

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 15 DECEMBER, 2016 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
Preece, J.P.T.L.	Environment Portfolio Leader
Davis, Mrs. M.A.	Health and Wellbeing Portfolio Leader
Allen, F.W.C.	Housing Portfolio Leader
Todd, Mrs. D.M.	Town Centre Regeneration Portfolio Leader

71. Apologies

The Leader submitted apologies on behalf of Councillor Mrs. C. Mitchell, Culture and Sport Portfolio Leader, who was attending a Staffordshire Fire and Rescue Service meeting.

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

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

73. Updates from Portfolio Leaders

Economic Development and Planning

EU Transitional (Funding) Roadshow

The Portfolio Leader reported that on Tuesday, 13th December, the Council had hosted an EU transitional roadshow to help stimulate project ideas which could benefit from EU funding.

The event had been well attended with 33 people including representatives from across Cannock, Lichfield, Tamworth and East Staffs. All attendees had found the event useful. The key message remained that people should be urged to come forward with projects, as the area was in danger of not drawing down all

the available EU funding it was entitled to.

Cannock Town Centre Bus Station

The Portfolio Leader advised that CCDC Officers had been contacted by Staffordshire County Council asking if the District Council would support the County Council proposal to install Real Time Passenger Information (RTPI) to the bus shelters in Cannock Bus Station. Such systems were in operation in numerous towns and cities providing live information about the time and service number of the next bus due to depart from each stand. The information was extremely helpful to the bus passengers and was similar to that used on the Chaseline rail service.

The District Council owned the bus station and the shelters, hence the reason for the request. Staffordshire County Council approves and licenses all bus routes; therefore they would manage the system.

All buses operated by ARRIVA (who are the major operator in the District) were already equipped with the technology to link into the system. The same system was already operational in and around Stafford, where ARRIVA was also the main operator.

The scheme would be funded by Staffordshire County Council and, subject to approval from the District, the scheme would be installed early in the New Year and fully operational by the end of March, 2017. Each one of the 10 shelters in Cannock Bus Station would have a high level electronic display board.

Members agreed to support the proposal and the Monitoring Officer confirmed that the Portfolio Leader had delegated authority to agree the matter.

74. Minutes of Cabinet Meeting of 17 November, 2016

RESOLVED:

That the Minutes of the meeting held on 17 November, 2016, be approved as a correct record and signed.

75. Forward Plan

The Forward Plan of Decisions for the period December, 2016 to February, 2017 (Item 5.1 – 5.2 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period December, 2016 to February, 2017 be noted.

76. Recommendations of Scrutiny Committees

A recommendation had been referred to Cabinet for consideration by the Customers and Corporate Scrutiny Committee held on 5 December, 2016. In respect of:

Local Government Association Peer Review Report Feedback

“That Cabinet, when responding to the LGA’s Peer Review report, prioritise its focus on the following recommendations as set out in the report:

- Recommendation 1 – “Further develop and widen the ‘Customer’ priority of the Corporate Plan so as to articulate what the Cannock Chase District

Council of the future will look like.”

- Recommendation 4 – “Review the current democratic decision-making arrangements – including Overview & Scrutiny – to better enable councillors to have a timely and proportionate opportunity to inform, influence and challenge decision-making and policy development.”
- Recommendation 6 – “Consider how the corporate leadership, organisational capacity and capabilities need to develop further to ensure that the Council has the skills and resources aligned to deliver future priorities.” This to also incorporate recommendation 3 – “Continue to utilise informal and formal relationships to maximise influence and leverage, as part of the Council’s ‘leadership of place’ role.””

RESOLVED:

That the recommendations be supported. It was noted that Recommendation 4 had already been addressed as part of the Financial Recovery Plan, which would see the number of Scrutiny Committees reduced from six to four.

77. **Feedback from the Public Consultation on the Financial Recovery Plan and Approval of Savings Options**

Consideration was given to the Joint Report of the Managing Director (Item 7.1 – 7.91 of the Official Minutes of the Council.

