (See Policy H 3). This policy applies within the Mixed Use/Historic Character Area (see Plan 5 on page 40) and the town centre Conservation Areas (see Plan 3 on page 36) within the town centre boundary. Within these areas developers would only be required to demonstrate to the satisfaction of the Council why providing car parking is impractical and that car free development represents the only practical option.
- 4.4.7 In seeking to secure the delivery of at least 550 additional residential units, the Plan aims to support the sustainability of the town centre as both a key focus for economic growth and its role as a social centre serving its catchment community. Increasing the town centre population will contribute to achieving this by helping to:
- boost the local daytime and evening economy with their spending power;
 - provide a more developed sense of community across the town centre with a better balance between younger and older town centre users and making the place livelier;
 - reduce travel journeys and cost as jobs and facilities are more easily accessible;
 - support the development of the evening economy;
 - support the development of locally based employment and
 - provide increased natural surveillance and security for all concerned.

POLICY 'H' – Town Centre Housing (Supports Objectives 1, 4, 8 and 10)

- H 1** – In support of the Core Strategy target to accommodate a minimum of 12,210 new dwellings across the Borough over the period to 2026, and to reflect Housing Growth Point Status, the Plan supports development proposals that will provide at least 300 additional residential units in the town centre, in addition to the 250 units minimum target defined in the Core Strategy, a total of at least 550 units in all, in order to support the sustainable development both of the town centre economy and the role of the town centre as a social centre serving its catchment community.
- H 2** – Proposals involving the refurbishment of existing property for residential purposes within the town centre boundary, but only existing first and upper floor space above retail and commercial ground floor uses in the area designated for Main (Primary) Shopping and Mixed Use with Ground Floor Active Frontage (see Plan 6 on page 28), will be supported and encouraged subject to other policies in this Plan.
- H 3** – That where the provision of car parking associated with the conversion of existing premises for residential purposes (within the Mixed Use Historic Area defined on Plan 5 on page 40 and the town centre Conservation Areas defined on Plan 3 on page 36 all within the town centre boundary defined on Plan 6 on page 28) is agreed by the local planning authority not to be practical, development with no off-street car parking provision will be encouraged and supported.

4.5 Car Parking – OB 7 and Policy CP 1.

4.5.1 In the Profile to the Core Strategy, one of the defined key issues facing Altrincham Town Centre (ATC) is the importance of ensuring that appropriate levels of car parking are provided. The need for additional short stay spaces; the difficulties town centre workers face in securing a parking space; the increasing demand for parking associated with the use of the interchange and the complex issue of ensuring that full and effective use is made of all the existing spaces, are all emphasised in the public consultations which have taken place. The issue of parking is clearly a major concern both for users and providers of town centre services and activities, and although every effort needs to be made to encourage people to use alternative forms of transport wherever possible, proper emphasis needs to be given to this important issue.

4.5.2 In response to the public consultations, the Plan promotes:

- (a) the development of an Integrated Car Parking Strategy – ICPS - (to include improved access, signage and information, co-ordinated charging policies and payment systems and the use of suitably located publicly accessible car parks for overnight parking by town centre residents), in order to maximise the use of all existing spaces and encourage longer dwell times and provision for town centre residents and workers and those using the interchange, such strategy to form the basis for a Supplementary Planning Document which could be adopted by the Council;
- (b) the greater use of public transport, cycles, walking and taxis in accessing services and jobs in the Town Centre (in line with government policy), and
- (c) the provision of additional, safe, mainly short stay parking in the town centre including for e.g. by increasing the number of spaces on a redeveloped Regent Road site and utilising the site of the existing Leisure Centre and adjoining land, once the new Leisure Centre is built, for a combination of short and long stay spaces, (the latter linked to the use of the interchange) as part of a mixed use scheme also involving leisure uses (excluding A1 retail), residential and offices.

Justification

This package of proposals in three strands recognises that priority needs to be given to developing a much more integrated approach to car parking policy across the town centre with a range of integrated actions which, taken together, will result in the more efficient use of existing spaces, aimed at alleviating problems faced by those living and working in the town centre and those using the interchange, as well as those seeking to spend time in the town centre to access its various services.

In delivering a more efficient use of car parking spaces and improving the service to all town centre users, an integrated strategy will have the direct effect of reducing the number of car movements across the town centre through improved signing and information and a consistent charging policy; adding to the attraction of the town centre as a well organised and welcoming location and providing a rational basis for applying planning conditions to consents which cover relevant aspects of the ICPS to ensure that its application is consistent across the town centre. The Council will take the lead in developing this strategy in consultation with the other town centre based car park operators. The Forum will support the development of the strategy. In just the same way as the Supplementary Design Document appended to this Plan sets out a series of Town Centre-Wide Design Principles aimed at maintaining the quality of the built environment and protecting the town's heritage, so the ICPS will set the context for providing a consistent, efficient and effective approach to dealing with car parking demands from residents, workers and visitors.

It is also clear that the importance of promoting the use of other forms of transport/movement (in line with government policy) in order to access the town centre is fully recognised. Together these first two strands constitute an appropriate emphasis on supporting and delivering a sustainable approach to the issue. The third strand, involving the eventual provision of some additional spaces – mainly short stay - reflects the public demand for increased short stay parking provision which is strongly emphasised in the response to the consultations. This follows the steady and significant reduction in available spaces around the town centre following the development of Sainsbury's, Tesco, the Cinema, the Ice Rink and residential (on land previously used for car parking) and the further reduction which will result from the Altair development, coupled with the increase in demand which all these developments generate and the growing impact of parking related to the use of the interchange. All of this has placed greater pressure on existing spaces and causes additional car movements across town looking for spaces. Although priority is given in the car parking proposals to maximising the use of all existing spaces and encouraging alternative forms of transport, the opportunity to increase the provision of short term spaces in particular in the town centre is strictly limited and each of the two sites referred to in c) above present an opportunity which needs to be protected and exploited in order to provide improved accessibility and to improve the vitality of the town centre. It is estimated that an additional provision of c. 500 spaces is achievable.

4.5.3 Integrated car parking strategy.

Following consultation with car park operators and all other relevant interests the Council will promote the development of an Integrated Car Parking Strategy (embracing improved access arrangements; advance signage and information; co-ordinated charging policies and payment systems; the use of suitably located publicly accessible car parks for overnight parking by town centre residents, in order to maximise the efficient use of all existing spaces and encourage longer dwell times and provision for town centre residents, workers, those using the interchange and visitors) which could form the basis for a Supplementary Planning Document to be taken into account by the Council in determining planning applications involving the provision of publicly accessible car parking spaces and the conditions applied to such applications, to ensure that a consistent and efficient approach to managing such spaces is achieved, for the benefit of town centre residents, workers, visitors and the car park owners/operators.

POLICY 'CP' – Town Centre Car Parking (Supports Objectives 4, 7, 8 and 10)

CP 1 – Proposals for additional mainly short stay parking in the town centre will be supported, including a redeveloped Regent Road car park site and the site of the existing Leisure Centre and adjoining lands as defined in Policy A1, sites F and E on Plan 6 on page 28.

4.6 Digital Infrastructure – OB9 and Policy DIGI 1.

4.6.1 The infrastructure of town centres has traditionally been all about physical access by people to the town and goods to supply the various outlets – be that by road, rail, private or public transport, taxi, cycling or walking. Now there is a further critical dimension brought about by the digital revolution which is affecting almost every aspect of our lives. The very technology that has put the traditional high street under pressure through the rapid increase in internet-based shopping, also provides exciting new opportunities through ensuring that all businesses offering services of any sort are utilising digital technology effectively to promote those services. This means that the town centre needs to have high quality 3G and 4G (and

eventually 5G) mobile internet connectivity; that all retail, leisure and other appropriate outlets provide in house fast, free WiFi connections; that free charging facilities are made available and that comprehensive town centre wide information is made easily available for use by all potential customers. With the ability to provide up to the minute information on what ATC has to offer; to respond to requests for specific requirements; to promote opportunities, events, activities and offers; to direct cars to the nearest available car parking space; to provide co-ordinated click and collect locations for groups of independent retail outlets; to provide locations where people can work on-line – the list really is almost endless – Altrincham can embrace and exploit the digital revolution to the benefit of providers and users alike. The key lies initially in getting the basic infrastructure in place so that all these types of services and others as they are brought onto the market, can be developed and offered to attract people to visit the town. Most of these services will be provided by the businesses in the town – it is in their interests to do so. Indeed, if businesses do not embrace and utilise this rapidly developing technology, they are very unlikely to survive. The Plan encourages the development of appropriate town centre-wide digital infrastructure and the provision of fast free WiFi by all those delivering town centre services and free charging facilities for users and seeks to support proposals which will help to deliver and maintain that infrastructure. The development and application of digital technology in support of the future role of ATC is regarded as having a very high priority indeed and that priority needs to be reflected in all the decisions taken about investment and development in the town centre over the coming years.

