

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 7 FEBRUARY 2019 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors:

Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Economic Development and Planning Portfolio Leader
Kraujalis, J.T.	Corporate Improvement Portfolio Leader
Bennett, C.	Crime and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Preece, J.P.T.L.	Environment Portfolio Leader
Martin, Mrs. C.E.	Health and Wellbeing Portfolio Leader
Pearson, A.R.	Housing Portfolio Leader
Todd, Mrs. D.M.	Town Centre Regeneration Portfolio Leader

91. Apologies

None.

92. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

No other Declarations of Interest were made in addition to those already confirmed by Members in the Register of Members' Interests.

93. Updates from Portfolio Leaders

None.

94. Minutes of Cabinet Meeting of 13 December, 2018

RESOLVED:

That the Minutes of the meeting held on 13 December, 2018, be approved as a correct record and signed.

95. Forward Plan

The Forward Plan of Decisions for the period February to April 2019 (Item 5.1 – 5.3 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period February to April 2019 be noted.

96. General Fund Budget and Capital Programme 2018-19 to 2021-22

Consideration was given to the Report of the Head of Finance (Item 6.1 – 6.79 of the Official Minutes of the Council).

It was noted that an Addendum to the report (Item 6.77 – 6.79) had been circulated in advance of the meeting. It outlined matters for Cabinet to consider in respect of the premium levied on long-term empty properties.

RESOLVED:

That the following be recommended to Council, at its meeting to be held on 20 February 2019, as part of the formal budget setting process:

- (A) The level of net spending for the General Fund Revenue Budget for 2019-20 be set at £13.072 million, with indicative net spending for 2020-21 and 2021-22 of £13.301 million and £13.230 million, respectively.
- (B) The detailed portfolio budgets as set out in Appendix 2 of the 7 February 2019 Cabinet report.
- (C) The forecast outturn net budget of £12.258 million be approved.
- (D) The use of Government Grants in 2019-20 of £1.580 million.
- (E) To note that although indicative figures exist for the use of Government Grants for 2020-21 and 2021-22, they cannot be accurately determined at this stage with each element of Government funding being subject to review.
- (F) The working balances be set at £0.704 million; £1.061 million; and £1.006 million for 2019-20 to 2021-22, respectively.
- (G) A Council Tax of £217.09 for 2019-20, with indicative increases of 1.95% to the level of Council Tax for 2020-21 and 2021-22.
- (H) The Council's Tax Base be set at 28,874.46.
- (I) The revised capital programme, including new schemes, as set out in Appendices 3 and 4 of the 7 February 2019 Cabinet report.
- (J) The Council notes that the Authority is part of the 'Staffordshire and Stoke-on-Trent Business Rates Pool', with the 'Greater Birmingham and Solihull Pool' dissolved following successful pilot applications for 2019-20.
- (K) The premium for long-term empty properties be increased to 100% from April 2019.
- (L) A detailed report on the impact of recommendation (K) be submitted as part of the 2020-21 budget process enabling Cabinet to determine whether further increases in the premium are to be adopted.

Reason for Decisions

The Council was required to set a balanced budget for 2019-20 set in the context of a sustainable medium term financial plan. Detailed figures were only available for 2019-20, nevertheless, the level of Working Balances maintained by the

Council would enable a Balanced Budget to be set for the duration of the Financial Plan.

The current Council Tax Base included 92 properties that were subject to the empty homes premium levy. The purpose of the increase was to address the rising level of unoccupied properties. The current Council Tax Base calculation included provision for the 50% premium, however no account had been made in the Tax Base for the increase to 100% since the change was intended to bring empty properties back into use.

97. Housing Revenue Account Budgets 2018-19 to 2021-22

Consideration was given to the Joint Report of the Head of Finance and the Head of Housing and Partnerships (Item 7.1 – 7.9 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The revised position with regard to estimated income and expenditure in respect of the 2018-19 Housing Revenue Account Budget and Housing Revenue Account Budgets for the period 2019-20 to 2021-22, as summarised in Appendix 1 of the report, be noted.
- (B) Council, at its meeting to be held on 20 February 2019, be recommended to:
 - (i) Determine a minimum level of working balances of £1.594 million for 2019-20, and indicative working balances of £1.627 million and £1.663 million for 2020-21 and 2021-22, respectively.
 - (ii) Note the further 1% reduction in rents in 2019-20 in accordance with the Government's Social Rent Policy.
 - (iii) Approve the Housing Revenue Account Revenue Budgets for 2019-20, 2020-21 and 2021-22 (and note the estimated outturn for 2018-19), as summarised in Appendix 1 of the 7 February 2019 Cabinet report.

Reason for Decisions

Cabinet was required to propose a budget in relation to the Housing Revenue Account for submission to Council on 20 February 2019.

98. Housing Revenue Account Capital Programmes 2018-19 to 2022-23

Consideration was given to the Joint Report of the Head of Finance and the Head of Housing and Partnerships (Item 8.1 – 8.8 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The estimated availability of Housing Revenue Account capital resources for the period 2018-19 to 2022-23, as set out in Appendix 1 of the report, be noted.

