

CANNOCK CHASE COUNCIL

MINUTES OF THE MEETING OF THE

CABINET

HELD ON THURSDAY, 23 APRIL, 2015 AT 4:00 P.M.

IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors:

Adamson, G.	Leader of the Council
Holder, M.J.	Deputy Leader and Crime and Partnerships Portfolio Leader
Lovell, A.	Corporate Improvement Portfolio Leader
Alcott, G.	Economic Development and Planning Portfolio Leader
Bennett, C.	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

133. Apologies

Apologies were submitted on behalf of Councillor Mrs. C. Mitchell, Culture & Sport Portfolio Leader.

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

<u>Member</u>	<u>Interest</u>	<u>Type</u>
Lovell, A.	Agenda Item 15 – Application for Permission to Spend – Artificial Grass Pitch (AGP) Project, Bradbury Lane, Hednesford.	Personal - <i>Works for an Artificial Turf manufacturer.</i>

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

135. Updates from Portfolio Leaders

None.

136. Minutes of Cabinet Meeting of 12 March, 2015

RESOLVED:

That the Minutes of the meeting held on 12 March, 2015, be approved as a correct record and signed.

137. Forward Plan

The Forward Plan of Decisions for the period April to June, 2015 (Item 5.1 – 5.2 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period April to June, 2015, be noted.

138. Recommendations and References for Determination and Minutes of Policy Development and Other Committees

RESOLVED:

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

- (i) Culture & Sport PDC – 21 January, 2015
- (ii) Economic Development & Planning PDC – 19 November, 2014
- (iii) Environment PDC – 11 December, 2014
- (iv) Health & Wellbeing PDC – 16 December, 2014
- (v) Housing PDC – 27 January, 2015
- (vi) Town Centre Regeneration PDC – 8 January, 2015

Recommendation from the Town Centre Regeneration PDC of 8 January, 2015, in respect of:

Town Centre Traders Association Issues (Minute No. 21 – 2014/15)

“That Cabinet be asked to consider the request from Cannock Traders’ Association to remove car parking charges to coincide with Cannock Carnival.”

Recommendations from the Housing PDC of 24 March, 2015, in respect of:

Houses in Multiple Occupation (HMO) (Minute No. 27 – 2014/15)

“That:

- (A) The HMO Standards as set out in Appendix 1 of the report of the Head of Environmental Health be agreed and recommended to Cabinet for approval.
- (B) The principle of a risk based HMO inspection programme proposed at Appendix 2 of the same report be agreed and recommended to Cabinet for approval.”

Sheltered Housing Scheme Service Standard (Minute No. 30 – 2014/15)

“That the proposed Sheltered Housing Scheme service standard as set out at Appendix 2 of the report of the Head of Housing & Waste Management be recommended to Cabinet for approval.”

RESOLVED:

That:

Town Centre Regeneration PDC – 8 January, 2015:

- (A) The request from Cannock Traders' Association to remove car parking charges to coincide with Cannock Carnival not be granted.

Housing PDC – 24 March, 2015:

- (B) The HMO Standards as set out in Appendix 1 of the report of the Head of Environmental Health be approved.
- (C) The principle of a risk based HMO inspection programme proposed at Appendix 2 of the same report be approved.
- (D) The proposed Sheltered Housing Scheme service standard as set out at Appendix 2 of the report of the Head of Housing & Waste Management be approved.

139. Review of Community Forums

Consideration was given to the Report of the Head of Governance (Item 7.1 – 7.32 of the Official Minutes of the Council).

RESOLVED:

That the following recommendations be submitted to Council on 27 May, 2015, for consideration:

- (A) The Community Forums cease to be held on a quarterly basis from the start of the 2015-16 Municipal Year.
- (B) In future, public forums will be held where:
 - (i) There is a specific issue that the Council wants to engage with the community on, or;
 - (ii) The community requests that a public meeting be held (it is suggested that a minimum of 10 members of the public would need to support the request for a public meeting).
- (C) As a result of decision (A), the Constitution and Calendar of Meetings 2015-16 be amended accordingly.
- (D) A review be undertaken of the ways in which the Council engages with its community, with the findings being reported to Council in 2016.

