

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**CABINET**

**HELD ON THURSDAY 13 DECEMBER 2018 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
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

**76. Apologies**

Apologies had been submitted by Councillors C. Bennett, Crime and Partnerships Portfolio Leader, and J.T. Kraujalis, Corporate Improvement Portfolio Leader. The Managing Director had also submitted apologies.

**77. 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.

**78. Updates from Portfolio Leaders**

**Economic Development and Planning**

Institute of Economic Development (IED) Annual Awards 2018

The Portfolio Leader advised that Cannock Chase Council's support for the McArthurGlen Designer Outlet in Cannock project has been recognised as runner up at the prestigious Institute of Economic Development (IED) Annual Awards 2018.

The Council's Economic Development Team was shortlisted for the IED's awards for the McArthurGlen project. The awards ceremony took place at BMA House in London on 6 December, 2018, and the Council was named as runner up behind Maidstone Borough Council.

The IED awards measure against four categories: economic impact; most

innovative strategy; best implementation; and most sustainable outcome.

The project was put forward for the implementation category. The submission demonstrated that the McArthurGlen project will deliver significant economic benefit to the District, strengthening the local supply chain, raising skills levels, increasing wages and reducing unemployment, for which a strategic and collaborative approach was needed.

**79. Minutes of Cabinet Meeting of 8 November, 2018**

RESOLVED:

That the Minutes of the meeting held on 8 November, 2018, be approved as a correct record and signed.

**80. Forward Plan**

The Forward Plan of Decisions for the period December 2018 to February 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 December 2018 to February 2019 be noted.

**81. Recommendations from Scrutiny Committees**

- (i) Consideration was given to the recommendation detailed under section 6.(i) of the meeting agenda, from the Promoting Prosperity Scrutiny Committee made at its meeting held on 23 October, 2018 in respect of the 'Outcome of Working Group to Review the Policy for the Commercial Use of the Highway (Minute No. 13).

RESOLVED:

That, having carefully considered the recommendations of the Scrutiny Committee Working Group, Cabinet wished to balance the needs of businesses with the needs of those who suffered from mobility or visual impairment issues and to create fairness. Accordingly, Cabinet agreed that:

- (i) Officers should review the current fee structure and to look at expanding the application of the Policy to cover the whole District.
  - (ii) Officers should investigate whether the enforcement of highways obstructions covered by the policy could be delegated from the County Council to the District Council, in order that matters are simplified.
- (ii) Consideration was given to the recommendation detailed under section 6.(ii) of the meeting agenda, from the Promoting Prosperity Scrutiny Committee made at its meeting held on 21 November, 2018 in respect of the 'Briefing Note: Working Group to Review the Vulnerable Persons Decorating and Grass Cutting Scheme Eligibility Criteria (Draft Minute No. 17)'.  
The Housing Portfolio Leader advised that the reference in Amendment (A) to "...all tenants..." should read "...all eligible tenants...". Additionally, it was proposed that the reference in Amendment (C) to "...where a tenant refuses the date offered to them..." should read "...where a tenant refuses two dates offered to them..."

RESOLVED:

That the following amendments to the Internal Decorating Scheme be approved:

- (A) To reduce the offer to 1 room being decorated once every 5 years, thereby enabling all eligible tenants to be included on the list. Consideration could be given to reducing the 5-year period once the waiting list had been reduced and the backlog cleared.
- (B) That tenants should have a clear rent account for 3 to 6 months to be able to be included on the list. Additionally, no other sundry debtor payments, owing to Housing, should be outstanding.
- (C) That where a tenant refuses two dates offered to them they should go on a reserve list for cancellation, unless the reasons for refusal were for a medical reason or due to bereavement.
- (D) That the scheme be reviewed after 2 years.

## **82. Quarter 2 Performance Report 2018/19**

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 7.1 – 7.28 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The performance information related to the Priority Delivery Plans as detailed in Appendices 1 to 4 of the report be noted.
- (B) The actions that had been flagged as requiring amendment to the timescale, scope or timeline be noted.

### Reasons for Decisions

Information for performance actions and indicators for quarter 2 2018/19 was included for relevant items in Appendices 1 to 4 of the report. The overall rankings for each portfolio area were detailed in section 5 of the report, indicating that 64.3% of actions/projects had been delivered, or were on target to be achieved.

## **83. Adoption of Statement of Community Involvement**

Consideration was given to the Report of the Head of Economic Prosperity (Item 8.1 – 8.37 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The updated Statement of Community Involvement, attached as Appendix 2 to the report, be adopted.
- (B) Authority be granted to the Head of Economic Prosperity, in consultation with the Economic Development and Planning Portfolio Leader, to make any non-substantive changes considered necessary to the Statement of Community Involvement.