4.6.2 Digital infrastructure strategy

To ensure that new investment and (re)development in Altrincham Town Centre contributes effectively to the provision of the basic infrastructure required to enable occupiers and users of that space to offer appropriate digital services to potential users/clients in support of the development and evolution of the town centre, the Council will work with the BID company and all other relevant interests and take advice from independent experts in this field, to prepare a Digital Infrastructure Strategy for Altrincham Town Centre which, if appropriate, could form the basis for the preparation of a Supplementary Planning Document by the Council, to require the provision of appropriate infrastructure in development proposals and be reflected in appropriate planning conditions.

POLICY 'DIG I' – The Digital High Street (Supports Objectives 2, 5, 6, 8 and 9)

DIGI 1 – Proposals to develop and enhance the digital infrastructure in the town centre will be supported.

4.7 Design and Quality - OB 1, 4, 5, 6, 8 and 9 and Policies D 1 to 3, G1 and A2.

- 4.7.1 The Stage 1 and 2 public consultations emphasised the importance for Altrincham Town Centre to offer quality across all aspects of its role in serving its community. Quality in its built environment, its public realm, the services offered, goods sold, events and activities promoted and so on. In doing so, it also needs to respect its built heritage whilst at the same time welcoming modern development which is appreciative of its setting and contributes positively to the street scene.
- 4.7.2 Following discussion with Planning Aid, regarding the development of urban design policies for inclusion in the Plan, it was agreed that a town centre-wide approach was needed which looked at the different priorities for the 4 Character Areas (see Plan 5 on page 40. The 'Mapping Out the Future ' plan and initial town centre-wide and area priorities were included in the Stage 2 consultation and were the subject of an

open Urban Design Workshop (March 2015) attended by over 50 people. From this a Forum Design Group of around 15 architects, planners, engineers, a local historian and other interested community members was set up. That Design Group developed the description of the 4 Character Areas and defined 16 town centre wide design principles. The Group also defined an initial set of Area Based Design Principles for each of the 4 Character Areas which were used as a basis for discussion with the Council regarding the content of the proposed Conservation Area Management Plans. 5 of the Conservation Areas have approved and adopted Conservation Area Appraisals (as Supplementary Planning Documents) and the other 2 appraisals are on course for early adoption. Management Plans for all 7 Conservation Areas are also on course for early adoption as Supplementary Planning Documents, all anticipated to take place by the end of 2016. On adoption, they will be used as a basis for determining planning applications in the 7 Conservation Areas. Policies D1 to D3 below sit alongside and are compatible with those Appraisals and Management Plans.

- 4.7.3 The description of the 4 Character Areas and the 16 Town Centre Wide-Design Principles are set out in the Supplementary Design Document (Appendix 3) of this Plan and which should be taken into account whenever proposed developments are designed and by the Council in determining subsequent planning applications. Policies D2, D3 and D4 reflect this.
- 4.7.4 The Design Group also addressed the importance of developing a co-ordinated and high quality public realm strategy, building on the planned public realm works, Phase 1 of which commenced implementation in early 2015. The proposed phasing of these works are illustrated on Plan A on page 7 of the non-statutory Annex to this Plan and comprise all those originally defined in the Planit and Stockley Report along with Market Street, the southern end of Greenwood Street and Pott Street, Regent Road and the Old Market Place. The promotion of this programme, including the need for additional funding from a variety of sources and the need for further feasibility assessments, is one of the major projects (see the non-statutory Annex attached) which the Neighbourhood Forum will help to promote. The Annex also sets out (a) a programme for the improvement of existing public open space and the development of new areas of open space (see Plan B on page 12); (b) the importance of improving the many ginnels and alleyways (see Plan C on page 17 and Policy D4); (c) the promotion of a co-ordinated signage and wayfinding strategy (see Plan D on page 20) and an initial illustrative network of green walkways and cycle ways (see Plan E on page 22).
- 4.7.5 The initial Strategic Environmental Assessment (SEA) comments (see Chapter 1, para 1.4.8) made a number of observations directly relevant to the programmes relating to public realm referred to above, as follows: (a) opportunities should be taken to provide 'urban greening' through the application of biodiversity criteria in design policies; (b) the Plan might benefit from a stronger policy on green spaces and green infrastructure and (c) there is a need to strengthen the provision of policies on cycle routes and encouraging cycling. These comments, taken with the work already done and detailed in the Annex, are now reflected in an overall Policy, G1, aimed at supporting the development of green infrastructure in the town centre; embracing the public realm strategy; the improvement and additions to public open space; the improvement of ginnels and alleyways and pedestrian and green routes and the provision for cycling within this framework, all outlined in the Annex.
- 4.7.6. The SEA published on the web site during the Regulation 14 (Stage 3) Public Consultation takes account of the amendments referred to in 4.7.5 and concludes that there is a need to present a description of the measures envisaged concerning monitoring of the following:
- a) Air Quality – the effect of increased traffic on 2 AQMAs, monitoring Nitrogen Dioxide levels and

changes in traffic flows, and

- b) Historic environment and landscape – the effect on Heritage Assets, monitoring Conservation Area condition.

Trafford Council has indicated that it will be carrying out the required monitoring.

POLICY 'D' – Design and Quality (Supports objectives 1, 4, 8 and 11)

- D 1 – That all new build and refurbishment and the development of public realm in Altrincham Town Centre be of high quality design including the use of high quality materials and ensuring that the scale and design of (re)development is appropriate to its location and setting, reflecting the character of the area in which it is located, including heritage characteristics and that environmental sustainability issues are effectively addressed.
- D 2 – Proposals must demonstrate that account has been taken of the key characteristics of the 4 Character Areas described in the appended Supplementary Design Document (SDD) at Appendix 3 and defined on Plan 5 on page 40, in the design of all new development/redevelopment in those areas.
- D 3 – That all proposed development and redevelopment of buildings and the public realm in Altrincham Town Centre must demonstrate that account has been taken of the Town Centre-Wide Design Principles set out in the appended SDD at Appendix 3 which are relevant to those proposals.
- D4 – Proposals that improve an historic town centre ginnel will be encouraged and supported. Any proposals that would result in the loss of an historic town centre ginnel will be resisted.

POLICY 'G' – Green Infrastructure (Supports objectives 1, 4, 8, 10 and 11)

- G 1 – Proposals for public realm should be of high quality design. Proposals should contribute to the attraction of the town centre from both its catchment population and visitors. Proposals should ensure that appropriate opportunities are taken to encourage the development and enhancement of all aspects of the public realm, including green pedestrian and cycle routes; and improvement to or provision of new public open space. New development or redevelopment should contribute to enhancement of the public realm wherever possible having regard for viability and costs.

4.8 Office Uses – OB 3 and Policy OF 1.

- 4.8.1 The public consultation at Stage 2 placed a particular focus on the office market and there was strong general support for maintaining and developing that market. In the context provided by the Core Strategy, the Forum considered the various comments received including the main factors emerging from the consultations with the various companies directly involved in the Altrincham Town Centre Plan Area office market. These factors emphasised the difficulty of securing funding for new office development and that in the current economic and fiscal climate speculative development was highly unlikely; the negative effect of empty business rates; that the market focusses mainly on the provision of smaller office suites; the importance of constantly refurbishing and adapting existing space to meet modern demands; the impact of digital technology on the design of modern offices; the scope for refurbishing accommodation above retail and mixed use areas in the town centre subject to funding; the importance of an effective car

parking strategy to support the office market and the opportunity to benefit from the town centre's locational advantages including access to the multi-modal public transport interchange (bus, Metrolink and the mid-Cheshire line), the wide range of town centre amenities and the well-educated business and professional catchment population.

