

Please ask for: Steve Partridge

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5 December, 2018

Dear Councillor,

CABINET

4:00 PM ON THURSDAY, 13 DECEMBER, 2018

ESPERANCE ROOM, CIVIC CENTRE, CANNOCK

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,



T. McGovern,
Managing Director

To: Councillors:

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

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AGENDA

PART 1

1. Apologies

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

To declare any personal, pecuniary or disclosable pecuniary interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

3. Updates from Portfolio Leaders

To receive and consider oral updates (if any), from the Leader of the Council, the Deputy Leader, and Portfolio Leaders.

4. Minutes

To approve the Minutes of the meeting held on 8 November, 2018 (enclosed).

5. Forward Plan

Forward Plan of Decisions to be taken by the Cabinet: December 2018 to February 2019 (Item 5.1 – 5.3).

6. Recommendations from Scrutiny Committees

- (i) To consider the following recommendation from the Promoting Prosperity Scrutiny Committee made at its meeting held on 23 October, 2018, in respect of:

Outcome of Working Group to Review the Policy for the Commercial Use of the Highway (draft Minute No. 13)

“That Option C (the Council to provide advice and guidance) only be recommended to Cabinet and then Council.”

A copy of the related Briefing Note and accompanying documentation can be viewed via the following link:

www.cannockchasedc.gov.uk/council/meetings/agendas-reports-minutes/765/2018-10-23

- (ii) To consider the following recommendation from the Promoting Prosperity Scrutiny Committee held on 21 November, 2018, in respect of:

Briefing Note – Working Group to Review the Vulnerable Persons Decorating and Grass Cutting Scheme – Eligibility Criteria (Draft Minute No. 17)

“That the following amendments to the Internal Decorating Scheme be recommended for approval by Cabinet:

- (A) To reduce the offer to 1 room being decorated once every 5 years, thereby enabling all 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 the date 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.”

A copy of the related Briefing Note and accompanying documentation can be viewed via the following link:

www.cannockchasedc.gov.uk/council/meetings/agendas-reports-minutes/765/2018-11-21

7. Quarter 2 Performance Report 2018/19

Report of the Head of Governance and Corporate Services (Item 7.1 – 7.28).

8. Adoption of Statement of Community Involvement

Report of the Head of Economic Prosperity (Item 8.1 – 8.37).

9. Cannock Railway Station

Report of the Head of Economic Prosperity (Item 9.1 – 9.8).

10. Refurbishment and Improvement of Council Owned Car Parks

Report of the Head of Environment and Healthy Lifestyles (Item 10.1 – 10.4).

11. Replacement of Specialist Grounds Maintenance Machinery and Vehicles

Report of the Head of Environment and Healthy Lifestyles (Item 11.1 – 11.5).

12. Exclusion of the Public

The Leader to move:

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).

A G E N D A

PART 2

13. 20/24 Anson Street, Rugeley

Not for Publication Report of the Head of Economic Prosperity (Item 13.1 – 13.7).

This Report is confidential due to the inclusion of information relating to the financial or business affairs of any particular person (including the Council).

No representations have been received in respect of this matter.

14. Compulsory Purchase Order – 34 Hampton Street, Cannock

Not for Publication Report of the Head of Environment and Healthy Lifestyles (Item 14.1 – 14.6).

This Report is confidential due to the inclusion of information relating to the financial or business affairs of any particular person (including the Council).

No representations have been received in respect of this matter.

15. Debt Recovery

Not for Publication Report of the Head of Finance (Item 15.1 – 15.17).

This Report is confidential due to the inclusion of information relating to the financial or business affairs of any particular person (including the Council).

No representations have been received in respect of this matter.

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 8 NOVEMBER 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
Kraujalis, J.T.	Corporate Improvement Portfolio Leader
Bennett, C.	Crime and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Preece, J.P.T.L.	Environment Portfolio Leader
Martin, Mrs. C.E.	Health and Wellbeing Portfolio Leader
Pearson, A.R.	Housing Portfolio Leader
Todd, Mrs. D.M.	Town Centre Regeneration Portfolio Leader

59. Apologies

None.

60. 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.

61. Updates from Portfolio Leaders

Leader of the Council

Centenary Remembrance Day Services and Celebrations

The Leader reminded Members that there were a variety of Remembrance Day Parades, Services and events taking place across the District on Sunday, 11 November, marking 100 years since the end of the First World War.

Culture and Sport

Chase Leisure Centre Improvements

The Portfolio Leader advised Members that refurbishment and improvement works had begun at the Chase Leisure Centre. While Inspiring Healthy

Lifestyles would seek to keep disruption to a minimum; inevitably, there would be some impact on users.