### Reasons for Decisions

The Planning and Compulsory Purchase Act 2004 (as amended) required the Council to produce a Statement of Community Involvement (SCI), which set out how the Council intended to achieve continuous community involvement in the preparation of plans and decision making for planning applications. The current SCI was adopted by Cabinet in March 2014.

Local Planning Authorities must review their SCI every five years from the adoption date. Recent changes set out in the Neighbourhood Planning Act 2017 that amended the requirements of the Planning and Compulsory Purchase Act 2004 in relation to the preparation of an SCI (and given effect through the Neighbourhood Planning Act 2017 (Commencement No. 3) Regulations 2018) also necessitated an SCI update.

The SCI had been updated, as appropriate, in the light of representations received during the six-week consultation period as set out in Appendix 1 of the report.

#### **84. Cannock Railway Station**

Consideration was given to the Report of the Head of Economic Prosperity (Item 9.1 – 9.8 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The allocation of £231,000 be approved toward a total cost of £400,000 to allow for the development of the Outline Business Case for the upgrade / improvement of Cannock Railway Station.
- (B) The contribution of £129,000 toward the cost of the Outline Business Case from the Joint Investment Fund (agreed with Staffordshire County Council) be noted.
- (C) The joint contribution of £40,000 toward the cost of the Outline Business Case from the West Midlands Rail Executive and West Midlands Trains be noted.
- (D) The Head of Economic Prosperity be authorised, in consultation with the Economic Development and Planning Portfolio Leader, to work in partnership with West Midlands Rail Executive, Network Rail, West Midlands Trains and Staffordshire County Council to develop the Outline Business Case and design for a transformed Railway Station at its existing location.
- (E) The Head of Economic Prosperity should bring a further report to Cabinet on the completion of the Outline Business Case setting out the next steps, including detail of the preferred design option, proposed implementation model and funding strategy.

### Reasons for Decisions

The report sought authorisation for the Council to provide funding towards the cost of developing an Outline Business Case to secure a transformational upgrade of Cannock Railway Station.

The Chase Line was currently benefitting from investment in an electrification

scheme, and West Midlands Trains had announced investment in new electric trains to improve the frequency and speed of services along the Chase Line. The service improvements would include extensions of the half-hourly service beyond Birmingham New Street to Birmingham International (Airport/NEC) and an hourly direct service to London Euston. The improvements would deliver significant economic benefits to the District as well as encouraging further use of rail services and reducing congestion on the District's road network.

Furthermore, phase 1 of the McArthurGlen Designer Outlet Village (MGDOV) in Cannock was due to open in 2020, creating 80 high quality retail units, over 1,000 new jobs and attracting 3 million visitors per year to the District. The MGDOV was in close proximity to Cannock Railway Station and it was forecast that a significant number of visitors to the Outlet Village would travel by train.

Cannock Railway Station currently offered a very basic level of facilities to passengers, and presented an unattractive gateway into the District. The station was in need of upgrade and investment to provide a modern and inviting facility for rail passengers and visitors to the area, and to complement the exciting new Designer Outlet Village development when it opened. A fit for purpose station had the potential to make travelling by train to and from Cannock a more attractive experience and help to position the District for further investment in the future.

The 'Chase Line Station Alliance' had commissioned initial design and master-planning work for the station and this work was completed in March 2018. The work presented a number of proposed improvements to the station and included conceptual plans and costings. Work was subsequently required to develop the Outline Business Case for a scheme that could achieve the transformational upgrade to the station that the Council and its partners wished to see come forward. The Council was working closely with a range of partners to progress the scheme including; West Midlands Rail Executive, Network Rail, West Midlands Trains and Staffordshire County Council.

## **85. Refurbishment and Improvement of Council Owned Car Parks**

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 10.1 – 10.4 of the Official Minutes of the Council).

RESOLVED:

That permission to spend £200,000 be approved in order to undertake the car park improvements scheme as set out in Appendix 1 of the report, with £55,000 to be met from the Capital Programme 2017-18 to 2020-21 and £145,000 to be met from Revenue funding.

### Reasons for Decision

The Council currently owned / managed a mixture of 35 pay & display and free car parks across the District.

All car parks were routinely inspected on a regular basis. A number of them required capital investment to bring them to a satisfactory standard in regard to their operation, aesthetic condition, and health & safety requirements. The existing car parks had not previously had significant works of this nature undertaken.

Following a series of detailed inspections in 2017/18, an estimated programme

of planned works was drawn up over the next five and ten years (2018-23 and 2024-28, respectively), taking into account need, resources available and other development works.

The works detailed in Appendix 1 to the report were considered the most urgent and therefore appeared in year one of the phased five-year programme (2018-23). Included in this programme was additional capital provision necessary to support the extension of the car park at 5's Sports Pavilion, Bradbury Lane, Hednesford (as previously agreed by Council on 11 April, 2018).