Reasons for Decisions

The Community Forums were first established in May 2000, and have remained relatively unchanged since that time. A previous review was undertaken in 2008/09 which focussed on publicity of the Forums and attendance by partners.

The latest review was established as part of the 2014/15 Transformation (Corporate Improvement) Priority Delivery Plan (PDP) in order to 'review use and format of community forums for engaging with the public'.

The key issues arising from the review were grouped into 3 main categories:

- (i) Purpose;
- (ii) Structure;
- (i) Frequency and number of Forums, as detailed below:

Purpose

At present, the Forums focussed mainly on matters for which partner organisations had responsibility (such as the Police and County Council). As attendance from invitees/partners was varied, this caused inevitable frustrations for Councillors and residents who had submitted questions for response by those bodies.

Structure

Concerns had been raised that at present the Forums were too 'formal', whereby structured agendas were produced, thus restricting the opportunity for general discussions/questioning to take place. The production of committees' style meeting notes also added to the notion of 'formality'.

Frequency and Number of Forums

Attendance at the Forums was very low, with less than 1% of the population in each of the areas attending each year. The Heath Hayes, Norton Canes and Rawsley Forum was the least well attended of the four and was consistently the most difficult to source a suitable location for hosting. The December meeting of all of the Forums tended to see a drop in attendance figures as people had other commitments at that time. Whilst some of the issues covered in the report would help to encourage attendance, it was considered that the number of Forums and the frequency of meetings should be reduced.

On the basis of the above, Members considered that the current frequency and format of the Forums should cease, but allow for 'one-off' public forums to be held should there be a specific issue or topic the Council wished to brief the public on, or if the public requested that a forum be held.

It was also recommended that a wider review be undertaken of the ways in which the Council engaged with its community to determine whether current methods used were effective (and if not, what other methods were available), with the findings of the review reported to Council in 2016.

140. Cannock Chase District Draft Design Supplementary Planning Document (SPD) and Local List

Consideration was given to the Report of the Head of Economic Development (Item 8.1 – 8.149 of the Official Minutes of the Council).

RESOLVED:

That the Draft Design Supplementary Planning Document (attached as Appendix 1 to the report), including the methodology for a proposed Local List, be approved for consultation.

Reasons for Decision

The National Planning Policy Framework 2012 (NPPF) placed a strong emphasis on good design in development. One of the core planning principles

was that planning should always seek to secure high quality design and a good standard of amenity for all existing and future occupants. Furthermore the NPPF defined heritage as including assets identified by the Council e.g. through Local Listing, and national good practice guidance issued by English Heritage in 2012 confirms the important role of a Local List in celebrating heritage valued by the community. The Cannock Chase Local Plan (Part 1) 2014 included Policy CP3 Chase Shaping: Design indicates the intention of producing a Design SPD and Policy CP15 Historic Environment referred to the preparation of a Local List of locally significant heritage assets. These documents emphasised the need to encourage the local distinctiveness of places which allowed a more local emphasis to design and heritage to be adopted.

A District Characterisation Study was carried out in 2011 and it was resolved at Cabinet in December 2011 (Minute 109 refers) to adopt the Study as part of the Core Strategy Evidence Base, to be used to inform preparation of a Design SPD. In addition, suggestions of buildings to include on a Local List received during the consultation process were resolved to be added to previous suggestions from the community and support be given to preparation of a Local List. The Draft Design SPD and Draft Local List were agreed to be presented to a future Cabinet meeting to seek approval for public consultation.

