

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**CABINET**  
**THURSDAY, 25 NOVEMBER, 2010 AT 4.30 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**  
**PART 1**

PRESENT: Councillors

Stanley, N.K.	Leader of the Council
Williams, A,	Deputy Leader of the Council and Environment Portfolio Leader
Collis, C.	Corporate Improvement Portfolio Leader
Grocott, M.R.	Culture and Sport Portfolio Leader
Davies, D.	Economic Development and Planning Portfolio Leader
Yates, Ms. W.	Health and Wellbeing Portfolio Leader
Williams, Mrs. P.	Town Centre Regeneration Portfolio Leader

**69. Apologies**

None.

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

A. Williams            In respect of Minutes of 20 October, 2010: Debtor    Personal  
101117559 is known to him

**71. Minutes**

RESOLVED:

That the Minutes of the meetings held on 20 October, 2010 be approved as a correct record and signed.

**72. Updates from Portfolio Leaders**

Culture and Sport

The Portfolio Leader reported that 3 tender submissions had been received for the Chase Leisure centre design and build contract. Selection of the preferred contractor would take place in January, 2011; with construction scheduled to start in April, 2011.

Health and Wellbeing

The Portfolio Leader reported that:

1. Blake Project - The Portfolio Leader had attended a Staffordshire County Council Communities Scrutiny Committee on 29 October, 2010, at which the Blake Project had

been discussed. She had reiterated the Council's concern that not having a dedicated Officer with local knowledge, based in Cannock could have a detrimental impact on delivery of the project. It had been requested and agreed that the Communities Scrutiny Committee would review project progress every six months.

2. Reorganisation of Staffordshire Magistrates' Courts – At a previous meeting of Cabinet, the Portfolio Leader had reported the results of the County's Communities Scrutiny Committee's discussion, as part of a consultation process, of proposals to close a number of Magistrates' and County Courts. The Lord Chancellor had subsequently commissioned Lord Justice Golding to consider the proposals taking into account all views, including those of local judges and magistrates, and had concluded that Tamworth Magistrates' and County Courts and Burton-upon-Trent's County Court should not close. The rationale behind the recommendations echoed the concerns of the Communities Scrutiny Committee, particularly in respect of access and travel times. At the time of preparation of the update, the Portfolio Leader advised that a formal announcement was awaited from the Ministry of Justice, so it was not possible to confirm the impact on Cannock Magistrates' Court.

### Housing

The Portfolio Leader reported that:

1. Vine Court – The official opening would be taking place on 7 December, 2010 (4 – 7 pm). If any Members wished to attend, they would be very welcome.
2. Future of Social Housing - Housing Minister Grant Shapps and Communities Minister Andrew Stunell had announced plans for the reform of social housing with a promised shift of power from Whitehall to Councils and local housing associations. The changes would affect all areas of social housing policy, giving Councils more flexibility to use their social housing stock to the maximum effect and drive down waiting lists through, for example, the option to offer flexible tenancies and greater local discretion to decide allocations.

### **73. Forward Plan**

The Democratic Services Manager circulated a revised Forward Plan of Decisions for the period November, 2010 – January, 2011 (Enclosure 5.1 - 5.2 of the Official Minutes of the Council), which was given consideration.

RESOLVED:

That the Revised Forward Plan of Decisions for the period November, 2010 – January, 2011, be noted.

### **74. Part 1 Minutes of Policy Development Committees**

RESOLVED:

That the Part 1 Minutes of the following Policy Development Committees be received for information:

- (i) Culture and Sport - 21 September, 2010 – In respect of Priority Outcome 3 (page 7), the Portfolio Leader advised that a briefing meeting had been arranged for Culture and Sport PDC Members on 30 November, 2010.
- (ii) Environment – 28 September, 2010 – In respect of a meeting of the Responsible Authority's Group (page 5), this had now been cancelled and was likely to be convened in February, 2011.
- (iii) Health and Wellbeing – 20 September, 2010
- (iv) Town Centre Regeneration – 23 September, 2010 – The Housing Portfolio Leader advised that questions had been asked at the Cannock Community Forum in respect of street trading issues in Cannock town centre. The Town Centre Regeneration Portfolio Leader advised that the new Street Trading Policy would address these issues.