- 4.8.2 The combination of these main factors, including the economic and fiscal ones, means that the current market is strong at the smaller offices end; less so for lettings of 1,000sqm+; suffers from a majority of space not meeting modern standards; is only slowly responding to the impact of the digital revolution on office design and the demand for smaller offices and the fact that they are generally poorly served by appropriately located car parks. Overall the market is healthy, but there is no immediate prospect of new speculative space being added or of major refurbishment. The existing office locations, focussed to the north of the town centre, are likely to prove adequate to deal with current demand however, if the economic and fiscal context changes, as it has in the past, demand could well increase given the town's strategic locational advantages. In this situation, although there is some scope for redevelopment in the existing office area to the north of the town centre and in the areas designated for Main Shopping (above ground floor) and Mixed Use with Ground Floor Active Frontage, the only other location considered acceptable lies to the east of the interchange, (in addition to the planning consent for 3,500sqm as part of the approved Altair scheme) at site E – see Plan 6 on page 28, as part of a mixed use scheme.
- 4.8.3 The above conclusions are based on the collective knowledge, expertise and experience which the various consultees have of office development and management generally and Altrincham Town Centre's office market in particular.
- 4.8.4 The Core Strategy provides for ATC to deliver an additional 10,000sqm over the period to 2026 so given the Altair consent, 6,500sqm remain to be committed. As things currently stand, it is considered that this provision may well prove to be adequate to cover future demand to 2030. It is also considered that this provision for additional space would cover any redevelopment of existing accommodation which resulted in a net increase in lettable space. Should demand increase however, the Plan provides for further office development to take place in defined locations.
- 4.8.5 In all, the Plan provides a planning context which will allow the town to sustain a healthy office market, responding effectively to changes in demand and changes in the context within which the office market evolves be that economic, fiscal or technology driven, or any combination of these factors over the Plan period. This view is based on the widespread public support in principle for the maintenance and development of the office employment market, ranging from space for new and emerging businesses, to larger accommodation for established growing companies, to encourage increasing employment and the positive impact on the demand for town centre services which that would generate. It is also the case that the proposed increase in the town centre based residential population would help to underpin such employment growth.
- 4.8.6 Turning to the locational issues, the established office areas to the north and south of Woodlands Road provide significant opportunity for future redevelopment where demand arises and there is scope for a net increase in office space should there be the demand. There is also scope for office development in the areas allocated for Main Shopping (above the ground floor) and Mixed Use with Ground Floor Active Frontages. The only suitably located non office site offering the opportunity for future new office development in addition to the Altair site is site E, (see Plan 6 on page 28) between Oldfield road and the railway. Just as Station House benefits from its location close to the interchange and town centre amenities, so this location offers the opportunity for significant new office development (in addition to housing,

leisure uses and car parking) should demand arise. A concentration of office accommodation around the interchange would be very sustainable, maximising that multi-modal facility's importance in attracting employment and providing a wide range of transport options available to the workforce. It would also increase the town centre workforce with the consequential advantages already described. The Forum decided therefore that given that the Altair site already has planning consent, that site E (Plan 6 on page 28) be allocated for a combination of leisure, residential, offices and car parking.

POLICY 'OF' – Office Uses (Supports objectives 3, 7, 9 and 11)

OF 1 – If the Core Strategy provision for an additional 10,000sqm of new office space proves to be inadequate, additional provision should be made within the established office areas on the north side of the town centre; within the area designated Main Shopping Frontages (above ground floor); within the area designated Mixed Use with Ground Floor Active Frontages; within the approved Altair site and on site E (defined on Plan 6 on page 28) to the east of the interchange as part of the mixed use development defined in Policy A1.

4.9 The Market – OBs 5 and 8 and Policy M 1

- 4.9.1** Altrincham's Charter Market was established in 1290 and has been a vital focus for activity in the town centre ever since. Today the market is experiencing a major resurgence and the Market House is now regarded as one of Altrincham's main family leisure related attractions as well as acting as a catalyst to improve activity, vibrancy and footfall in the surrounding areas
- 4.9.2** The market and Market House are a major attraction to visitors to the town and its continuing success and development is seen as a critical component in the ongoing development of the town centre over the Plan period and beyond. The Plan seeks to ensure that this significance is both nurtured and protected.

POLICY 'M' – The Market (Supports objectives 5 and 8)

M 1 – That the Market, including the Market House and the Lower Market, be regarded as a major focus for activities in Altrincham Town Centre and that full account be taken of its significance to the town centre in determining any development proposals which should demonstrate that they do not detract from the important contribution which the market makes to the town centre's attraction to its catchment population and other visitors.

4.10 Community Facilities

- 4.10.1** Objective 2 (see Chapter 3) seeks to define a more focussed retail core and provide wider areas of mixed uses (see Policies S1 to S3) and Objective 10 seeks to increase the town centre resident population (see Policies H1 to H3). Both of these objectives contribute to Objective 8 which seeks to develop the Town Centre as a social centre – a community hub aimed at providing the full range of services for the catchment community.
- 4.10.2** The need to secure the provision of community facilities and safeguard existing valued town centre community facilities is a fundamental requirement to achieving Objective 8. The Plan seeks to safeguard the unnecessary loss of individual facilities delivered by a limited number of outlets and which underpin the viability and sustainability of communities in line with the National Planning Policy Framework (see para 70 in particular). Any proposals which would result in the loss of such a valued local community facility

should be resisted unless clear conditions are met and in implementing this policy the Council will require evidence that not only can an alternative facility or facilities be found within easy walking distance but that there is at least one such facility which offers services and an environment comparable to the facility under threat. The Council will also require evidence that there has been public consultation to ascertain the value of the facility to the local community. If the facility is registered as an Asset of Community Value then the Council will regard this as a material consideration in the determination of any planning application affecting that facility.

4.10.3 On viability, where the outlet delivering the valued local community service is at risk of closure and adequate alternative services are not available, the Council will require evidence demonstrating that:

- a) the existing or recent business is not financially viable, as evidenced by trading accounts for the last three years in which the business was operating as a full-time business, and
- b) a range of measures were tried during this time to increase trade and diversify use, and
- c) the potential for the property to extend the range of facilities offered at the site has been fully explored.

The Council will also require evidence that all reasonable measures have been taken to market the facility to other potential operators.

4.10.4 In adopting this approach it is important to recognise that in Altrincham town centre there will often be many outlets delivering similar services and that there will always be changes of use, some outlets closing, others opening as the market develops and the town centre evolves. The issue to be safeguarded against is the potential loss of a valued local community facility which, if not safeguarded, would mean that the service provided would either cease to be provided or cease to be effectively provided in the town centre. For example, if the future of the single post office in the town centre were to be at risk, subject to their being clear public support for its retention, that would be a valued local community facility at risk of closure with no adequate alternative being available in the town centre. Policy CF 1 below is meant only to address the situation where valued local community services are provided by a limited number of outlets and proposals are put forward which threaten the ongoing provision of those services either in whole or in part.

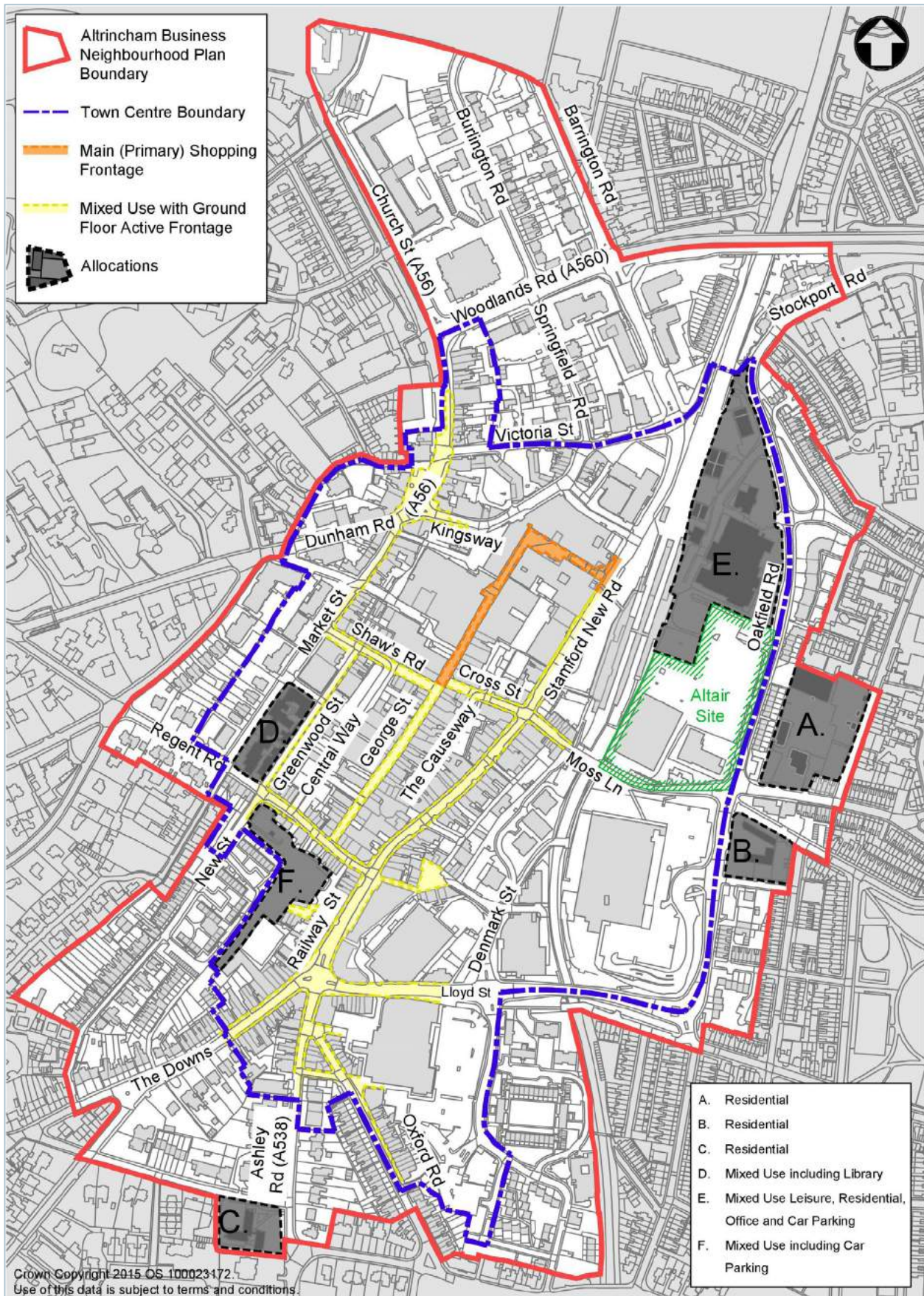
POLICY 'CF' – Community Facilities (Supports Objectives 2, 8 and 10)