Crime and Partnerships

Police Pension Fund

The Portfolio Leader advised that he had been keeping a watching brief on matters in relation to the Police Pension Fund. While this would not directly impact on the Council or its services, it was recognised that it might impact on Council Tax payers through the Police and Fire precept element of Council Tax.

Economic Development and Planning

Invitation to Attend Briefing on Future of Rugeley Power Station Site

The Portfolio Leader encouraged as many Members as possible to go along to the briefing on Monday 12 November, to which, currently, only, the relevant Ward Members from Cannock Chase Council and Lichfield District Council had been invited. The purpose of the briefing was to update Members on the demolition of the Power Station and future proposals for the site.

62. Minutes of Cabinet Meeting of 4 October, 2018

RESOLVED:

That the Minutes of the meeting held on 4 October, 2018, be approved as a correct record and signed.

63. Forward Plan

The Forward Plan of Decisions for the period November 2018 to January 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 November 2018 to January 2019 be noted.

64. Financial Plan 2018-19 to 2021-22

Consideration was given to the Report of the Deputy Managing Director (Item 6.1 – 6.20 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) It be noted no specific details exist in relation to the levels of funding the Council will receive from the Government with effect from 2020-21. The Financing element of the Financial Plan therefore represented this authority's interpretation of how funding regimes, yet to be finalised, will impact on existing forecasts, as compared to actual indicative funding levels provided by the Government.
- (B) Subject to decision (A):
 - (i) The Financial Plan 2018-19 to 2021-22 and the various scenarios that exist in relation to individual funding streams be noted.
 - (ii) The forecast outturn for 2018-19 be approved.

- (iii) The draft Capital Programme 2018-19 to 2021-22 be noted.
 - (iv) The General Fund working balance be set at a minimum of £1.0 million.
 - (v) The principles set out in the Council's Financial Plan and Budget Strategy be adopted in finalising the preparation of the 2019-20 budget.
- (C) The Financial Plan be updated as further details of the Government's proposed changes to its funding become available during the budget process.

Reasons for Decisions

The report set out the Council's forecast financial position for the next three years, incorporating anticipated spending pressures and savings already identified. Financial resources available to the Council over the three-year period were also set out. The Financial Plan reflected the Government's current Funding Regime as adjusted for proposals currently being considered in the design of the new Regime.

A great deal of uncertainty existed in relation to the future funding of local government. A 75% Business Rates Retention Scheme was planned for implementation in 2020-21, with the funding baseline determined by a 'Fair Funding Review' currently being determined. No specific details existed in relation to these changes and proposed settlements for the Council were not likely to be known until the autumn of 2019. In addition, the Government was proposing further changes to the New Homes Bonus (NHB) scheme and this remained a material risk in relation to the financial sustainability and resilience of the Council with the current financial plan being underpinned by £0.8 million per annum of such resources.

The Technical Consultation on the 2019-20 Local Government Settlement provided further assurances in relation to the forthcoming financial year. However, the NHB scheme was likely to see a change in the 'deadweight' allowance that would directly impact on 2019-20.

Potential scenarios in changes in funding had been developed to enable a Budget Strategy to be put in place. The Strategy was based upon an interpretation of the "issues" being evaluated as part of the design stage of the new regime. An interpretation of potential changes, adopting a middle-ground stance, was likely to result in:

- Deterioration of Business Rates following the reset of £0.7 million in 2020/21;
- A compensating increase in Business Rates from growth related to Mill Green;
- An ongoing reduction in NHB of £0.157 million in 2021-22. However, due to the material amounts involved in best/worst case scenarios, it was essential that prudent approach be adopted until further details became available.

In addition to the above, the revised opening of Mill Green from the spring to autumn 2020 would have a detrimental impact in 2020-21, but could be offset by a transfer from Working Balances.

The overall financial position was summarised in report paragraph 3.6.

The revised Financial Plan therefore provided the framework for the preparation of detailed budgets. Its principles and those detailed in the approved Budget Strategy, subject to approval, would be used to prepare both the Revenue Budget and Capital Programme for consideration by Cabinet in February 2019.

No material changes to the Budget Strategy arose with the impact of the shortfall in 2020-21 being pre-empted by the increase in Working Balances over recent years. The ongoing shortfall in 2021-22 was considered to be manageable within the existing strategy.

Key elements of the delivery of service budgets would be the maintenance of existing levels of service provision and, the implementation of actions as contained in the Corporate Plan. Due regard was also being taken to the emerging changes to services of partner organisations within Staffordshire.