Council on 7 February, 2018, established a capital programme budget of £492,000 for car park improvements 2017-18 to 2020-21, and permission to spend £200,000 in relation to the procurement of the phased car park refurbishment programme as set out in Appendix 1 of the report, was sought. Based on the type of expenditure, £55,000 would be capital and £145,000 revenue.

## **86. Replacement of Specialist Grounds Maintenance Machinery and Vehicles**

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 11.1 – 11.5 of the Official Minutes of the Council).

RESOLVED:

That permission to spend £418,000 be approved in order to purchase replacement grounds maintenance machinery and vehicles provided for in the Capital Programme 2017-18 to 2020-21 as set out in Appendix 1 of the report.

### Reasons for Decision

It was necessary to procure replacement machinery and vehicles to deliver the Council's Grounds Maintenance / Countryside / Cleansing services.

The existing machinery and vehicle asset list had been assessed and 15 items were identified as reaching the end of their useful life and so needed to be replaced, ideally before the start of the next grass-cutting season. Given that the lead in time for such items of specialist grounds maintenance machinery was typically around 16 weeks, it was necessary to commence the procurement process promptly in order to expedite delivery for the early part of 2019.

The purchase of this specialist machinery would ensure an uninterrupted service; reduce maintenance time; and help lower the impact of the fleet on the environment.

The purchase of the vehicles proposed was not considered to be affected by the current Environmental Services Review, and although it was too early to assess fully the implications of any reduction in service and machinery requirements resulting from the County Council's Medium Term Financial Strategy, the vehicles purchased, particularly the ride-on mowers, could be adapted to cater for any service changes. The cost of this would be met from existing revenue budgets.

A purchasing option had been considered and it was therefore proposed to purchase the 15 items early in 2019 through a Framework Agreement (ESPO) and the Crown Commercial Services.

Council had already established a capital programme budget in the 2018-19 financial year, and permission to spend in relation to the purchase of the 15

items of machinery was sought.

**87. 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 1, 2 and 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).



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**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 2**

**88. 20/24 Anson Street, Rugeley**

Consideration was given to the Not for Publication Report of the Head of Economic Prosperity (Item 13.1 –13.7 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) An open-market disposal of the freehold interest in 20/24 Anson Street, Rugeley, be authorised, on terms and conditions to be agreed by the Head of Economic Prosperity.
- (B) Authority be delegated to the Head of Economic Prosperity to instruct agents to market the above property for sale and to take all other actions required to implement the decision.
- (C) Council, at its meeting to be held on 23 January, 2019, be recommended to allocate £85,000 into the capital programme to fund the necessary works, subject to planning permission, to create office accommodation and interview rooms within Rugeley Market Hall to enable the relocation of the existing Local Taxation and Benefits Service and Housing Options from 20/24 Anson Street, Rugeley.

Reason for Decisions

The location of the property on the edge of Rugeley town centre was such that there was likely to be considerable demand for the premises, which had potential for a number of alternative uses. A sale of 20/24 Anson Street should generate a substantial capital receipt, the level of which would be determined by market demand.

**89. Compulsory Purchase Order – 34 Hampton Street, Cannock**

Consideration was given to the Not for Publication Report of the Head of Environment and Healthy Lifestyles (Item 14.1 – 14.6 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The Head of Environment and Healthy Lifestyles be authorised to take all necessary steps to secure the making, confirmation and implementation of

a Compulsory Purchase Order under section 17 of the Housing Act 1985, in respect of 34 Hampton Street, Cannock, WS11 0AS, as shown at the plan attached at Appendix 1 to the report.

- (B) The Head of Environment and Healthy Lifestyles be authorised to acquire the land either by agreement or compulsorily.
- (C) The offer of the property to the Council's Housing department in the first instance be approved. In the event that the cost of the purchase and refurbishment could not be met by the Housing department, a further report be brought back to Cabinet.

#### Reasons for Decisions

Empty properties could fall into disrepair and attract pests, graffiti and litter, and become a target for anti-social behaviour, vandalism, squatting and arson, as had been the case with this particular property.

Many people in Cannock Chase District needed homes, and there were approximately 896 applicants on the Council's housing register, 108 of which were looking for three-bedroomed accommodation. During 2017/18 there were 60 three-bedroomed houses let by the Council, roughly averaging 24 expressions of interest per property.

New house building rates were still low, so reusing empty homes provided one of the few other sources of housing.

Other options to bring the dwelling back into beneficial use had been explored and discounted as unsuccessful or inappropriate in the particular circumstances of the property.

#### **90. Debt Recovery**

Consideration was given to the Not for Publication Report of the Head of Finance (Item 15.1 – 15.17 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 11 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 £24,368.14.

Appendix 2 to the report set out a list of 17 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 £222,381.38.

The meeting closed at 4.30 p.m.

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LEADER