CF 1 – Proposals that would result in the safeguarding of any existing valued local community facility(s) or the provision of new such facilities will be supported. Any proposal which would result in the loss of a valued local community facility will not be permitted unless:

- an alternative community facility which meets similar local needs to at least the same extent is already available and
- it can be shown that the proposal does not constitute the loss of a service of particular value to the local community nor detrimentally affect the character and vitality of the area and
- in the case of commercial community facilities, it has been demonstrated that it is no longer economically viable and cannot reasonably be made so.

'Community facility' is defined as local shops, meeting places, sports venues, cultural buildings, public houses, places of worship and other local services valued by the local community and which enhance the sustainability of the catchment community.

Plan 6: Proposed Town Centre Boundary & Allocations



Glossary of Terms

ATC	Altrincham Town Centre
AF	Altrincham Forward
BID	Business Improvement District
CIL	Community Infrastructure Levy
CP	Car Park
FE	Further Education
GPs	General Practitioners
HRA	Habitats Regulations Assessment.
ICPS	Integrated Car Parking Strategy
NHS	National Health Service
NP	Neighbourhood Plan
NPPF	National Planning Policy Framework.
NBP	Neighbourhood Business Plan
OBs	Objectives
SEA	Strategic Environmental Assessment.
SHLAA	Strategic Housing Land Availability Assessment
SDD	Supplementary Design Document
SPD	Supplementary Planning Document
The Forum	Altrincham Town Centre Neighbourhood Business Plan Forum
The Plan	Altrincham Town Centre Neighbourhood Business Plan
UDP	Unitary Development Plan
WG	The Forum's Working Group

Appendices and Plans Index and Acknowledgements

Plan Submitted for Adoption

Appendix 1 – Research Papers and Reports Considered	32
Appendix 2 – The Forum and the Plan Preparation Process	33
Appendix 3 – Supplementary Design Document	35
Appendix 4 – Links to other documents.	49

Plans:

Plan 1: Altrincham Town Centre Wider Context, Chapter 1	5
Plan 2: Plan Boundary and Points of Interest, Chapter 1	6
Plan 3: The Seven Conservation Areas, App 3	36
Plan 4: Historic Street Layout, App 3	37
Plan 5: The Character Areas, App 3	40
Plan 6: Town Centre Boundary and Allocations, Chapter 4	28

Annex

Plan A: Public Realm Phasing Plan	7
Plan B: Open Spaces	12
Plan C: Movement	17
Plan D: Arrival	20
Plan E: Illustrative Network of Green Walkways and Cycleways	22

Acknowledgements

The following have given their support to the preparation of the Plan entirely or very largely at their own expense. This Plan could not have been produced without their support.

Altrincham Area Image Archive

Regeneris

Clear Marketing

Planit-IE

Davis Communications

Planning Aid

Insure Risk Ltd.

Pozzoni Architects

Jon Shaw Photography

Project 3 Architects

Locality

Vision Creative and Communications Consultants

Mott Macdonald

The Web Studio

The following two companies provided direct funding support to the Forum to assist in meeting the costs involved, particularly associated with the three stages of public consultation.

Petros

New Care Homes.

Appendix 1: Research Papers & Reports Considered

1. Trafford Council Borough Retail and Leisure Survey, by GVA Grimley, Nov 2007.
2. The 21st Century Agora ; a New and Better Vision for Town centres – collaborative response to the Mary Portas Review. 2011.
Co-Produced by: Urban Pollinators; Action for Market Towns; Empty Shops Network; Incredible Edible Todmorden; Meanwhile Space CIC; MyCard; Research OO; Res Publica; Wigan Plus.
3. Altrincham Town Centre Assessment – DTZ for Altrincham Forward and Trafford Council, Sept 2011.
4. Understanding High Street Performance – a Report by GENECON LLP and Partners for BIS, Dec 2011.
5. The Portas Review: The Future of our High Streets. Report by Mary Portas to DCLG, Dec 2011.
6. Retail Futures, 2016. A Report by the Centre for Retail Research, May 2013.
7. The Grimsey Review – An Alternative Future for the High Street. (Bill Grimsey). Sept 2013.
8. Beyond Retail – Redefining the Shape and Purpose of Town Centres – The Final Report of the Distressed Town Centre Property Task Force (Chair, Mark Williams) – Dec 2013.
9. The Past Present and Futures of the High Street – The Bartlett School of Graduate Studies, UCL. (The Adaptable Suburbs Project), 2014.
10. High Street Performance and Evolution – University of Southampton, July 2014. (Prof Neil Wrigley & Dr. Dionysia Lambiri).
11. High Street UK 2020 – Repositioning the High Street. Prof Cathy Parker et al, MMU, 2014/15.
12. The Digital high Street 2020. Report of the Digital High Street Advisory Board, March 2015.
13. IGD Retail Analysis, 2014 (retailanalysis.igd.com).

Appendix 2: The Forum & the Plan Preparation Process

A. The 6 principles established by the Forum at the outset:

1. That a Business Neighbourhood Plan is required for Altrincham Centre.
2. That for the plan to be designated a Business Neighbourhood Plan the area of the plan must be wholly and predominantly business in nature as required by the Localism Act.
3. That the plan should focus on defining the land allocations and planning policies needed to underpin the sustainable and dynamic future of the Town Centre and should not deal with other, non-town centre, issues.
4. That in preparing the plan, it is essential to actively consult with the wider public, who look to the Town Centre to provide a range of services, including jobs, which they can access. The publicity associated with such consultation should encourage anyone who is interested to get involved in the consultation in the most appropriate way for them. During the plan preparation consultation stages no consultation boundary should be drawn which, if it were, could exclude anyone who wanted to get involved.
5. That the referendum for residents at the end of the process should embrace an area wider than the plan boundary, the definition of that area to be informed by data collected during the plan consultation process (i.e. data on home addresses of those participating).
6. That the Forum should formally request the Independent Inspector to determine that a wider boundary, based on the evidence provided following the public consultation, be used for the purposes of the residents referendum.

B. Officers of the Forum, its Working Group and the Forum Company

1. The Forum:

Chairman	Mr A (Tony) F C Collier.
Deputy	Mr R (Robert) G Redford.
Secretary	Mr. G (Graham) Fawcett.
Treasurer	Mrs S (Sue) J Aldridge.

2. The Forum Working Group (maximum of 12 members of the Forum):

Chairman	Mr. R M (Mike) C Shields, CBE.
Deputy	Mr N (Neil) E. Myerson
Members	Tony Collier; Leslie Cupitt; Graham Fawcett; Stewart Grant; Councillor Michael Young; Robert Redford; Joan Scott; Amy Sharpe; Richard Simon; Damian Utton.

3. The Altrincham Town Centre Plan Limited:

Chairman	Mr. A (Tony) F C Collier
Directors	Mrs S (Sue) J Aldridge
	Mr N (Neil) E Myerson
	Mr R (Robert) G Redford (Company Secretary)
	Mr R M (Mike) C Shields, CBE

4. The Design Group:

Chair	Mrs A. (Amy) Sharpe and then Mr. D. (Damian) Utton.
Members	Virginia Brown; Jim Chapman; Rob Evans; Alex Gavrikova; Stewart Grant; Nigel Hinings; Lindsay Humblet; Sue Nichols; Mike O'Callaghan; Rob Park; David Roberts, Amy Sharpe and Damian Utton.
In attendance	Clare Taylor – Russell and Gary Earnshaw, Trafford Council; Mike Shields, Chair, Neighbourhood Plan Working Group.