#### **75. Recommendation Referred Back Following Scrutiny Committee Call-in**

Members considered a recommendation from Scrutiny Committee in respect of a Cabinet decision of 20 October, 2010, that had been called in regarding Car Parking Charges During the Christmas Period, 2010.

RESOLVED:

That:

- (A) In accordance with Cabinet's original determination, on the two Saturdays prior to Christmas, 2010, car parking charges be charged at the minimum ticket rate for the respective car park being used and that the ticket would cover the vehicle parking for the whole of that day.
- (B) The cost of the proposal to be funded from a one off saving that had been identified in the current financial year.

#### Reasons for the Decisions

To wholly suspend car parking charges for the two Saturdays prior to Christmas could lead to a significant loss of income in car parking revenue. By setting a minimum ticket rate car parking charge on the two Saturdays prior to Christmas, it was hoped to minimise the effects of the loss of income, while still increasing footfall into the District's town centres. A minimum ticket rate had also been charged during the corresponding period in 2009, following two years of free parking, when there was no reported substantial increase in footfall although the car parks were full all day. It was considered that this may have been as a result of workers who would normally park elsewhere taking advantage of the free all day parking, thus reducing the number of available spaces. Setting a minimum ticket rate would also have the advantage of avoiding additional expenses incurred as a result of having to have individual ticket machines recalibrated for the two days.

#### **76. Land to the West of Pye Green Road, Hednesford – Draft Development Brief**

Consideration was given to the Report of the Director of Culture and Regeneration (Enclosure 8.1 – 8.9 of the Official Minutes of the Council).

RESOLVED:

That the Land to the West of Pye Green Road, Hednesford - Draft Development Brief for public consultation be approved and that authority be given to the Director of Culture and Regeneration in consultation with the Cabinet Portfolio Leader for Economic Development and Planning to make any non-substantive changes considered necessary to the document and supporting documentation prior to consultation commencing.

#### Reasons for the Decision

The Core Strategy is the central policy document of the Cannock Chase Local Development Framework (LDF) and sets out the guiding principles and strategic policies for development during the plan period. Land to the West of Pye Green Road, Hednesford is the only strategic site identified in the Core Strategy and guiding its development is therefore considered to be particularly important in the District context.

A shared approach, with the potential developer, to the production of a development brief for the site is considered to represent an effective model for assessing planning considerations and engaging public opinion prior to the developer submitting a planning application early in 2011.

### **77. Core Strategy Pre-Publication Consultation**

Consideration was given to the Report of the Director of Culture and Regeneration (Enclosure 9.1 – 9.9 of the Official Minutes of the Council).

RESOLVED:

That:

- (C) The Cannock Chase Local Development Framework (LDF), Core Strategy Pre Publication - Summary and Analysis of Consultation Responses be accepted as an appropriate account of the consultation process undertaken for this stage of the LDF Core Strategy.
- (D) The consultation responses be used to help define policy in the Core Strategy for development in the District to 2026.
- (E) The Director of Culture and Regeneration, in consultation with the Cabinet Portfolio Leader for Economic Development and Planning, be authorised to make any minor amendments to the Cannock Chase Local Development Framework (LDF), Core Strategy Pre Publication - Summary of Consultation Responses as a result of any further late responses.
- (F) Responses be referred to the Economic Development and Planning Policy Development Committee for consideration alongside other issues identified in Committee set out in section 4.7 and are reported back to Cabinet along with other issues ahead of consideration of the Publication stage of the Core Strategy.

### Reasons for the Decision

57 stakeholder responses were received to the Core Strategy Pre Publication consultation, which ran for six weeks from 1<sup>st</sup> June to 13<sup>th</sup> July 2010. In addition, a series of presentations and public exhibitions were also held.