- (B) Council, at its meeting to be held on 20 February 2019, be recommended to approve the four-year Housing Revenue Account Capital Programme for the period 2019-20 to 2022-23, as set out in Appendix 2 of the 7 February, 2019, Cabinet report.

Reason for Decisions

Cabinet was required to propose a budget in relation to the Housing Revenue Account Capital Programme for submission to Council on 20 February 2019.

99. Treasury Management Strategy, Minimum Revenue Provision Policy, Annual Investment Strategy and Capital Strategy 2019/20

Consideration was given to the Report of the Head of Finance (Item 9.1 – 9.64 of the Official Minutes of the Council).

RESOLVED:

- (A) That Council, at its meeting to be held on 20 February 2019, be recommended to approve:
- (i) The Prudential and Treasury Indicators;
 - (ii) The Minimum Revenue Provision Policy Statement;
 - (iii) The Treasury Management Policy;
 - (iv) The Annual Investment Strategy for 2019/20; and
 - (v) The Capital Strategy 2018-22
- (B) That it be noted that indicators may change in accordance with the final recommendations from Cabinet to Council in relation to both the General Fund / Housing Revenue Account Revenue Budgets and Capital Programmes.

Reason for Decisions

The Council was required to approve its treasury management, investment and capital strategies to ensure that cash flow was adequately planned and that surplus monies were invested appropriately.

100. Church Street Conservation Area; Talbot Street/Lichfield Street Conservation Area; and Trent & Mersey Canal Conservation Area in Rugeley: Appraisals and Draft Management Plan Supplementary Planning Documents

Consideration was given to the Report of the Head of Economic Prosperity (Item 10.1 – 10.30 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The proposed amendments to the draft Appraisal and Management Plan Supplementary Planning Document for Church Street, Rugeley Conservation Area, as contained in Appendix 2 of the report, be approved.
- (B) The proposed amendments to the draft Appraisal and Management Plan Supplementary Planning Document for Talbot Street/Lichfield Street, Rugeley Conservation Area, as contained in Appendix 4 of the report, be

approved.

- (C) The proposed amendments to the Draft Appraisal and Management Plan Supplementary Planning Document for the Trent and Mersey Canal Conservation Area, as contained in Appendix 6 of the report, be approved.
- (D) Authority for any further minor amendments to the above documents be delegated to the Head of Economic Prosperity in consultation with the Economic Development and Planning Portfolio Leader.
- (E) The Appraisals and Management Plans, as amended, be adopted (the latter as Supplementary Planning Documents).
- (F) The proposed boundary extension to the Trent and Mersey Canal Conservation Area, as shown in Appendix 7 of the report, be authorised.

Reasons for Decisions

The draft Appraisals and Management Plan Supplementary Planning Documents for Church Street, Talbot Street/Lichfield Street and the Trent & Mersey Canal were considered by Cabinet on 4 October, 2018. It was resolved at that meeting that the Draft documents be approved for consultation, and that the consultation responses be reported to a future Cabinet meeting to allow for the finalisation and adoption of the documents as part of the evidence base for the Local Plan.

Consultees expressed their support for the documents and their objectives, with a number of minor alterations and courses of action suggested. Appendices 1, 3 and 5 of the report set out the main issues raised during the consultation, related to each pair of documents. Appendices 2, 4 and 6 set out the proposed amendments to the text.

101. Local Plan Review Issues and Options Consultation

Consideration was given to the Report of the Head of Economic Prosperity (item 11.1 – 11.146 of the Official Minutes of the Council).

It was noted that an updated Appendix A to the report had been circulated in advance of the meeting due to there being some information missing from the version originally issued.

RESOLVED:

That:

- (A) The Cannock Chase Local Plan Review Issues and Options consultation document, as detailed in Appendix A of the report, be approved and published pursuant to regulation 18 of the Town and Country Planning (Local Planning)(England) Regulations 2012 (as amended) for an eight-week consultation period, the strategy for which to be carried out in line with the Council's adopted Statement of Community Involvement 2018.
- (B) The Head of Economic Prosperity, in consultation with the Economic Development and Planning Portfolio Leader, be authorised to make any non-substantive changes considered necessary to the document prior to it being published, and agree the arrangements for the consultation.
- (C) Finalisation of the following accompanying document be delegated to the Head of Economic Prosperity in consultation with the Economic Development and Planning Portfolio Leader:

- The non-technical summary;
 - The Strategic Environmental Assessment and Sustainability Appraisal Report (including the Equalities Impact Assessment and Health Impact Assessment);
 - The Habitats Regulations scoping report;
 - The updated Infrastructure Delivery Plan; and
 - An updated evidence base to include: the Economic Development Needs Assessment; the Housing Needs Assessment; and the Gypsy, Traveller and Travelling Showpeople Needs Assessment.
- (D) Finalisation of the dates for an eight-week consultation period be delegated to the Head of Economic Prosperity in consultation with the Economic Development and Planning Portfolio Leader.