The Characterisation Study identified and defined in a systematic and objective way the key characteristics of built form and landscape which made different areas of Cannock Chase District special. This enabled key design guidelines to be set out for each which would contribute to conserving the local distinctiveness of the District as it evolved into the future. Suggestions and general preferences emerging from early informal public consultation on the Characterisation Study were also incorporated. The Characterisation Study together with experience gained from operation of the development process in the District over recent years and the increased prominence of topics such as climate change has informed development of the Draft Design SPD.

The proposed Cannock Chase Local List arose from a desire to recognise buildings and features of local historic significance in planning decisions which did not meet the requirements for statutory listing but nevertheless made a contribution to the valued local scene. It did not bring additional controls but would be a material consideration in planning decisions which affected them or their setting.

A number of existing local planning guidance documents had been reviewed and will be superseded upon final adoption of this Design SPD including the House Extensions Design Guide 2003 and the Trees, Landscape and Development SPG 1999.

141. Supporting Cannock Hospital Car Parking Requirements

Consideration was given to the Report of the Managing Director (Item 9.1 – 9.6).

The Managing Director advised that if any significant issues of concern were to arise out of the negotiations that meant the spirit of the recommendations could not be complied with, then further reports on this matter would come forward to Cabinet for consideration.

RESOLVED:

That:

- (A) The conversion of the existing Civic Centre staff car park opposite Cannock Hospital to a public pay and display car park be approved.
- (B) Council, at its meeting to be held on 27 May, 2015, be recommended to include a capital scheme in the General Fund Capital Programme of £300,000 to convert and extend the Civic Centre staff car park by approximately a further 80 spaces.
- (C) Entering into a lease arrangement(s) with Royal Wolverhampton Trust for alternative car parking capacity near to the Civic Centre be approved.
- (D) Entering into a lease arrangement(s) for alternative car parking capacity for Council staff and tenants who need to be transferred off the Civic Centre site be approved.
- (E) Council, at its meeting to held on 27 May, 2015, be recommended to rescind the existing charge for all elected Members for the Members car park from 1 April, 2015, for the reasons stated in the report.
- (F) Authority be delegated to the Managing Director to enter into any agreements necessary to implement Cabinet and Council decisions on these matters.

Reasons for Decisions

The Royal Wolverhampton Hospital NHS Trust (RWHT) directly managed Cannock Hospital as a result of the Trust Special Administrator (TSA) recommendations relating to the dissolution of Mid Staffs Hospital NHS Trust (Stafford Hospital).

RWHT had made significant investments into Cannock Hospital and a much wider range of NHS services would be based at the hospital. Local residents would have better access to certain specialties such as Gynaecology, Orthopaedics, Gastroenterology, Paediatrics and Ante Natal care at Cannock Hospital which would reduce the need to travel to Wolverhampton. Large numbers of Wolverhampton residents would travel to Cannock Hospital for elective and outpatient services. As Cannock Hospital was effectively a centre for elective care it would not be disrupted by emergency care as it did not have an A&E department or deal with emergency patients.

RWHT had asked Cannock Chase Council to assist in expanding car parking capacity adjacent to the hospital to cater for significant increases in patient numbers during 2015/16. An X68 bus service travelling between New Cross Hospital and Cannock Hospital funded by RWHT on a six month trial basis from February 2015 was provided free for patients and Trust staff.

Following due consideration, Cannock Chase Council had agreed in principle to support the request by converting the existing main staff car park into a Council managed pay and display facility which was accessible and opposite Cannock Hospital. The report dealt with matters which required Member decisions in order that additional car parking capacity could be provided for NHS patients and

visitors.

The recommendations were based on the principle that the Council was committed to supporting local NHS services but this would not be at any increased cost to the Council tax payer. The pay and display income would be used to fund the Council's costs to deliver its commitments without exacerbating the Council's existing financial position.

142. Bus Shelter Replacement and Refurbishment Programme

Consideration was given to the Report of the Head of Housing & Waste Management (Item 10.1 – 10.5 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The Bus Shelter Replacement and Refurbishment Programme as set out in Appendix 1 of the report be agreed.
- (B) The agreed £48,000 Bus Shelter Replacement and Refurbishment Programme Budget be profiled for £24,000 of expenditure in 2015-16 and £24,000 of expenditure in 2016-17
- (C) Scheme approval and permission to spend be agreed.