RESOLVED:

That:

- (A) The outcomes of the public consultation and engagement for the Financial Recovery Plan proposals, including the survey results and written submissions provided by residents, stakeholders and communities, be noted.
- (B) The following options be **withdrawn** from the process:
- Cease to operate the CCTV service
 - Reduce the operating hours of the CCTV service
 - Stop floral displays in town centres and traffic islands, including hanging baskets
 - Withdraw from the Green Flag application process
 - Reduce the capacity to deal with claims for housing benefit and council tax reduction
 - Integrate Local Land charges within Corporate Support Team
 - Review the role of the Local Strategic Partnership
 - Align internal and external Health & Safety functions
 - Delete Customer Services Assistant post in Development Control (to be reviewed as part of the business case for shared services with Stafford Borough Council).

(C) The following options be **included** in the draft Council Budget for 2017/18 to 2019/20:

(i) Capitalisation/ Use of reserves

- Use of capital funds

(ii) Optimisation and Transformation

- Reduce Operational Costs of Parks and Open Spaces services
- Deliver the staffed parks service in house
- Reduce the contingency budget in Parks and Open Spaces
- Reduce expenditure on the maintenance of the Housing Register
- Outsource operation of the café at Hednesford Park Pavilion (completed)
- Delete marketing budget for building control service
- Reduce Building Control car allowance budget
- Delete 0.35 fte Private Sector Housing Technical Officer
- Reduce staffing budget in Environmental Health
- Delete vacant Trainee Communications Officer post
- Reduce level of service for research and information
- Reduce ICT communications budget
- Reduce staffing hours in Democratic Services
- Reduce consultation budget
- Delete role of typist in Housing Strategy team
- Restructure the Waste & Engineering team & delete relief Waste Development Officer
- Demolish the out-of-use Rugeley squash courts (completed)

(iii) Management Structure

- Delete vacant Property Services Manager post and create Property Officer post with associated savings
- Delete Senior Management post in Environmental Health
- Delete Senior Management post in Financial Management
- Delete Risk & Resilience post in Governance following retirement of post-holder.

*A separate report will be required for approval at Council on the proposed new management structure.

(iv) Shared Services

- Reduction in the internal audit provision
- Stafford BC led Shared Services to deliver savings
- Review call handling operation between Contact Centre and Social

Alarm Service

- Explore option of joint working between Street Cleansing and Parks & Open Spaces
- Explore Development Control & Planning Policy as a shared service
- Explore Environmental Health as a shared service
- Explore Building Control as an extended shared services across majority of District / Borough Councils in Staffordshire.

(v) Democratic/Governance

- Remove allowance paid to Elected Members for IT equipment in full.

(vi) Reductions in Corporate and Support Services

- Restructure the Policy & Performance Team

(vii) Reduction in funding to external bodies

- Relocate Chase Tenants & Residents Forum and re-let the property on a commercial basis
- No longer fund or install Christmas illuminations anywhere in the District
- No longer provide Local Council Tax Support Grant to Parish Councils

(viii) Reduction in front line services to the public

- Continue to operate the CCTV service and seek a contribution from Staffordshire Police
- Delete an Environmental Enforcement Assistant post
- Review the resources in the Countryside Team
- Reduce post specification by using only 2nd class mail
- Reduction in neighbour consultations for planning applications
- Reduction in management hours in Economic Development
- Start charging for pre-application advice on major planning applications
- Increase Cannock Market Hall fees
- Increase trading days at Cannock Indoor Market from three to four days
- Provide new entrance and additional stalls at Cannock Market Hall
- Increase charges / revenue from bus stations
- Increase fees for football pitch hire by 20% (increase is limited to 10% if more than 50% of team members reside in the District)
- Increase parking charges by 10p / hour.