The outcomes of the consultation can be summarised as follows:

- Continued broad support for the vision and objectives with some suggested minor amendments and need for reconsideration in light of RSS revocation;
- Broad support for the principles of the strategic approach but less consensus on the way it should be delivered, particularly with reference to overall levels of housing/employment land provision and which specific strategic sites should be chosen;
- Broad support for the policies but subject to key observations and objections focused on the evidence to support the policies which are related to the quantum and location of new housing developments; contain targets e.g. affordable housing or renewable energy; and the need for Green Belt release. Most policies require some refinement in light of observations made.

Adoption of the Core Strategy Pre Publication Consultation- Summary and Analysis of Responses 2010 and enabling it to define policy will enable the Council to progress the final Core Strategy, fulfilling a statutory requirement to have an up to date LDF Core Strategy in place.

### **78. Chase Leisure Centre – Proposed Land Exchange**

Consideration was given to the Report of the Director of Culture and Regeneration (Enclosure 10.1 – 10.6 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The exchange of land between the Council and the Council as Trustee of the Cannock Public Recreation and Pleasure Ground Charity as shown on Plans A and B attached to the report be agreed.
- (B) A report be submitted to Council in its capacity as Trustee of the Public Recreation and Pleasure Ground Charity to consider the proposal.
- (C) The Director of Culture and Regeneration be authorised to take all necessary actions, including the appointment of an independent surveyor required to provide the Council as Trustee with sufficient information to decide on the proposal.

### Reasons for the Decision

Part of the Chase Leisure Centre and the adjoining car park are constructed upon land which is owned by the Council as Trustee of the Cannock Park and Pleasure Grounds Charity as shown

hatched black on the plan annexed to the report and extending to 6,568 sq.m., or thereabouts. The arrangement was considered unsatisfactory from the point of view of the Charity Commissioners and may have had a negative impact on the proposed Leisure Management outsourcing.

An acceptable means of resolving the situation which was supported by the Charity Commissioners was for the Council as Trustee to enter into a Deed of Exchange. Three areas of land in the Council's ownership shown cross-hatched black on the plan annexed to the report and extending to 8,392 sq m were identified as suitable for the purposes of an exchange.

A further issue requiring resolution concerned 18 sq m of Charity land used as an electricity sub-station. In order to grant a further lease the Council would need to commission a Surveyor's report and apply to the Charity Commissioners for consent to the lease. Including this land within the land exchange would release the land from the constraints posed by its current Charitable status.

As the exchange would represent a disposal of land it must be in accordance with Section 36 of the Charities Act, 1993 and be supported by an independent surveyor's report confirming that the proposal was in the best interests of the Charity.

To regularise the position concerning the Charitable Trust land and to avoid prejudicing the Leisure outsourcing Cabinet were asked to approve the exchange of land as identified in the report, following which a report would then be submitted to Council as Trustees of the Charity to consider the proposal.

#### **79. Quarters 1 and 2 Performance Report, 2010 - 11**

Consideration was given to the Report of the Chief Executive (Enclosure 11.1 – 11.11 of the Official Minutes of the Council).

Portfolio Leaders made the following comments in respect of the performance information:

Environment – There had been an increase in the level of recyclable waste collected (+32%) when comparing August, 2010, with August, 2009. This represented an additional 213 tonnes of waste recycled, and the overall level of waste sent for re-use, recycling and composting was estimated to be 53%.

Town Centre Regeneration – Planning permission for stores developments in Hednesford and Rugeley had been approved, and interest in empty units in the town centres was picking up.

RESOLVED:

That:

- (A) The performance information relating to PDPs as detailed at Annexes 1a, 2a, 3a, 4a, 5a, 6a, and 7a be noted.
- (B) The financial information relating to PDPs as detailed at Annexes 1b, 2b, 3b, 4b, 5b, 6b, and 7b be noted.
- (G) The Risk Register information relating to PDPs as detailed at Annexes 1c, 2c, 3c, 4c,

5c, 6c and 7c be noted.

- (D) The actions and indicators which are rated Red or Amber and confirm the remedial action or rescheduled delivery which has or will be taken to address non delivery be noted.