C. The Basic Conditions for a Neighbourhood Business Plan

The basic conditions for a neighbourhood plan are:

- (a) Having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to make the neighbourhood plan.
- (b) The making of the neighbourhood plan contributes to the achievement of sustainable development.
- (c) The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area).
- (d) The making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations.
- (e) Prescribed conditions are met in relation to the plan and prescribed matters have been complied with in connection with the proposal for the neighbourhood plan.

D. Trafford Council Responsibilities on Receiving the Final Plan from the Forum

Trafford Council is responsible for the following stages of the process as follows:

- (a) Formally publicising the Proposed Plan for 6 weeks and inviting comments.
- (b) Satisfying itself that the plan and the processes involved comply with the Basic Conditions set out in the Localism Act.
- (c) Appointing an Independent Examiner in consultation with the Forum and then submitting the Plan to that person for independent examination. The Examiner will consider the Plan and the evidence supporting it and make a recommendation to the Council as to whether the plan can go forward to the referenda with or without modifications.
- (d) Arrange the two referenda, one for the general public and one for the businesses in the plan area. The Examiner and the Council will determine the boundary of the general public's referendum which the Forum will request should be wider than the plan boundary, given the role of the town centre in providing services for its catchment population. The Forum will provide information on the post codes of those members of the public who have been involved in the process and have provided this information, to help inform the decision on the boundary. If a majority of those voting in each referendum are in favour of the plan it will be adopted by the Council. If a majority voting in each referendum are opposed to the plan, it will fall. If one referendum is in favour and the other is against, the Council will decide whether or not to adopt the plan.
- (e) Once adopted, the plan will become part of the Local Development Plan and will be used by the Council to determine planning applications and guide public and private sector investment decisions in the town centre over the period to 2030.

Appendix 3: Supplementary Design Document

A. Altrincham Town Centre Character Assessment

1.0 Policy Context

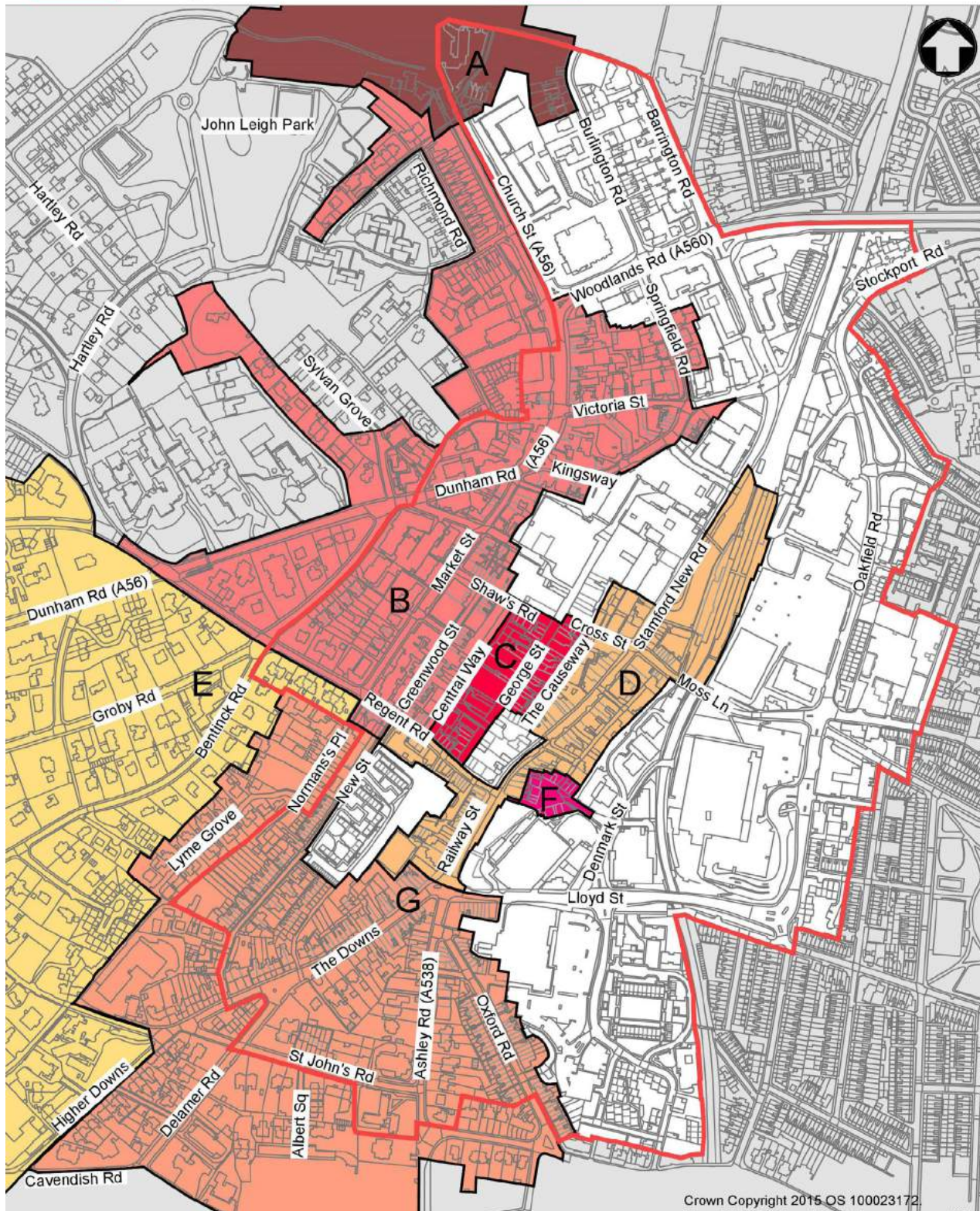
- 1.1 'Neighbourhood Plans should develop robust and comprehensive policies that set out the quality of development that will be expected for the area', seeking to ensure developments (amongst other criteria stated at para 58 of the NPPF) establish a strong and unique sense of place, respond to local historic character and are visually attractive.
- 1.2 The Trafford Core Strategy Policy L7 Design requires that, 'Development must be: appropriate in its context, make best use of opportunities to improve the character and quality of an area, enhance the street scene or character of the area by appropriately addressing scale, density, massing, layout, elevation treatment, material, hard and soft landscaping works, boundary treatment, and make appropriate provision for open space.'
- 1.3 1.3 Conservation Area Appraisal 'Supplementary Planning Documents' were adopted by Trafford Council in 2014 for five of the Conservation Areas that impact on the historic town centre (see Appendix 4 for links to the Supplementary Planning Documents for each of the Conservation Areas via the Trafford Council web site). These provide a lengthy assessment of the distinct character of each area, including a brief 'Plan for Further Action', which are being developed into more detailed Management Plans to inform development in each of the five areas. Area Appraisals for the other two Conservation Areas and the Management Plans for all seven areas will be adopted by the Council as Supplementary Planning Documents by the end of 2016.
- 1.4 A townscape character assessment is an established approach, and one advised by Planning Aid and Locality, who suggest it is best to focus on 'townscape characteristics such as enclosure and scale, ease of movement for pedestrians, distinctive features such as landmarks, the design and use of key spaces and the public realm' (Neighbourhood Plans Roadmap Guide p. 43).

2.0 Process

- 2.1 The public consultations emphasised the importance for Altrincham Town Centre to offer quality across all aspects of its role in serving its community including the built environment and its public realm. In doing so it also needs to respect its built heritage whilst at the same time welcoming modern development which is appreciative of its setting and contributes positively to the street scene.
- 2.2 A Forum Design Group was established to consider the development of urban design policies for inclusion in the Plan. The group concluded that a town centre wide approach was needed that looked at the different priorities for the separate character areas within the town.