Reasons for Decisions

The report presented a proposed Bus Shelter Replacement and Refurbishment Programme in relation to the £48,000 Bus Shelter Refurbishment budget which formed part of the agreed General Fund Capital Programme for the period 2015-16 to 2017-18.

A proposed two year programme was set out as Appendix 1 of the report. It was suggested that it be implemented during 2015-16 and 2016-17 and that the budget be profiled for £24,000 of expenditure during each financial year.

In accordance with the Council's agreed capital expenditure control procedures scheme approval and permission to spend in relation to the proposed Bus Shelter Replacement and Refurbishment Programme was also requested.

143. Technically, Environmentally and Economically Practicable (TEEP) Assessment

Consideration was given to the Report of the Head of Housing & Waste Management (Item 11.1 – 11.7 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The outcomes of the Council's assessment regarding "Technically, Economically and Environmentally Practicable" (TEEP) recycling be noted.
- (B) In view of the additional cost, the source separation of dry recycling

material was not considered to be “economically practicable” and that the Council continue to collect dry recyclables on a co-mingled basis.

- (C) The collection of co-mingled dry recyclables forms part of the specification for the Single Waste Collection Contract.

Reasons for Decisions

Under the amended Waste (England and Wales) Regulations, the Council was required to undertake an assessment to ascertain whether the provision of “source separated” collection services of dry recyclables was “technically, environmentally and economically practicable”. This was commonly known as TEEP.

The Council currently collected dry recyclables on a co-mingled basis and if this service was to continue as part of the Single Waste Collection Contract, (from 1 April 2016), it must prove through its TEEP assessment that source separated collection was not practicable in at least one of the aforementioned areas.

The report presented a summary and the outcome of the Council’s TEEP assessment, which was undertaken within a framework provided by the Staffordshire Waste Partnership template.

The assessment concluded that it was technically and environmentally practicable to collect dry recyclables on a source separated basis. However, source separated collections would result in an estimated additional annual net cost of £562,500 and it was therefore considered that it failed to pass the practicability test on economic grounds.

The Council was not obligated into changing its service to provide source separated collections if this was considered to fail any of the three practicability test. It was therefore proposed that the continued collection of co-mingled dry recyclables forms part of the specification for the Single Waste Collection Contract.

144. Cannock Chase Right to Buy Social Mobility Fund

Consideration was given to the Report of the Head of Housing & Waste Management (Item 12.1 – 12.6 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The “Cannock Chase Right to Buy Social Mobility Scheme” as set out in Appendix 1 of the report be approved.
- (B) Council, at its meeting to be held on 27 May, 2015, be requested to include £200,000 of Right To Buy Social Mobility Scheme Funding as an additional resource within the 2015/16 Housing Revenue Account Capital Programme.
- (C) Scheme approval and permission to spend be agreed for the “Cannock

Chase Right to Buy Social Mobility Scheme”.

Reasons for Decisions

The Council made a successful bid for £200,000 of grant from the “Right to Buy Social Mobility Fund” which was launched by the Department for Communities and Local Government (DCLG) in February 2015.

The aim of the fund was to assist certain households who are unable to purchase their Council home to buy a property on the open market.

A proposed “Cannock Chase Right to Buy Social Mobility Scheme” was attached as Appendix 1 to the report. This was formulated in accordance with the requirements of the DCLG and would be restricted to the following types of household, who would be eligible to receive a “one-off” cash payment of £20,000:

- (i) Older tenants that are unable to purchase their bungalow due to RTB exemptions who wish to purchase appropriate accommodation; and
- (ii) Tenants who are unable to obtain a mortgage due to the construction type of their home.

The “scheme” would also release one and two bed bungalows and larger family accommodation in popular areas of the District for re-letting to households on the housing register.