#### Reasons for the Decision

Information for performance actions and indicators during Quarters 1 and 2 of 2010/11 was included for relevant items in Annexes 1a to 7a. The overall rankings for each Portfolio area were detailed in Section 4 of the report, indicating that 88.6% of targets were achieved during the first half of 2010/11. The recommendations reflect that this performance was noted, and that potential remedies for actions rated Red or Amber be determined by Cabinet and DMT.

#### **80. Vine Court Extra Care Housing Scheme – Funding the Acquisition of Certain Applicants’ Existing Homes**

Consideration was given to a Report of the Director of Service Improvement (Enclosure 12.1 – 12.6 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The recommendation of the Housing Policy Development Committee regarding the provision of £50,000 of grant funding to the Housing Plus Housing Association to facilitate the purchase of the existing properties from two applicants who wish to purchase shared ownership dwellings at the Vine Court Extra Care Housing Scheme be agreed.
- (B) Further to the Housing Policy Development Committee’s recommendation being agreed that:-
- (i) The £50,000 budget saving from the 2010-11 Vulnerable Tenants Grass Cutting and Internal Decoration Scheme is used to provide an additional £50,000 revenue contribution to funding the agreed 2010-11 HRA Capital Programme.
  - (ii) £50,000 of capital receipts which form part of the agreed resources to fund the 2010-11 HRA Capital Programme are transferred to the General Fund Capital Programme to provide the £50,000 of grant funding to the Housing Plus Housing Association.

#### Reasons for the Decision

The report considered the recommendation of the Housing Policy Development Committee regarding the use of £50,000 of budget savings in respect of the 2010-11 Vulnerable Tenants Grass Cutting and Internal Decoration Scheme.

The Committee recommended that the savings were used to assist in the purchase of two dwellings for future rental (by Council nominees) by the Housing Plus Housing Association from

prospective shared ownership purchasers of the Vine Court Extra Care Scheme.

In order to facilitate the Committee's recommendation it was suggested that the £50,000 budget saving was used to "replace" £50,000 of capital receipts (through an additional revenue contribution to capital outlay) which formed part of the agreed resources to fund the 2010-11 HRA Capital Programme. This action would release £50,000 of capital receipts to part fund the acquisition of the two dwellings.

#### **81. Draft General Fund Revenue Budget 2011-12 to 2013-14**

Consideration was given to the Report of the Head of Financial Management (Enclosure 13.1 – 13.11 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The report of the Head of Financial Management and the indicative annual savings requirement, dependant upon the various Council Tax increases, as stated in Annex 2, be noted.
- (B) In light of the uncertainties in both the timing and amount of the Local Government Settlement, and the pending consultation documents on additional funding potentially available to the Council, which will have an impact upon the annual savings requirements noted:
  - (i) That a balanced provisional budget could not be determined at that stage.
- (C) Requested that Officers:
  - (i) Examined all the potential opportunities arising from the Government Departments Business Plans; associated Consultation documents and relevant Acts etc in order that they could feed into the budget process for 2011-12 and in particular the financial impact of:
    - (a) New Homes Bonus – New Properties
      - Empty Property into use
    - (b) Council Tax Base - Review of Empty Property Discount.
    - (c) De-Regulation of Planning Fees – Removal of Subsidy for Development Control
  - (ii) Liaised with unions and employer advisors on potential changes to terms and conditions, either temporary or permanent, in order to seek to avoid compulsory redundancies in 2011-12 as set out in Annex 2 of the resolution.
  - (iii) Continued to consult with Stafford Borough Council in relation to the sharing of other functions.
  - (iv) Consulted with its usual budget consultees (including the public, the business community, the Shadow Cabinet, the Scrutiny Committee, staff and recognised trade unions) on the range of potential options as set out in Annex 1 and 2 of

the resolution.