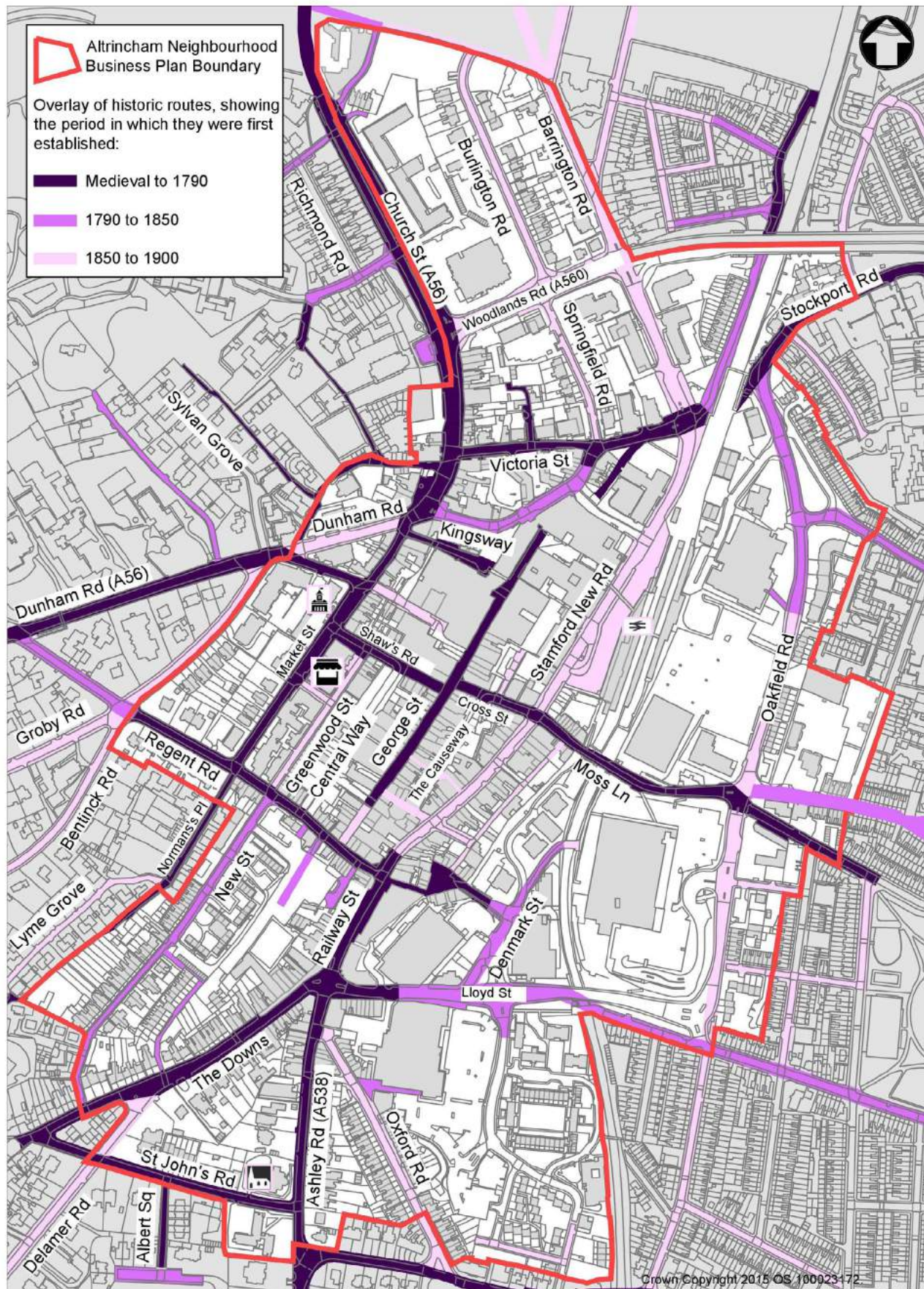
Plan 3: The Seven Conservation Areas

-  Altrincham Neighbourhood Business Plan Boundary
-  A - Sandiway CA
-  B - Old Market Place CA
-  C - George Street CA
-  D - Stamford New Road CA
-  E - Devisdale CA
-  F - Goose Green CA
-  G - The Downs CA



Crown Copyright 2015 OS 100023172

Plan 4: Historic Street Layout



3.0 Town Centre Wide Analysis and Issues

- 3.1 To define the individual Character Areas a detailed town centre wide assessment has been made of the evolution of the town centre's layout and changing use. Issues and priorities that are town centre wide have also been identified. This analysis is summarised below. It starts with a description of how the historic urban grain of the town came about and shows how it has been retained. This is illustrated on Plan 4: Historic Street Layout.
- 3.2 From Medieval times the Old Market Place was the centre of the town set upon a raised, sloping ridge, with the main inner routes following along the top and contours of the slope (e.g. Market Street). Lesser routes led up the slope, forming a grid pattern (e.g. Cross Street /Shaw's Road and Goose Green/Regent Road).
- 3.3 With the arrival of the railway in 1849, firstly at two new stations in the Lower Town and then at a replacement combined new station in its current location in 1881, the focus of the town began its shift down the hill, from the Old Market Place to the middle and Lower Town (George Street, Stamford New Road and Railway Street). Oxford Road, Stamford New Road and Barrington Road were all built between 1876 and 1881. Until recent times, the railway lines and poor quality common ground at Hale Moss beyond, acted as a barrier to further town centre development to the east other than housing.
- 3.4 As the town grew in importance and prosperity, fine new civic and commercial buildings were built between 1870 and 1905. Stamford New Road, Oxford Road and Barrington Road were all built during this time, as were the Hospital, Market House, Old Bank, Town Hall, the foot of The Downs and Station Buildings. The wealthy surrounding residential commuter suburbs expanded rapidly, with town centre housing gradually given over to commercial use or else demolished.



Altrincham streets at the beginning of the 20th Century, as seen in postcards sent at the time.

- 3.5 In addition to the main historic routes within and leading to the town, there are numerous mainly underused and poorly maintained ginnels and back streets which provide handy cross routes between the main roads. There are also a number of green walking routes which lead into the primary town centre (see Plan C: Movement in the Non-Statutory Annex).

4.0 Town Centre Wide Issues

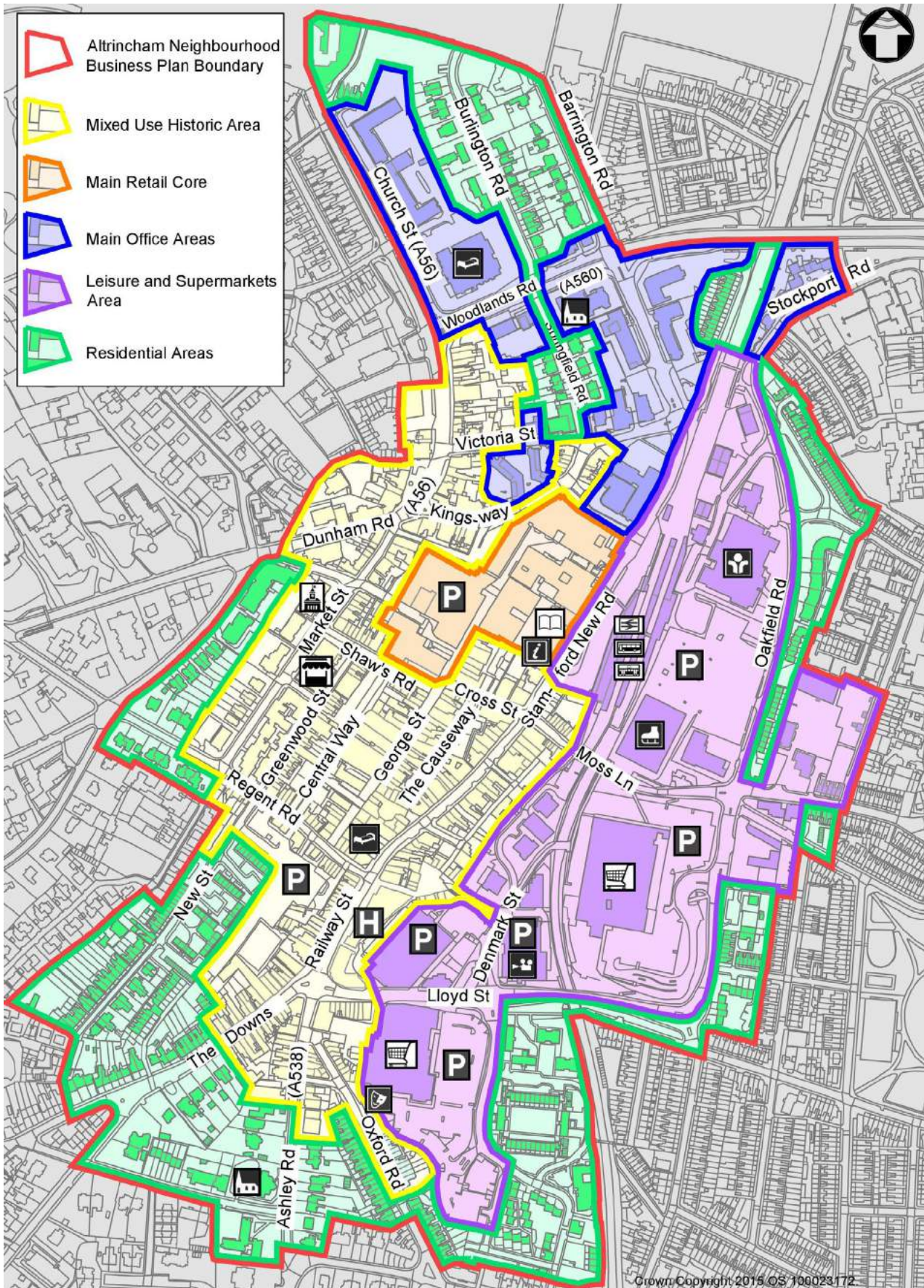
4.1 The Town Centre Wide Issues summarised below, are addressed in section B Design Related Principles:

- Street clutter (e.g. traffic lights, bollards, guard rails, highway signs, unhidden commercial bins, inactive telephone boxes, A-boards and other advertising signs), inactive and unrelieved retail frontages (e.g. Shaw's Road and Lloyd Street) and rear elevations of modern buildings (e.g. Central Way and the west of The Causeway).
- Poor shop front design, materials and illumination, along with overuse of roller shutters.
- Visually intrusive advertising signage on shop and business premises including numerous estate agents' boards. Key landmark buildings and building groups needing protection (e.g. Stamford New Road sweep of Victorian buildings; Railway Street buildings and the lower Downs; Old Market Place; Market and Town Hall area and the view across Moss Lane to Bonson's and Station Buildings)
- Poorly maintained buildings and in addition for the historic buildings, loss of architectural features and character.
- Most open spaces and pocket parks are in need of improvement, with opportunities to create new green open spaces within the town centre.
- Poor quality and/or underused pedestrian linkages and general gateways to the town, with potential to improve.



Visual clutter on The Downs

Plan 5: The Character Areas



© Crown Copyright 2015, OS 100023172

5.0 Character Areas

5.1 Plan 5 on **page 40** defines the four Character Areas in the town centre, with residential areas on the outskirts. Individual Character Area Assessments explain and visually present what makes each part distinctive, in order to arrive at the key characteristics that new development in the area should take into account. The Character Area Assessments are summarised as follows:

5.2 Mixed Use Historic Area

5.3 Main Retail Core

5.4 Main Office Areas

5.5 Leisure / Supermarkets Area.



Market Street, widened in the 19th century and graced with fine shops, offices and civic buildings, including the Market House built in 1879

5.2 Mixed Use Historic Area

- This town centre area broadly coincides with five of the Conservation Areas (see Plan 3: The Seven Conservation Areas on **page 36**). One of them, George Street, is on Historic England's 'Heritage at Risk' Register due to its deteriorating character.
- The historic urban grain dating back to Medieval times has been retained, creating an overall grid pattern of narrow streets in between the broad Old Market Place, widened Market Street and Stamford New Road newly created in 1881 (see Plan 4: Historic Street Layout on **page 37**). Ginnels form handy pedestrian connections.
- There are many high quality, varied, unique and predominantly two to three-storey historic buildings in natural materials within this area, particularly from the late Georgian period and from 1870 to 1905.
- Materials include brick (some polychrome); red and buff sandstone; terracotta and glazed ceramic; black and white Cheshire vernacular and Welsh blue/grey or Westmorland green slates. There is only one originally rendered and painted building (38, Stamford Street).
- There is a limited amount of late 20th Century development in this area, with much of it dated, unimaginative and poor quality (for example the new and refurbished retail units and the rear

extensions on the newly created Causeway and Central Way service roads) and also in the case of the Grafton tower, out of scale.

- The 21st Century buildings are, in the main, respectful of the Conservation Area status, in terms of their scale, height, design style, materials and features.
- The recent conversion of a number of historic buildings in this area back to residential or to offices has, in some cases, unfortunately not preserved nor enhanced the historic character (e.g. plastic replacement windows and painted brick and stonework).
- Many shop fronts are of more recent poor design, materials and lighting
- Much of the area is blighted by excessive and over-large signage, street clutter, external roller shutters and poorly maintained buildings and patched-up public realm.
- The main use of this area is by smaller independent shops, restaurants, cafes, pubs and beauty, business, legal, financial and medical services. It also includes the new Altrincham Hospital on Railway Street and the revitalised Market House venue and Market.



Lower George Street, with a mixture of large modern units designed for national chain stores

5.3 Main Retail Area

- This Area, known as the Stamford Quarter, wholly comprises the brick-built pedestrianised shopping precinct constructed in the late 1960s to the mid-1970s in place of historic Lower George Street. The middle sections were rebuilt in 2007, to provide much larger glass-fronted units. It is the prime retail core of Altrincham Town Centre, comprising 8 out of 11 of the main high street stores, including the anchors at each end of Marks and Spencer and House of Fraser (Rackham's). A large multi-storey private car park is integral to the development.
- It is an inward facing, fortress like series of blocks, with large footprint buildings with servicing to the rear and blank outward facing walls (except for the Stamford New Road frontage). Some of the traditional connections between the upper and lower town have been severed.

- The buildings are predominantly very tall two storeys in height, with the exception of the recent car park tower and six-storey Clarendon House on Stamford New Road opposite the transport Interchange.
- The Stamford Quarter is currently (2015/16) undergoing further phased modernisation, to update the retail space, the shopfronts and the public realm. The improvement works will also remove the 1970s raised walkways and improve the roof car park and its access. Some steps to improve the dated and run down outward appearance of the shopping area onto Stamford New Road are also being taken.



Modern office buildings on Barrington Road, set back with green landscaping

5.4 Main Office Areas

- These areas were developed largely in the 1970s and 1980s with large footprint three to six storey free standing office blocks built in brick, most with dedicated parking to the rear. There are pockets of Victorian housing bordering the edge of the area, as well as the modern Cresta Court Hotel and Altrincham Methodist Church and Hall. The office blocks are built in a mix of styles, but are all high quality in materials and landscaping and well maintained.
- The larger offices front onto the wide Woodlands Road (A560) and Barrington Road South and contrast greatly with, the compact urban grain of the historic town centre. They are blocks set back from the road with planting and boundary walls. The offices on Victoria Street become appropriately smaller in scale on the incline of the road up towards the Old Market Place (and the Mixed Use Historic Area).
- The Church Street (A56) approach from the north is a main gateway into the town that has an attractive mature landscaped approach, but is a poor pedestrian environment due to the speed and volume of two-lane merging traffic. Woodlands Road, with two carriageways in both directions, is also a busy traffic environment and not very pedestrian friendly. There is very little greenery to relieve it.



The Ice Rink to the left and Tesco's with its bridge link to the main town centre, both housed in metal clad buildings surrounded by parking and maturing

5.5 Leisure Supermarket Area

- The area close to the railway line and on the former poor quality lower ground of Hale Moss, was the last area of town to be developed, with slum housing, small factories and warehousing in the 19th Century. In the late 20th and early 21st Century, all this was demolished and an extensive area used for car parking, which became smaller over time as the area was developed for the Leisure Centre, tyre services, builders' yards and units, residential blocks, a fitness centre, two large supermarkets, the ice rink and finally a cinema in 2010. Manor Road was widened and the bridge built over the railway line on Lloyd Street at the same time as Tesco was developed in 2002.
- This area comprises standalone developments with their own car parking, acting as destination buildings for retail, leisure and business. The combined Altrincham and Bowdon Station was originally built in 1881 (the Interchange) and along with the former 1920s pub on Lloyd Street, is the only remaining historic building in this Area.
- Building styles and materials range from industrial park style metal clad boxes through to brick or rendered buildings with reasonable interest, detailing and proportions. Development is mainly low density and very high two storey buildings, within open and exposed spaces and busy road junctions, except at the boundary with the Mixed Use Historic Area on Lloyd Street and Moss Lane.
- There are good road and rail connections with the new pedestrian bridge within the transport Interchange and the traffic by-pass to the town centre on Oakfield Road and Manor Road, which also creates a boundary to residential development to the east. Lloyd Street continues the town by-pass into the town centre from the east. Moss Lane is a convenient one-way route through the town centre from the east and is also a particularly well used pedestrian and cycle route. There is a potential danger however, with cars using the road as a drop-off for the Interchange.
- There are pedestrian routes through the Tesco car park and at upper levels linking to the town over the railway line, but only the one to the bridge at Moss Lane is direct. The walkways are in a poor condition. Pedestrian routes across the leisure centre car park are not well defined.
- The area is open and green with good contained and maintained buffer planting to Tesco but there are also some not so well defined and maintained greenspaces at the main road junctions and near the leisure centre.