A Staffordshire-wide Business Rates Pilot application had again been submitted. The application related to 2019-20 and the outcome was likely to be known in late November/early December of this year. No account had been made in the Financial Plan in relation to the financial impact of a successful application.

65. Strategic Risk Register

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 7.1 – 7.18 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The Strategic Risk Register be approved.
- (B) The progress made in the identification and management of the strategic risks be noted.

Reason for Decisions

All strategic risks and associated action plans had been reviewed and the Council's risk profile was summarised in the table at report paragraph 3.1

66. Local Plan Review Issues and Scope Consultation – Feedback and Next Steps

Consideration was given to the Report of the Head of Economic Prosperity (Item 8.1 – 8.22 of the Official Minutes of the Council).

RESOLVED:

That the following be noted:

- The feedback on the Cannock Chase Local Plan Review Issues and Scope consultation and the Sustainability Appraisal Scoping Report;
- The summary of the different consultation methods utilised as set out in Appendix A of the report;
- The next steps for taking forward the next stage of Local Plan preparation, including potential resource implications for the evidence base;
- The key changes arising from the new National Planning Policy Framework

as set out in the report;

- The implications for the plan process moving forward, including resourcing matters.

Reasons for Decision

The report provided feedback on the recent consultation on the first iteration of the new Local Plan for Cannock Chase District, which was produced following the decision to cease work on Local Plan Part 2 (Council, February 2018) and proceed with a review of the Local Plan as a whole given the amount of change in the planning system. The initial consultation related to an Issues and Scoping paper, and views were sought on the issues that the new Local Plan should address. Accompanying this, responses were also sought on the scoping report for the Sustainability Appraisal (SA), which had to be produced as a legal requirement to help shape the plan as it evolved.

The Issues and Scope consultation document was deliberately high level and broad to ensure that a wide range of matters could be considered before detail of the new plan was formulated. It also enabled those people who responded to the previous Local Plan (Part 2) consultation to see how their responses had been utilised as the new process began.

Consultation took place for an eight-week period beginning on 2 July 2018. The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), only required a six-week consultation period, however it was felt appropriate to extend this to eight weeks given that this was over the summer holiday period. Furthermore, the Council was legally only required to consult with three statutory consultees (Historic England, Natural England and the Environment Agency) regarding the SA scoping report. However, it was felt it would be prudent to publicly consult on this at the same time.

During the consultation period the Government launched the new National Planning Policy Framework (NPPF), which made a number of significant changes to the planning system and hence changed the context within which the Local Plan would need to be produced. The Local Plan consultation was able to pre-empt much of this change based on drafts previously produced by the Ministry for Housing, Communities and Local Government (MHCLG), as set out in the related 14 June 2018 Cabinet report. A short update had however been provided in this report.

Furthermore, under the Duty to Co-operate, the fourteen local authorities in the Greater Birmingham and Black Country Housing Market Area (GBBCHMA) were working together to address a significant housing shortfall and work was ongoing in relation to this.

67. Cannock Chase Community Infrastructure Levy (CIL) Financial Year Report and CIL Guidance for Parish and Town Councils

Consideration was given to the Report of the Head of Economic Prosperity (Item 9.1 – 9.19 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The Community Infrastructure Levy financial year report be noted.

- (B) The allocation of 5% of Community Infrastructure Levy funds received annually to administrative expenses be approved.
- (C) The publication of the 'Community Infrastructure Levy Guidance for Parish and Town Councils' be approved and that any minor updates required in the future (to reflect regulatory changes) be delegated to the Head of Economic Prosperity.

Reasons for Decisions

The Council approved the CIL Charging Schedule and the Regulation 123 List of infrastructure projects eligible to receive funding at its meeting on 14 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. It would partly replace funding previously obtained via Planning Obligations (S106 agreements and Unilateral Undertakings), which had become more limited in scope in relation to pooling of funds from five or more obligations as a result of the Community Infrastructure Levy Regulations 2010 (as amended) (the CIL Regulations).

The Council was legally required to produce a financial year report on CIL receipts and spend, in accordance with the CIL Regulations. This was the third financial report since the adoption of CIL and provided a summary of CIL receipts and expenditure for the 2017-18 financial year.

The CIL Regulations allowed CIL charging authorities to utilise up to 5% of their CIL receipts for administrative purposes. The report sought approval for this maximum 5% to be allocated each year in order to provide certainty of funding for CIL related administration.