- (D) The Chief Executive be requested to prepare a restructure of the Senior Management of the Council for Council approval, and to re-structure the areas of Corporate Support and PR & Marketing and determine the policy impact of those restructures for consideration by Cabinet and Council in accordance with the budget timetable subject to (C) (ii), above.
- (E) A range of options for general consultation be approved in order that interested parties are given the maximum time to provide feedback on such options but noted that these represented options for consideration rather than Budget proposals.
- (F) Council be recommended to:
  - (i) Note the progress made to date in formulating a balanced budget and that Cabinet will be recommending a Balanced Budget at its meeting of the 3 February, 2011.
  - (ii) Amend its Early Retirement Policy to accommodate Voluntary Redundancies, based upon viable business cases, and receive a report on the amended policy as soon as practically possible having followed due process.
  - (iii) In light of the financial situation that the Council will face in 2011-12, authorise the Chief Executive to issue redundancy notices to affected staff, including restructures as referred to in paragraph (D) and any efficiency proposals, in order to allow redundancies to take effect on 31 March 2011, or as soon as practical thereafter. To note that this measure is being adopted based upon options for consideration to enable full consultation to take place and alternative options considered, rather than budget proposals as in previous years.
  - (iv) Note that all of the options will be reviewed following the results of consultation and that a Cabinet proposal will be put to the Council in February, 2011, which will determine the actual redundancies required.

#### Consultation Proposals

- (G) Annex 1 - the current list of options for consultation purposes only.
- (H) Annex 2 - the potential changes to terms and conditions to be investigated and the necessary Legal, Human Resources and Financial implications determined

**Annex 1**

**Financial Plan 2011-12 to 2013-14**  
**Consultation Process**  
**Savings Options for Consideration**

<b>Ref</b>	<b>Option</b>	<b>2011-12 Estimate £</b>	<b>2012-13 Estimate £</b>	<b>2013-14 Estimate £</b>
0029A	Car Parks - Charge for Parking in Rugeley Service Areas	2,800	2,800	2,800
0029B	Car Parks - Charge Staff for Car Park Use	36,000	36,000	36,000
0029C	Car Parks - Charge Blue Badge Holders to park	-129,000	53,000	54,000
0030	Rationalisation of Community Safety Monitoring arrangements	0	62,820	63,420
0031	Cemeteries - Review of Charges	12,430	18,020	24,850
0068	Relocation of Ranger Centre	2,450	2,500	2,530
0071	Reduction Discretionary Rate Relief	6,000	6,000	6,000
0078A	Reduction to Minimum Standards - Corporate Support & Administration	49,380	49,750	50,540
0078B	Reduction in Admin and Typing Services	10,450	10,530	10,720
0084A	Credit Union - Cease	25,000	25,000	25,000
0084B	Economic Development - Admin Support	21,470	21,630	22,020
0088	Redefinition of Env.Enforcement Officers as Env Prot Assistants	22,090	25,450	29,090
0090	Pest Control - Removal of Subsidy	16,650	17,220	17,100
0121	Housing Strategy - Statutory Minimum	30,480	30,780	31,090
0140	Licensing - Removal of Subsidy	7,960	16,310	24,620
0149	Rationalisation of Number of Committees	42,130	42,770	43,080
0163	Delete Bowling Green Maintenance	10,100	12,760	12,890
0169	Development Control Restructure - 0.3 FTE	11,580	11,670	11,880
0245	Rationalisation Opening Hours Rugeley and Hednesford	48,770	48,770	49,260
0335/6/8	Review of Civic Hospitality	5,680	5,750	5,810
0337	Review of Leader - Hospitality	730	740	750
0340	Deletion of Official Car	17,080	17,050	17,220
0616	Deletion of Children's Fund CCDC Contribution	5,000	5,050	5,100

**Annex 2**

**Financial Plan 2011-12 to 2013-14**  
**Consultation Process**  
**Savings Options for Consideration**

**Option**

Encourage take up of Flexible Retirement  
 Seek volunteers for permanent reduction in hours  
 Seek potential Voluntary Redundancies subject to valid Business Case  
 Freeze increments for 12 month period  
 Percentage pay reduction for 12 month period  
 Purchase of Additional Leave

**Reasons for the Decision**

In light of the uncertainties in both the timing and amount of the Local Government Settlement, and the pending consultation documents on additional funding potentially available to the Council, which will have an impact upon the annual savings requirements, a balanced

provisional budget could not be determined at that stage.