Reasons for Decisions

The current Local Plan (Part 1) was adopted in 2014. Work ceased on Local Plan (Part 2) following the Council resolution of 21 February, 2018, to enable a full review of the Local Plan as a whole to proceed. A new Local Development Scheme was adopted on this date, which set out the timetable for the new Local Plan process.

The first stage of the new plan, the Issues and Scope consultation, was undertaken in summer 2018, and feedback on this reported to Cabinet on 8 November, 2018.

This next stage, the Issues and Options Consultation, took account of the matters raised through the previous consultation and to changes in Government policy, and considered ways of addressing these, presenting suggestions as a series of choices (options) with the opportunity to suggest further solutions and ideas.

Feedback from the consultation would help the Council proceed to the next stage of the Plan, i.e. Preferred Options. Details of the Local Plan timetable and its stages of preparation were set out in the Local Development Scheme.

102. Review of the Provision and Delivery of Disabled Facilities Grant Works to Council Owned Dwellings

Consideration was given to the Report of the Head of Housing and Partnerships (Item 12.1 – 12.19).

RESOLVED:

That:

- (A) The proposed new policy relating to the delivery of Disabled Facilities Grant works to Council owned dwellings be approved.
- (B) The procurement of an external Occupational Therapy Service provider, to assist the Housing Section in meetings its obligations set out in the policy, be approved.
- (C) If, at a later date, it transpired that it was more cost effective for the Council to directly employ an Occupational Therapist to undertake the above work, authority be delegated to the Head of Housing and Partnerships to review

and action this change.

- (D) £415,000 of the following unspent Housing Revenue Account Capital Budgets from the 2018-19 Capital Programme be transferred into the Housing Revenue Account Adaptations Capital Budget for expenditure during 2019-20, with any unspent monies being slipped into the 2020-21 budget:

• Future Enhancements	£175,000
• Provision of Drop Kerbs	£20,000
• Provision of Double Glazing	£20,000
• External Envelope Contract	£200,000
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	£415,000

- (E) The funding of adaptations to the housing stock continues to be supported, and a Capital budget of £550,000 be allocated to the provision of adaptations for 2020-21 and future years in order to sustain the anticipated waiting times to within twelve months.

Reasons for Decisions

There had always been a large demand in the District for adaptations for the Council's Housing tenants, although following a previous increase in funding the waiting time had reduced to around twelve months. However, over the last two years the Housing Service had received a steady increase in demand for applications.

Following changes in the delivery model for Adult Care Services in April 2018, the Council was now funding the cost of Occupational Therapy Assessments linked to the Adaptations referrals for adult cases that were previously funded by Staffordshire County Council. There had also been a further influx of new referrals, including a high number of requests for minor alterations, such that now the anticipated wait for major adaptations had increased to over two years, which was back to the levels of 2012-13.

In order to adapt to these new procedures, since April 2018 the Housing Team had been utilising the services of an external agency specialising in Occupational Therapy Services to undertake assessments of peoples' needs.

A full review of the service requirements had been undertaken, and recommendations made in the Cabinet report for the future delivery of the provision of Disabled Facilities Grant works to the Council's housing stock.

103. Exclusion of the Public

RESOLVED:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 2, 3 and 5, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

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PART 2

104. Debt Recovery

Consideration was given to the Not for Publication Report of the Head of Finance (Item 14.1 – 14.12 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The amounts detailed in Appendices 1 and 2 of the report be written off.
- (B) The actions of the Head of Finance in writing off irrecoverable debts below £1,000 be noted.

Reasons for Decisions

Appendix 1 to the report set out a list of nine cases of Council Tax arrears over £1,000 that could not be collected for the reasons stated therein. The total sum of arrears amounted to £16,161,21.

Appendix 2 to the report set out a list of five cases of Non-Domestic Rates arrears over £1,000 that could not be collected for the reasons stated therein. The total amount of arrears amounted to £31,514.70.

105. Settlement of Contractual Dispute

Consideration was given to the Not for Publication Report of the Head of Environment and Healthy Lifestyles (Item 15.1 – 15.31 of the Official Minutes of the Council).

On behalf of the Cabinet, the Leader thanked Officers for their hard work in reaching a positive resolution on this matter.

RESOLVED:

That:

- (A) The settlement of the dispute and subsequent variation to the contract between the Council and Biffa Waste Services Limited as set out in the report be approved.
- (B) The Head of Environment and Healthy Lifestyles, in consultation with the S151 Officer, Monitoring Officer and Environment Portfolio Leader, be authorised to enter into a settlement agreement and contract variation with Biffa Waste Services Limited to resolve the dispute as set out in the report.

Reason for Decisions

To safeguard the Council's best interests and enable it to continue to deliver an efficient and effective waste recycling arrangements for the remainder of the existing contract period (up until 2022), and to minimise any economic impact for the Council.

The meeting closed at 4:27 p.m.

LEADER