- (D) The following options be **approved** as amended as described and **recommended for inclusion** in the draft budget:
- Review and reduce the social alarm installation service: *amended to reflect alternative proposal received from staff*
 - Reduce the grant to the CAB: *amended to reflect on-going discussions with CAB regarding relocation and property costs; no reduction in grant in 2017/18 with joint commitment to explore how to reduce property costs.*
 - Review existing contract for leisure and culture services to deliver savings: *amended to reflect proposals from Inspiring Health Lifestyles: From the options presented, the following are recommended for implementation:*
 - *Discretionary NNDR (Business Rates) - £20,000*
 - *Reduction in Planned Maintenance - £10,000*
 - *Prince of Wales – revised operating Model - £15,000*
 - *Increase income from Footgolf - £20k (Commercial at risk)*
 - *Increase private hire charges by 10% at Prince of Wales - £5,000 (Commercial at risk)*
 - *Reduction in Arts and Sports Development Budget by 25% - £9,200*
 - *Capital Investment proposal that delivers £50,000 additional revenue by 2019/20 (Chase leisure centre)*
 - *The Head of Commissioning in consultation with the Culture and Sport Portfolio Leader to:*
 - (a) *Implement the two 5 year extension periods under the existing contract arrangement to include all saving proposals and variations, and*
 - (b) *Enter into a separate interim management arrangement with Independent Healthy Lifestyles (IHL) for up to two years for the new Artificial Grass Pitch and changing pavilion at Bradbury Lane, Hednesford.*
 - *Reduction of grass cutting frequencies on Council owned land and cease any follow up operations: amended to reduced number of cuts but maintain follow up operations in line with reduced numbers of cuts.*
 - *Increase fees for cemeteries/memorials by 20%: amended to a 15% increase following feedback*
 - *Stop providing a Revenues and Benefits reception and enquiry service at the Rugeley Area Office and Hednesford Library: amended to reduced provision in Rugeley (2 days / week) and Hednesford (1 day/week) on a 12 month trial basis and then review.*

(E) The following new options be **approved**:

- To recommend to Council that the number of Scrutiny Committees are reduced from the existing 6 to 4 at the start of the new Municipal Year (May 2017) in response to a recommendation from the LGA Peer Review.
- To include the Land Charges service in the business case for a shared service for Development Control / Planning Policy with Stafford Borough Council.
- The Council will explore the feasibility of introducing charges for CCTV evidence requested by Staffordshire Police, and insurance companies.
- The Council will also explore an offer from the West Midlands CA (Transport for WM) re CCTV provision made as part of the consultation.

Reasons for Decisions

Cannock Chase Council's Financial Recovery Plan (FRP) was published in September 2016, detailing the reductions in funding facing the Council due to changes in Government grant, the reduction in business rates income due to the premature closure of the Rugeley Power Station site, and continuing uncertainty over the future of the New Homes Bonus revenue stream. As such, the FRP set the context for Council's requirement to "take decisions about how it will achieve financial balance in the future".

A savings target of £1.6m from the Council's General Fund Budget was identified and formed the basis for consulting on £2.1m savings options.

Public and stakeholder consultation had been integral to the FRP process, described in further detail in section 5 of the report. A total of 829 responses were received to the survey, along with written representations from community groups, stakeholders and individuals totalling approximately 40 submissions. A summary of the survey results and the main themes raised by respondents was included in the Appendices to inform the decisions and reasons for recommendation.

The recommendations set out the proposed options in four categories:

- Those not recommended for inclusion and withdrawn from the process
- Those recommended as stated for inclusion in the draft Budget
- Those amended as described and recommended for inclusion in the draft Budget
- New options arising from the consultation.

The total savings for each year 2017/18 to 2019-20, in accordance with the £1.6million saving requirement, were contained elsewhere on the agenda (Item 8).

78. Draft General Fund Revenue Budget and Capital Programme - Consultation

Consideration was given to the Report of the Head of Finance (Item 8.1 – 8.14 of the Official Minutes of the Council). The Head of Finance also tabled a supplementary update report 'Draft General Fund Revenue Budget – Update re.

Provisional Local Government Settlement and Changes to the New Homes Bonus Scheme' (Item 8A.1 – 8A.5 of the Official Minutes of the Council), which reflected details of the final changes to the New Homes Bonus New Scheme and the 2017/18 Local Government Settlement.