The Leader made it clear that in respect of the potential pay reduction for a 12 month period, he was referring to better paid staff earning more than £34,000.

**82. 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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**THURSDAY, 25 NOVEMBER, 2010 AT 4.30 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**  
**PART 2**

**83. Part 2 Minutes of Policy Development Committees**

RESOLVED:

That the Part 2 Minutes of the following Policy Development Committees be received for information:

- (i) Town Centre Regeneration – 23 September, 2010

**84. Update – New Artificial Turf Pitch (ATP) – Cardinal Griffin Catholic High School**

Consideration was given to the Not for Publication Report of the Director of Culture and Regeneration (Enclosure 16.1 – 16.15 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The current update on the ATP project be noted.
- (B) Council be recommended to approve the addition of the S106 funds (£305k) and the Project Management Funds (£40k) identified in this report to the 2010-11 Capital programme for the delivery of an ATP at Cardinal Griffin Catholic High School.
- (C) The affordable option to deliver the ATP on the Cardinal Griffin Catholic High School site be noted and permission to spend on the scheme, subject to planning permission and a successful grant from the Football Foundation be approved.

Reasons for the Decisions

Cabinet on 24 June 2010 determined that any decision on the ATP project be deferred until clarification was received in respect of the outcome of the negotiations with ASDA and the S106 developer contribution.

Although the outcome of the negotiations with ASDA was still unresolved significant progress had been made with regard to securing a firm commitment on funding towards the project and to developing a revised scheme that was affordable within the funding streams identified.

Since the last report to Cabinet both the Staffordshire Football Association (SFA) and the Football Foundation (FF) had indicated that they would support a bid for grant funding up to maximum of £250,000 towards the proposed scheme subject to the Council following a recommended procurement framework, the granting of full planning consent and approval of a formal grant application.

In order to secure the maximum level of funding (£250,000) a bid would have to be submitted by the School, to the Football Foundation by no later than 1 March 2011. Any bids submitted after that date would only attract funding up to £100,000. At the time of submission full planning consent should also have been secured. Given the timescale, the only achievable Planning Committee is 23 February 2011. It was, therefore, critical if the deadlines were to be achieved that Cabinet confirmed their agreement to the recommendations set out in this report. Any further delays would mean that the funding opportunity sufficient to enable the delivery of this project would be lost.

There are currently no full size ATPs within the district and the Facilities Improvement Service (FIS) work undertaken with Sport England clearly identified a shortfall in such facilities now and in the future. The evidence generated by this study indicated that at least 2 and possibly 3 ATPs were required within the district in the future.

The project provided an opportunity to establish the first full size ATP within the district and to provide new and enhanced sports facilities and playing pitches on a school site thereby improving access to high quality sports provision for pupils and the community alike.

In advance of Council confirming Cabinet's recommendation to include the identified S106 contributions in the capital programme, approval to spend some of the project management funds allocated to deliver this project was essential in order to allow the scheme to proceed. Members were aware, however, that such a decision did carry some risk in that any expenditure incurred would be lost and abortive if the bid to the Football Foundation proved unsuccessful. Expenditure including the design and submission of the planning application was estimated to be in the region of £10,000.

Council reserved the right to withdraw from the process at any of the key stages in the design stage and at anytime before the construction stage commences, should the Football Foundation bid be unsuccessful. This would limit the Council's financial risk, whilst allowing progress to be made on the scheme through the submission of a funding bid to the Football Foundation.

The current Culture and Sport Priority Delivery Plan 2010-11 refers to the challenge "to increase participation in sport and physical activity". The addition of a new ATP facility would contribute to this objective as well as wider social objectives around inclusion, crime reduction (anti-social behaviour) and health improvements.

The meeting closed at 5.50 pm.

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LEADER