The CIL Regulations required the Council to pass a proportion of CIL receipts received from developments within parish and town council areas to those relevant councils. As the rate of such transfers was increasing, it was considered appropriate to provide specific and publicly available guidance on the receipt, spending and monitoring of CIL monies.

68. Approval to Spend S106 Monies on Commission of an Open Space Assessment and Strategy

Consideration was given to the Report of the Head of Economic Prosperity (Item 10.1 – 10.6 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) S106 monies be allocated into the Council's budget to facilitate the commissioning of the Open Space Assessment and Strategy.
- (B) Expenditure of S106 monies held by the Council be authorised for the purpose of 'provision of and/or improvement of existing public open space, sport and recreation in the District' (S106 code Q229) on this work.

Reasons for Decisions

Improvements to the network of open spaces across the District need to be

informed by robust and up-to-date information consisting of the assessment of different types of open space, how well they were performing in terms of quantity, quality and accessibility, with a clear strategy for targeting investment not only in Council-owned spaces but in the wider network of provision. Access to a variety of good quality open spaces (including more formal parks and play areas, and other less formal types of open space, such as amenity greenspace and corridors, allotments, churchyards and cemeteries, canals, walkways and cycle-ways) contribute to improving peoples' sense of health and wellbeing, as well as ensuring that the District was an attractive place in which to live, work and invest.

Furthermore, the Council was in the process of preparing a new Local Plan, setting out a planning framework for the District looking forward over the next fifteen years. It would determine how much, and what kind of development was needed for the District, and where it should go. The Plan would include policy focussed on the delivery of infrastructure related to health and wellbeing, such as parks, recreation facilities and open spaces, as well as safeguarding a network of green spaces that enhance the built-up areas of the District and improve the community's accessibility to good quality open space.

An up-to-date evidence base was necessary to inform both the work of the Parks and Open Spaces service and as an essential piece of evidence to inform the emerging Local Plan. Work had already commenced on an Indoor and Outdoor Sports Facilities Assessment and Strategy. It was proposed to complement this work by commissioning work on remaining types of open space with a new Open Space Assessment and Strategy.

The most recent evidence was produced in 2009 and was a partial update to a 2005 study. Clearly, this was no longer fit for purpose, either in terms of informing future investment decisions of the Council, or in terms of being robust evidence for a Local Plan, for which evidence should be less than five years old at the time of examination. The intention of the Assessment therefore was to update the Council's existing evidence base on open space needs and provision, and to guide the development of strategy to deliver on the Council's aspirations and opportunities for a high quality network of open spaces across the District.

The provision of high quality parks and other open spaces was essential to achieving much of the Council's crosscutting agenda including crime reduction, healthy communities and natural resource management as they deliver a range of social, economic and environmental benefits. The Assessment would inform the preparation of planning policies (including local standards for quantity, quality and accessibility, and developer contributions), site allocations and area designations within the new Local Plan. It would provide a strategic direction for the management and improvement of parks and open spaces and the development/enhancement of existing/new space.

As a result of the Council's existing policy of requiring S106 developer contributions in conjunction with development, funds amounting to £45,507 for the purpose of 'provision of and/or improvement of existing public open space, sport and recreation in the District' were currently held in the Council's reserves. It was therefore proposed to expend these funds on the preparation of a new Open Space Assessment and Strategy, in order to provide up-to-date evidence to ensure that improvements were achieved in the most appropriate manner.

69. Cannock Town Centre Management Partnership

Consideration was given to the Report of the Head of Economic Prosperity (Item 11.1 – 11.22 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The facilitation of a new Unincorporated Association be authorised, initially as a separate partnership entity in order to handle all affairs of the Cannock Town Centre Partnership and its members. The name of the Unincorporated Association to be determined by the Cannock Town Centre Partnership when establishing governance and appropriate representation as detailed in report section 5.5 at its inaugural meeting scheduled to take place in November 2018. The Unincorporated Association would need to decide its future structure.
- (B) The Head of Economic Prosperity be authorised, in consultation with the Head of Legal Services and the Head of Finance to setup and enter into all necessary agreements, in order for the Cannock Town Centre Partnership to be established and operated appropriately.
- (C) The Town Centre Regeneration Portfolio Leader be the Council's sole nominated representative to sit on the Cannock Town Centre Partnership Board once formally established and operating.
- (D) Existing Council staff time and financial S106 monies be used where appropriate and applicable (held by the Council) to operate, and support the operation and activities of the Cannock Town Centre Partnership. This support would be necessary until such time (circa two years) as the Unincorporated Association was properly established, working effectively and the Partnership became financially sustainable in its own right. The Unincorporated Association company structure may also need to be reviewed in light of the sustainability strategy.