The £200,000 of grant funding did not form part of the agreed 2015-16 Housing Revenue Account Capital Programme and it was therefore necessary to seek Council approval in order that this be included.

In accordance with the Council’s agreed Capital Expenditure Control Procedures, it was also necessary to seek scheme approval and permission to spend in relation to the “Cannock Chase Right to Buy Social Mobility Scheme”.

145. 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).

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY, 23 APRIL, 2015 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 2

146. Extension of Green Lane Housing Scheme

Consideration was given to the Not for Publication Report of the Head of Housing & Waste Management (Item 14.1 – 14.6 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) An extension of the Green Lane Housing Scheme to develop 2, two bedroom bungalows through an additional “land and build” package with Jessup be agreed.
- (B) The additional Scheme cost of £260,000 be met by virement from the 2016-17 “Development of Former Garage Sites” budget.
- (C) £60,000 of the revised budget provision be profiled for expenditure in 2015-16.
- (D) Scheme approval and permission to spend for the revised scheme be agreed.
- (E) The Head of Housing and Waste Management following consultation with the Head of Economic Development be authorised to agree terms and conditions with Jessup for the scheme and enter into the necessary contracts.

Reason for Decisions

Jessup offered the Council the opportunity of extending the Green Lane Housing Scheme in Rugeley through the provision of 2, two bedroom bungalows. This would be provided through a further “land and build” package with the Council.

The estimated cost of the extension was £260,000 and was considered to represent “value for money” in terms of land value and build costs following assessment by the Head of Economic Development and the Council’s external Quantity Surveyors.

The £260,000 could be met by viring £260,000 from the 2016-17 “Development of Former Garage Sites” budget which formed part of the agreed three year HRA Capital programme. It would also be necessary to bring forward £60,000 of this budgetary provision to 2015-16 in order that it accords with the build

programme.

It was proposed that Jessup's "offer" to extend the Green Lane Housing Scheme be accepted and that subject to the receipt of planning consent, scheme approval and permission to spend for the revised scheme be requested.

Authorisation was also requested to agree terms and conditions and enter into the necessary contracts.

147. Application for Permission to Spend – Artificial Grass Pitch (AGP) Project, Bradbury Lane, Hednesford

Consideration was given to the Not for Publication Report of the Head of Commissioning (Item 15.1 – 15.54 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The successful conditional award of £390,039 from Sport England towards the proposed scheme be noted and Council, at its meeting to be held on 27 May, 2015, be recommended to include this amount in the Capital Programme.
- (B) The project outline and capital expenditure of £1,250,039 to deliver the proposed scheme be approved.
- (C) The procurement process to select a partner to manage the facility be approved.
- (D) Delegated authority be granted to the Head of Commissioning in consultation with the Culture and Sport Portfolio Leader to enter into the required contractual arrangements with Sport England to secure the funding towards the proposed scheme and to take such actions as may be necessary to progress the above recommendations within existing budgets.

Reasons for Decisions

Cannock Chase Council and Staffordshire County Council had an agreed Joint Investment Programme and established a Joint Investment Fund for key priorities within the Cannock Chase area. One of the agreed and approved priorities was the construction of a full-size AGP. There was a balance of £860,000 remaining in the Capital Programme (after purchase of the land) for this purpose.

On 24 February 2015 the Council received notification that it had been successful with its funding application bid for National Lottery Funding from Sport England, amounting to £390,039 towards this project. This offer was conditional on agreeing to Sport England's Deed of Agreement.

The total funding available for this project was £1,250,039 and based on the pre-tender cost estimates is sufficient to deliver the project.

Approvals were requested (subject to the completion of the purchase of the

site):

- (a) for the proposed project outline as set out in this report and permission to spend in relation to the construction and development of this scheme;
- (b) for the authority to enter into the Deed of Agreement with Sport England; and
- (c) to select a partner to manage the facility.

The meeting closed at 4:20pm

LEADER