RESOLVED:

That:

- (A) The Draft General Fund Revenue Budget for 2016-17 to 2019-20 as reflected in the Revised Financial Plan and Saving Options for consultation be approved.
- (B) The proposed changes to the Capital Programme arising from the Revised Financial Plan and Savings Options proposals be noted.
- (C) Cabinet's final recommendation to Council on the budget would need to take into account Government's proposals in relation to New Homes Bonus and the 2017/18 Local Government Settlement.
- (D) The update report be noted and a full report on the Local Government Settlement and the New Homes Bonus would be received at the Cabinet meeting on 19 January, 2017.

Reasons for Decision

Cabinet at its meeting of the 22 September approved the Council's Financial Recovery Plan. The plan was instigated following a material deterioration in the Council's financial position following the premature closure of Rugeley Power Station (RPS) and the failure to obtain transitional funding from the Government.

The Financial Recovery Plan was set against a background of uncertainty in relation to the actual level of saving requirement. The outcome of the Government's consultation on changes to New Homes Bonus was still awaited; details of the 100% Business Rates Retention Scheme were only at preliminary design and principle stage; whereas the opening timeline for Mill Green Designer Outlet Village (MGDOV) is outside the control of the Council. In addition it was envisaged that potential further changes could arise from the Chancellor's Autumn Statement and the 2017-18 Local Government Settlement.

The updated Financial Plan that formed the basis of the Financial Recovery Plan showed the Council facing an ongoing minimum saving requirement ranging from £1.3 million to £2.4 million dependant upon the timing of the MGDOV Development.

The Financial Recovery Plan included a range of potential financial saving options prepared by officers reflecting the Council's Budget Strategy and its priorities and objectives. The options related to all the services of the Council with the exception of the recently let Refuse and Recycling Waste Contract, and were presented under 8 categories ranked based upon their impact on the public.

The total saving options presented for consultation amounted to some £2.1 million per annum in a full year and were in excess of the £1.6m requirement minimum savings requirement (representing the ongoing deficit from 2019-20 with MGDOV development proceeding according to plan)

The consultation period ran from 23 September, 2016 to 6 November, 2016 and

a report on the feedback was included elsewhere on the Agenda for the meeting. Appendix A to the report included the Draft Budget/Financial Plan; Appendix B the proposed Saving Options for 2017-18 to 2019-20; and Appendix C the changes to the Capital Programme.

The Draft Budget for Consultation remained in accordance with the Financial Plan assumptions as contained in the September Financial Recovery Plan Report.

No material changes had arisen from the Chancellor's Autumn Statement of 23 November, whereas details of the final changes to the New Homes Bonus New Scheme and the 2017/18 Local Government Settlement were not announced until the day of the meeting. The Local Government Settlement was in line with the draft Budget for 2017/18; however, allocations for 2018/19 and 2019/20 would be part of the annual settlement process covering those years.

The New Homes Bonus allocation was worse than expected with the Government increasing the deadweight on homes outside the grant regime from 0.25% to 0.4%, equivalent to 52 properties or £60,000 per annum.

The detailed Portfolio Budgets for the Council were being produced and would form part of the normal budget setting report to Cabinet in January 2017. The detailed budgets had been refreshed to reflect the outturn for 2015-16 and were being updated to reflect latest spending patterns as contained in the suite of corporate monitoring reports. No material variances had been identified to date.

79. Quarter 2, 2016-17 Priority Delivery Plans Performance

Consideration was given to the Report of the Head of Governance (Item 9.1 – 9.44 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The performance information relating to PDPs as detailed at Appendices 1 to 6 to the Report be noted.
- (B) The actions which have been flagged as requiring amendment to the timescale, scope or timeline be noted.