Reasons for Decisions

Research had been carried out by the newly appointed Town Centre Partnership Officer (TCPO) on a variety of Town Centre Partnerships (TCPs) operating across the country. This research included considering best practice advice from the Association of Town Centre Managers and the Government guide for Town Centre Managers. Informal consultation was also carried out with the Council's contracted business start up adviser "Blue Orchid", was undertaken. This advice helped to recommend the best governance and management arrangements for operating the new TCP.

It was recommended that the most suitable operating model for the proposed new Cannock TCP (CTCP) was to operate as a Unincorporated Association (UA). Guidelines for management of a TCP reinforced the importance of appropriate governance arrangements being in place from the outset of forming a TCP. This was useful for independence, transparency and accountability of activities carried out by the TCP.

The UA recommended for the CTCP would operate as an informal partnership but must have a constitution in place to aid management and governance arrangements. A draft constitution was provided at Appendix 3 of the report.

The CTCP would be an agreement between a group of individuals who come together for a reason other than to make a profit. An informal structure helped share responsibilities amongst its members, but ultimately, the Council would remain the legal body accountable for the CTCP.

The UA and constitution needed to be shaped and adopted by the TCP and both were capable of adaption if the Partnership decided these arrangements were not what they wished to operate under. As part of any adopted constitution, the formation of a Partnership Board was essential to a TCP with ideally separate financial accounting arrangements in place for the management of the affairs of the CTCP and the UA.

The CTCP may choose to change its legal structure to be 'Incorporated' in the fullness of time (when Directors were in place) to allow full independence from the Council for its operation, and to directly receive grant funding from third parties as opposed to via the Council.

Good practice recommended the creation of separate accounts for financial affairs of a TCP. This was to enable any income from events, sponsorship and donations to be properly accounted for and would aid transparency. The Council, along with the TCPO, would manage the budget on a day-to-day basis and Finance would need to provide quarterly accounts and end-of-year statements.

Cabinet, in February 2012, approved the development of a protocol and process for use and expenditure of S106 monies in town centres, held by the Council. It was anticipated that once formed, the CTCP would be utilising these funds to support activities of the new partnership. The current S106 balance immediately accessible for supporting Cannock town centre activities was £16,285. Further S106 funding was payable by the developers of the McArthurGlen Designer Outlet Cannock (MGDO) in two instalments, i.e. £50,000 twelve months from the commencement of development, and a further payment of £50,000 twelve months later. Cabinet, in January 2018, approved permission to spend for S106 monies linked to the planning obligations of the MGDO.

The CTCP would need to apply for use of S106 funds via the approved protocol and application process agreed by Cabinet in February 2012. This process safeguarded use of the monies, and the Council could check compliance in accordance with the original intended purposes as defined in the S106 agreement.

Transition from the existing Cannock Traders' Association (CTA) arrangement to the new CTCP would be essential to avoid confusion of branding and to stimulate enthusiasm, participation and involvement with more traders in the town centre. The CTA's role had diminished over time and currently operated with just two members. Transition would include cessation of any further financial payments to the CTA, anticipated from January 2019. The Council had previously funded public liability insurance, first-aid coverage at events and one-off modest financial contributions to support events taking place in the town centre (excluding Christmas lights, which the Council took the decision in December 2016 to no longer support).

The CTCP must be established as soon as practicable given construction of the MGDO had now commenced on site. The Council aspired to encourage linked trips by visitors to the MGDO into the town centre. A shuttle bus would operate to give a physical connection to the two destinations, along with joint promotional

activities for the two destinations in the future. MGDO was due to open in 2020.

Consultations with stakeholders, including businesses in Cannock town centre, demonstrated support for setting up the new CTCP. The timing and appetite for underpinning the identity and role of Cannock town centre remained a key priority of the Council.

Facilitating sustainability of the CTCP was going to be critical in the long-term. Therefore, option for the future may need to consider the introduction of an annual subscription fee to be a CTCP member (fees linked to the size and type of business). However, before considering such a response, the CTCP must establish a proven track record of delivery. The success of the CTCP would determine how likely members were to pay a subscription charge for being part of the Partnership in the future. There was a need to give further consideration to other income generating activities that may include exploring a Business Improvement District (BID) for Cannock town centre.

The TCPO role was a Council appointed post, funded on a two-year, fixed-term basis. Reporting responsibility and supervision was through the Council's Economic Development Manager. It was recognised that the TCPO would directly be resourcing delivery of activities of the new CTCP in a supportive manner.