B. Design Related Principals

B1 Introduction

- 1.1 Section B2 below defines sixteen Town Centre Wide Design Principles, which reflect the outcome of the public consultations and the work of the Design Group and which need to be taken into account in determining all proposed development and redevelopment of buildings and the public realm.
- 1.2 These principles all need to be read in conjunction with the 7 Conservation Area Appraisals and Management Plans and are complimentary to them.

B2 Town Centre Wide Design Principles



A good example of a new building design at the corner of Lloyd Street and Ashley Road

New and Refurbished Buildings

1. **High Quality Building Design and Materials.**
Encourage any new development or redevelopment that achieves a consistently high quality building design throughout the town centre, in terms of scale, materials, rhythm, density and landscaping appropriate to its context.
2. **Active Frontage**
Ensure all new and refurbished buildings are designed to front on to the street and open spaces, with clear main entrances and (in those areas allocated as Main Shopping and Mixed Use with Ground Floor Active Frontages), active frontages (see Policies S1 and S2).
3. **Working with the Site and its Context**
Take advantage of the topography and built features of any site and its context, including any relevant references in the Conservation Area Appraisals and Management Plans (eg long range views, vistas, surrounding and neighbouring buildings and site orientation).
4. **Sustainable Environmental Design**
All new buildings should meet and if possible exceed the sustainable environmental design requirements, set out in the Building Regulations, BREEAM (Building Research Establishment Environmental Assessment Method) and any other current published requirements.



Station buildings at the corner of Stamford New Road and Moss Lane, carefully restored externally, with the traditional shop front design reinstated, during the conversion of the upper office floors for residential use.

Promoting Heritage and a Unique Sense of Place

5. Character

New and refurbished buildings should create a sense of place, with a locally inspired or otherwise distinctive character, reflecting the content of the Conservation Area Appraisals and the Management Plans.

6. Sensitive Conversions

Support changes of use that find a new appropriate and sustainable future for a building, particularly those at risk, providing that the historic integrity and architectural interest of the building is not significantly altered. The Council is encouraged to consider every appropriate available tool (including Article 4 directions) to ensure that sensitive conversions are carried out including, for example the replacement, where necessary, of original wooden windows with the same material, style and moulding.

7. Shopfronts

Existing historic shopfronts should be preserved and restored, in line with the Council's current Shop Front Guidelines and forthcoming replacement and active ground floor uses maintained, both in use and appearance, to avoid too many blank or opaque windows. Sensitive designed replacements/reinstatements should be sought for modern shopfronts of poor design and materials.

8. Cultural and Heritage Assets

Promote public art works with a particular emphasis on heritage interpretation to emphasise and educate on the town's unique history and sense of place.

Streets and Spaces

9. High Quality Public Realm

Support the delivery of high quality public realm across the town centre in support of its role as a social centre serving its catchment population. **(Policy G1).**

10. Public Open Space

Promote the improvement and creation of public open space; green spaces and routes; shelter; places to sit and space for activities, playing and events. **(Policy G1).**

11. Historic Ginnels and Green Routes.

Support improvements to ancient and new green routes into the town centre and the numerous ginnels creating short cuts between the main streets, respecting the original character of the ginnels in terms of materials and finishes. **(Policies D4 and G1).**

12. Connectivity

Support improvements to the environment and connectivity for pedestrians and cyclists throughout the town centre, through the removal of street clutter, particularly at road junctions and key crossing points. **(Policy G1).**

13. Signage / Wayfinding

Support improvements to signage and wayfinding to town centre attractions and car parks from town centre gateways giving key consideration to pedestrians, cyclists, people with disabilities and those with special needs. **(Policy G1).**



Goose Green transformation



Historic ginnel between Stamford New Road and The Causeway through to George Street; another between Regent Road and the car park and the steps leading down from the Regent Road car park to Kings Court and the new Hospital on Railway Street

Promoting Environmental Improvements

(Working with private owners and occupiers, along with local and statutory authorities)

14. Safety and Security.

Promote up-to-date methods of safety and security as key design considerations and support imaginative external lighting solutions.

15. Physical and Visual Street Clutter

Aim to removal excessive physical and visual street clutter (eg traffic lights, highway signs, guard rails, bollards, A-boards and advertisements). The Council is encouraged to consider the most appropriate action to take to restrict the display of any sign on a street frontage without consent including the application of a Regulation 7 Directive.

16. Back Land Areas

Support environmental action to tidy up and maintain back land areas and ensure in any new development that external storage bin areas are well designed and hidden from view.

Appendix 4 – Links To Other Documents

1. Links provided on the Forum web site accessed via www.myaltrincham.org.uk :
 - The Non-Statutory Annex to the submitted Neighbourhood Business Plan.
 - The Basic Conditions Statement.
 - The Consultation Statement
 - The Strategic Environmental Assessment prepared and published by AECOM.
2. Links provided on the Trafford Council web site accessed via www.trafford.gov.uk:
 - The Revised Trafford Unitary Development Plan adopted June 2006 and the Trafford Local Plan: Core Strategy, adopted January 2012.
 - The Supplementary Planning Documents for the Conservation Area Appraisals and Management Plans at: <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/supplementary-planning-documents.aspx>
3. Link provided on the Altrincham Forward web site accessed at www.altrinchamforward.com:
 - Summary of The Concept Public Realm and Infrastructure Proposals report produced by Planit-IE and Stockley.
4. The National Planning Policy Framework (dated 27/3/12) – via the Communities and Local Government Web Site www.communities.gov.uk then via publications.
5. Neighbourhood Plans Roadmap Guide – Locality at www.locality.org.uk/wp-content/uploads/Roadmap-worksheets-map-May-13.pdf.
6. References to national guidance on heritage assets at <https://www.historicengland.org.uk/advice/planning/conservation-areas/> and <https://www.historicengland.org.uk/images-books/publications/changing-face-high-street-decline-revival/>



I'm Altrincham

Your town. Your plan.



myaltrincham



@myaltrincham

Page 128

altrincham.org

Appendix 3 – Decision Statement

Trafford Council

Altrincham Town Centre Neighbourhood Business Plan

Decision Statement – 29 November 2017

Summary

On 29th November 2017 Trafford Council decided to ‘make’ the Altrincham Town Centre Neighbourhood Business Plan (ATCNBP) under 38 (A) (4) of the 2004 Act. The Altrincham Town Centre Neighbourhood Business Plan now forms part of the Development Plan for Trafford Council.

Background

The Altrincham Town Centre Neighbourhood Business Forum was formally designated by the Council on the 28th July 2014 as the qualifying body to prepare the ATCNBP under the Neighbourhood Planning (General) Regulations (2012).

Following the submission of the ATCNBP to the Council, the plan was publicised and comments were invited from the public and stakeholders. The consultation period closed on 11th October 2016.

Trafford Council appointed an Independent Inspector in order to examine whether the plan should proceed to referendum. The Examiner’s report concluded that subject to the modifications set out in her report that the ATCNBP meets the Basic Conditions and should proceed to referendum.

Decision

The Council ‘makes’ the Altrincham Town Centre Neighbourhood Business Plan part of the Trafford Development Plan.

The report considered by Executive/Council can be viewed on the Councils website.

Reason

A referendum for business and residents in the neighbourhood plan area was held on 19th October 2017. The turnout for the business referendum was 46.1% and 95.7% of the votes cast were in favour. The turnout in the residential referendum was 14.7% and 84.6% of the votes cast were in favour.

The results of the business and residential referendums can be viewed at:

<http://www.trafford.gov.uk/about-your-council/elections/docs/Altrincham-Neighbourhood-Planning-Business-Referendum-declaration-of-results.pdf>

<http://www.trafford.gov.uk/about-your-council/elections/docs/Altrincham-Neighbourhood-Plan-Residential-Referendum-declaration-of-results.pdf>

Paragraph 38 (A) (4) of the of the Planning and Compulsory Purchase Act 2004 requires the Council to 'make' the neighbourhood plan if more than half of those voting in the referendum have voted in favour of the plan being used to decide planning applications in the area. The plan was endorsed by more than the required threshold in both the business and residential referendums held on 19th October 2017.

This decision statement will be made available as follows:

- Trafford Councils Website at: <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/altrincham-neighbourhood-business-plan.aspx>
- Altrincham Library, Stamford New Road, Altrincham
- In hard copy, on request at Trafford Town Hall, Talbot Road, Stretford, M32 0TH.

A copy of the decision statement is being sent to:

- The qualifying body, namely the Altrincham Town Centre Neighbourhood Business Forum; and
- To any person who asked to be notified of the decision.

The Neighbourhood Plan and associated documents are available to view on the Council's website at:

<http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/altrincham-neighbourhood-business-plan.aspx>