Reasons for Decision

Information for performance actions and indicators for Quarter 2, 2016/17 was included for relevant items in Appendices 1 to 6 to the Report. The overall rankings for each Portfolio area were detailed in Section 5 of the report, indicating that 72.6% of actions/projects had been achieved or were on target to be achieved. 3.2% had been aborted or closed. 24.2% had been flagged as requiring amendment to the timescale, scope or timeline.

80. Update on the Cannock Chase Community Infrastructure Levy (CIL) Financial Year Report and Local CIL Guidance

Consideration was given to the Report of the Head of Economic Development (Item 10.1 – 10.9 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The CIL financial year report be noted.
- (B) The intention to update the CIL Guidance for Developers and Applicants be noted.

Reasons for Decision

The Council approved the Community Infrastructure Levy (CIL) Charging Schedule and Regulation 123 List of infrastructure projects eligible to receive funding at its meeting on 15 April, 2015. CIL came into effect in relation to relevant chargeable development on 1 June, 2015.

CIL was intended to provide a funding stream for infrastructure needed to support the policies and proposals in the adopted Local Plan. In part, it would replace funding previously obtained via Planning Obligations (Section 106 agreements and Unilateral Undertakings) which had become more limited in scope in relation to pooling of funds from 5 or more obligations as a result of Regulations.

The Council had a legal requirement to produce a financial year report on CIL receipts and spend in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) (the CIL Regulations). The report provided a summary of the first CIL financial year report for 2015-16.

The Council had produced a CIL Guidance for Developers and Applicants. Updates to the document were considered necessary to keep it in line with national legislation.

81. Local Plan Part 2: Regulation 18 Issues and Options Consultation

Consideration was given to the Report of the Head of Economic Development (Item 11.1 – 11.12, plus Appendix* of the Official Minutes of the Council).

(*Appendix 1 – ‘Issues and Options Consultation Document’ was a 160 page document, which had not been printed as part of the Agenda, but could be viewed via the Members’ Portal and on the Council’s website. Hard copies had been placed in the Group Rooms, for reference.)

RESOLVED:

That:

- (A) The Cannock Chase Local Plan Part 2 Issues and Options consultation document (Appendix 1 to the Report) be approved, and for the document to be published under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 for a six week consultation period, the strategy for which would be carried out in line with the Council’s adopted Statement of Community Involvement 2014.
- (B) The Head of Economic Development, in consultation with the Economic Development and Planning Portfolio Leader, be authorised to make any non substantive changes considered necessary to the plan prior to it being published, and agree the arrangements for the consultation.
- (C) Finalisation of the accompanying documentation for Local Plan Part 2

(The Sustainability Appraisal) Issues and Options consultation be delegated to the Head of Economic Development in consultation with the Economic Development and Planning Portfolio Leader.

Reasons for Decision

Local Plan Part 2 followed on from Local Plan Part 1 which was adopted by the Council in 2014 having been found to be sound by an independent Planning Inspector further to Examination in Public. Part 1 set out the strategic context for the scale and distribution of development, balanced with environmental protection and enhancement. It contained a number of commitments in terms of issues which needed to be addressed in Local Plan Part 2. These were set out in the detail of the report.

The role of Local Plan Part 2 was to deliver Part 1. It should allocate sites to deliver the amounts of development in the right locations, and where necessary could also provide further policy elaboration provided that it linked directly back to Part 1 and could be clearly justified by robust evidence.

This was the first stage of preparing Local Plan Part 2. It set out the issues which the plan needed to address and a range of possible options for dealing with these, inviting comment and further information. The document had to be publically consulted upon for six weeks and representations made would then be used in shaping the next iteration of the Plan before it was submitted to the Secretary of State for examination. The consultation would be undertaken in line with the Council's Statement of Community Involvement which was adopted in 2014.

The Local Plan Part 2 consultation had to be accompanied by a Sustainability Appraisal: Issues & Options Consultation which assessed the sustainability of different sites and options (including policy options) and would be used in shaping the plan as it progressed to its next stage. The production of this document was an iterative process and would need to be produced in parallel with the Local Plan Part 2 Issues and Options document. In order to facilitate this approach and minimise delays it was requested that finalisation of the complementary document should be agreed by the Head of Economic Development in consultation with the Economic Development & Planning Portfolio Leader.