The CTCP would bring together businesses, traders and potentially the MGDO to build a thriving community that attracted visitors to the town centre. Some challenging personalities were active in the town centre and managing these individuals, their interests and creating an inclusive and transparent basis of working would be very important to gaining the support of all in the new CTCP.

70. Housing Services Annual Report 2017/18

Consideration was given to the Report of the Head of Housing and Partnerships (Item 12.1 – 12.16).

RESOLVED:

That:

- (A) The draft 2017-18 Housing Services Annual Report be agreed for circulation to all the Council's tenants.
- (B) If required, the Head of Housing and Partnerships, following consultation with the Housing Portfolio Leader, be authorised to make amendments to the draft 2017-18 Housing Services Annual Report prior to circulation.

Reasons for Decisions

The Council was required to publish the 2017-18 Annual Housing Report as set out in the Regulatory Standards by Homes England.

The Annual Report must be circulated to all tenants and this would be achieved as part of the autumn edition of 'Hometalk'.

71. Housing Green Paper – 'A New Deal for Social Housing'

Consideration was given to the Report of the Head of Housing and Partnerships (Item 13.1 – 13.38 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The proposals and implication of the Housing Green Paper 'A new deal for social housing', be noted.
- (B) The response to the Ministry of Housing, Communities and Local Government's consultation questions regarding the Housing Green Paper, 'A New Deal for Social Housing', as set out in Appendix 2 of the report and agreed by the Housing Portfolio Leader, be noted and endorsed.
- (C) As the Council needed to submit its consultation paper by 6 November 2018, call-in procedures in relation to decision (B), above, shall not apply.
- (D) If required, the Head of Housing and Partnerships, following consultation with the Housing Portfolio Leader, be granted retrospective authorisation to make amendments to the consultation document prior to its submission on 6 November, 2018.

Reasons for Decisions

The Ministry of Housing, Communities and Local Government (MHCLG) published a Housing Green Paper that proposed 'a rebalancing of the relationship between residents and landlords'. The consultation was open to everyone to gather evidence and sought views on the proposals contained within the document.

A response to the consultation questions was submitted to the MHCLG following consultation with the Housing Portfolio Leader, and was attached as Appendix 2 to the report. Views on the consultation paper needed to be received by 6 November, 2018, and as a result, it was proposed that call-in procedures in relation to this should not apply.

72. Participation in an OFGEM Approved 'Sandbox' Trial to Optimise the Usage of Existing Solar PV Energy Installations

Consideration was given to the Report of the Head of Housing and Partnerships (Item 14.1 – 14.7 + Not for Publication Appendix 2 (Item 14.8) of the Official Minutes of the Council).

RESOLVED:

That:

- (A) Approval for participation in the trial be granted.
- (B) The Head of Housing and Partnerships be authorised to agree on the conditions of the trial with Green Energy Networks Ltd. and Chase Community Solar.
- (C) The list of properties to be included in the trial would be restricted to Council owned properties agreed by the Head of Housing and Partnerships, and would be determined on the basis of their suitability for inclusion in the project.

Reasons for Decisions

The project would assist with the development of new energy efficient technology to help reduce reliance on fossil fuels.

Information was provided on how energy generated from Solar Photo Voltaic (PV) Panels could be more efficiently utilised and education would be provided to the Cannock Chase Council tenants on how to more efficiently use their Solar PV installation.

This was a community project and if successful had the potential to reduce fuel poverty on a wider scale.

The properties identified to participate in this trial were referenced in the Not for Publication Appendix 2 of the report.

73. 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 8 NOVEMBER 2018 AT 4:00 P.M.

IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 2

74. Cannock Chase Engineering Academy

Consideration was given to the Not for Publication Report of the Head of Economic Prosperity (Item 16.1 –16.35 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) Approval and permission to spend a £500,000 capital allocation from the District Investment Fund in 2018/19 be given to allow for the purchase of state-of-the-art engineering equipment in the new Cannock Chase Engineering Academy. These monies were for capital equipment purchases only for the proposed new Cannock Chase Engineering Academy as part of a larger project and investment taking place and were intended to complement other funding secured by South Staffordshire College as part of the Cannock Chase Skills and Innovation Hub. The monies would be issued to South Staffordshire College as a non-recoverable grant, however there would be a number of grant conditions as detailed in report paragraphs 5.12 and 5.13 to protect the Council's investment.
- (B) The Head of Economic Prosperity and Head of Legal Services, in consultation with the Economic Development & Planning Portfolio Leader and the Town Centre Regeneration Portfolio Leader, be authorised to work in partnership with South Staffordshire College to implement and carry out any said actions to be able to equip and established the proposed Cannock Chase Engineering Academy. This delegated authority would extend to setting up and entering into all necessary agreement to deliver the project.

Reasons for Decisions

The District Need Analysis 2018 identified that there was a need to increase higher-level skills in the District. This was an issue generally for the District, but also more specifically linked to potential future growth sectors (including the engineering sector). Cannock Chase was currently below the national average regarding residents' attainment of NVQ level 4 and above.

It was necessary to make investment now in order to better equip our residents with the skills needed to be able to secure higher-level (better-paid) skilled positions within the District. The Council taking direct action to aid local delivery

of higher-level skills provision meant individual residents would have the opportunity to increase their economic prospects and prosperity. Wage rates would be pushed upwards by making such an intervention and could even be helpful in retaining the small number of highly skilled people within the District itself, and reduce 'out-commuting'. Taking action to increase the supply of local skilled workers would increase the opportunity to attract high-value inward investment into the District or retain local companies that wished to grow.

It had long been recognised by local employers that there was a skills gap provision aligned to the engineering sector. The Council had an opportunity through the Cannock Chase Engineering Academy (CCEA) to invest directly in the skills supply chain. State-of-the-art facilities were currently very limited locally and emerging technologies needed to feature in any curriculum delivery to make the courses relevant and therefore beneficial for engineering companies to access.

In response to this local need, opportunities for attracting in further public sector funding had emerged, and the urgency for investing in skills had been prioritised more highly by Local Enterprise Partnerships (LEPs) and other key stakeholders. A successful bid for £500,000 was made by the Council and South Staffordshire College (SSC) to the Stoke-on-Trent and Staffordshire LEP (SSLEP). This was on the basis of match funding being made by the Council.

The total funding package, if all monies were secured as planned from partners, would see a capital project of £1.5 million. All monies would be invested in purchasing new state-of-the-art equipment for the CCEA. All grant agreements would be with SSC direct and the funder, and not through the Council. All revenue, including teaching/delivery costs were the responsibility of SSC, and not the Council. Any external funding awarded to the project would be granted to SSC as the accountable body for the project. Therefore, risks associated with non-performance and clawback rested with SSC and not the Council.

The £500,000 sought from the Council would be a one-off, non-refundable, capital contribution/investment. Reducing the level of Council investment would also reduce the skills being delivered. This would subsequently threaten the higher-level skills or the state-of-the-art technology that local engineering companies desperately need and want. The CCEA would only be able to deliver BTEC awards and certificate in Engineering at basic to advance levels. However, it would lack the necessary infrastructure to deliver BTEC Level Higher National Diplomas in Engineering at levels 4 and 5, or the Higher Level Apprenticeship in Advanced Manufacturing. It was of vital importance that the CCEA was not merely limited to basic engineering skills but allowed for higher qualification delivery models to meet local industry demands.

75. Request for Flexible Retirement

Consideration was given to the Not for Publication Report of the Head of Governance and Corporate Services (Item 17.1 – 17.3 of the Official Minutes of the Council).

RESOLVED:

That the payment of actuarial strain resulting from the flexible retirement of employee number 204114 be agreed.

Reasons for Decision

A request for flexible retirement was received from an employee within Governance and Corporate Services to reduce their full-time working hours to 22.20 hours per week effective from 1 January, 2019.

It was considered that the loss of the remaining 14.8 hours per week could be absorbed within the service with no significant reduction in core service provision. As a result, and subject to Cabinet approval for the payment of the resultant actuarial strain, it was proposed that the request be granted.

The meeting closed at 4:40 p.m.

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FORWARD PLAN OF DECISIONS TO BE TAKEN BY THE CABINET: DECEMBER 2018 – FEBRUARY 2019

For Cannock Chase Council, a key decision is as an Executive decision that is likely to:

- Result in the Council incurring expenditure or making savings at or above a threshold of 0.5% of the gross turnover of the Council.
- Affect communities living or working in two or more Council Wards.

Further information about key decisions and the Forward Plan can be found in Sections 10 and 28 of the Council's Constitution.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item c/o Democratic Services, Cannock Chase Council, Civic Centre, PO Box 28, Beecroft Road, Cannock, Staffordshire, WS11 1BG or via email at membersservices@cannockchasedc.gov.uk

Copies of non-confidential items will be published on the Council's website 5 clear working days prior to the relevant meeting date.