As agreed at Cabinet on 24 March 2016, production of Local Plan Part 2 was delegated to the Head of Economic Development, working in consultation with a cross-party Member / Officer working group, an informal group with an advisory role. This group was consulted on the key areas being covered in the Issues and Options document at its meeting on 7 November 2016 and was satisfied that it could proceed to Cabinet.

82. Hednesford Town Centre Regeneration: Proposed Parking Order: Car Park to the Rear of Co-op: Revised Proposals

Consideration was given to the Joint Report of the Head of Housing and Waste Management and the Head of Economic Development (Item 12.1 – 12.7 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) Approval be given to the principle of designating long-stay and short-stay parking areas at the Council owned car park to the rear of the Co-op store in Anglesey Street, Hednesford as illustrated on the plan at Appendix 1 to the Report.
- (B) Implementation of the previously approved Parking Order be subject to consultation which would include key stakeholders, such as Hednesford Town Council, the Traders of Hednesford, Mid-Counties Co-op and users of the car park.
- (C) The Managing Director be authorised to take those actions necessary to support the consultation process and the implementation of any subsequent car park management arrangements, including the Parking Order and its enforcement.
- (D) The Mid-Counties Co-op be informed of the proposals and advised to ensure that the seven spaces adjacent to the car park entrance be secured and made available for the exclusive use of their staff/customers.

Reasons for Decisions

In September 2016, Cabinet considered a report which recommended the introduction of a Parking Order to limit the use of the Council's car park to the rear of the Co-op in Anglesey Street, Hednesford to no more than four hours (minute 49 refers). The implementation of the Parking Order was subject to:

- Public consultation.
- The provision of adequate measures to control on-street parking.
- The availability of appropriate long-stay parking provision within the town centre.

As a result of the above the public consultation into the proposed Parking Order had been held in abeyance until opportunities to ensure appropriate long-stay parking provision within Hednesford Town Centre had been considered in more detail.

Notwithstanding the bulk of the car parking capacity in Hednesford Town Centre was on non-Council managed car parks, Officers had identified that part of the existing capacity at the car park to the rear of the Co-op in Anglesey Street could be designated for long-stay parking purposes with the remainder becoming available for short-stay parking and their use being enforced by the proposed Parking Order (as per Appendix 1 to the Report).

83. 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 Paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 15 DECEMBER 2016 AT 4:00 P.M.

IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 2

84. Rugeley Boxing Club

Consideration was given to the Not for Publication Report of the Head of Economic Development (Item 14.1 – 14.5 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) A lease extension be granted to the Rugeley Boxing Club at a favourable (non-market) rent, as detailed in Paragraph 5.6 of the Report, having regard to the community benefits provided by the club and its charity status.
- (B) Authority be delegated to the Head of Economic Development to agree terms and conditions and all other actions required to implement the recommendation.

Reasons for Decisions

Rugeley Boxing Club was a registered charity, operating on a 'voluntary donation' approach by its users, which was open to males and females of all ages.

The only registered members of the club were those that took part in competition; but, otherwise, all those who used the Club for exercise/fitness purposes did this on a 'drop-in' basis so that the Club offered both health and social benefits to people of all ages using the facilities. The weekly attendance averaged 60 to 70 attendees which was considered to be full capacity. Historically, the Club had a strong police connection with several serving police understood to attend and a serving police sergeant being on the club committee.

Rugeley Boxing Club was seeking an extended lease term of a sufficient duration to allow the club to secure further funds to finance the construction of a building extension for which planning permission had already been obtained. The proposed extension was indicative of the Club's need for additional capacity to meet the needs of the community.

Extension of the lease term would need to be on favourable 'non-commercial' terms in order to enable the Rugeley Boxing Club to secure finance, build the proposed extension and continue to operate the club in its existing form.

The meeting closed at 4.45 p.m.

LEADER