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Quarter 2 Performance Report 2018/19	Head of Governance and Corporate Services / Corporate Improvement Portfolio Leader	13/12/18	No	No		
Adoption of Statement of Community Involvement	Head of Economic Prosperity / Economic Development and Planning Portfolio Leader	13/12/18	Yes	No		
Cannock Railway Station	Head of Economic Prosperity / Economic Development and Planning Portfolio Leader	13/12/18	No	No		
Refurbishment and Improvement of Council Owned Car Parks	Head of Environment and Healthy Lifestyles / Environment Portfolio Leader	13/12/18	Yes	No		
Replacement of Specialist Grounds Maintenance Machinery and Vehicles	Head of Environment and Healthy Lifestyles / Culture and Sport Portfolio Leader	13/12/18	No	No		
20/24 Anson Street, Rugeley	Head of Economic Prosperity / Town Centre Regeneration Portfolio Leader	13/12/18	No	Yes	The report contains information relating to the financial or business affairs of any particular person (including the Council).	

ITEM NO. 5.2

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Compulsory Purchase Order – 34 Hampton Street, Cannock	Head of Environment and Healthy Lifestyles / Environment Portfolio Leader and Housing Portfolio Leader	13/12/18	No	Yes	The report contains information relating to the financial or business affairs of any particular person (including the Council).	
Debt Recovery	Head of Finance / Health and Wellbeing Portfolio Leader	13/12/18	No	Yes	The report contains information relating to the financial or business affairs of any particular person (including the Council).	
General Fund Revenue Budget and Capital Programme 2018/19 to 2021/22	Head of Finance / Leader of the Council	07/02/18	No	No		
Housing Revenue Account Budgets 2018/19 to 2021/22	Head Finance and Head of Housing & Partnerships / Housing Portfolio Leader	07/02/18	No	No		
Housing Revenue Account Capital Programme 2018/19 to 2023-24	Head Finance and Head of Housing & Partnerships / Housing Portfolio Leader	07/02/18	No	No		
Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2019/20	Head of Finance / Leader of the Council	07/02/18	No	No		
Tourism Review & Update	Head of Economic Prosperity / Economic Development and Planning Portfolio Leader	07/02/19	Yes	No		
Church Street Rugeley, Conservation Area; Talbot Street/Lichfield Street Conservation Area: and Trent & Mersey Canal Conservation Area: Draft Appraisals and Draft Management Plans Consultation Feedback	Head of Economic Prosperity / Economic Development and Planning Portfolio Leader	07/02/19	No	No		

ITEM NO. 5.3

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Local Plan Issues and Options Paper	Head of Economic Prosperity / Economic Development and Planning Portfolio Leader	07/02/19	No	No		
Cannock Town Centre Redevelopment	Head of Economic Prosperity / Town Centre Regeneration Portfolio Leader	07/02/19	Yes	Yes	The report contains information relating to the financial or business affairs of any particular person (including the Council).	

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Report of:	Head of Governance and Corporate Services
Contact Officer:	Adrian Marklew
Telephone No:	01543 464 598
Portfolio Leader	Corporate Improvement
Key Decision:	No
Report Track:	Cabinet: 13/12/18

CABINET
13 DECEMBER 2018
QUARTER 2 PERFORMANCE REPORT 2018/19

1 Purpose of Report

- 1.1 To advise Members on the position at the end of Quarter 2 for 2018/19, in respect of the Priority Outcomes as set out in the Corporate Plan 2018-23 and the supporting Priority Delivery Plans (PDPs) for 2018/19.

2 Recommendations

- 2.1 To note the performance information relating to PDPs as detailed at Appendices 1-4.
- 2.2 To consider the actions which have been flagged as requiring amendment to the timescale, scope or timeline.

3 Key Issues and Reasons for Recommendation





- 3.1 Information for performance actions and indicators for Quarter 2 2018/19 is included for relevant items in Appendices 1 to 4. The overall rankings for each Portfolio area are detailed in Section 5 below, indicating that 64.3% of actions/projects have been achieved or are on target to be achieved.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) The indicators and actions contribute individually to the Council's Strategic Objectives as set out in the Corporate Plan 2018-23.

5 Report Detail

- 5.1 The Council’s Corporate Plan 2018-23 was approved by Cabinet on 19 April 2018, superseding the previous Corporate Plan for 2015-18 and setting out the revised mission, priorities and strategic objectives of Cannock Chase District Council for the next five years.
- 5.2 The supporting Priority Delivery Plans (PDPs) are the annual documents that set out how the Council will achieve progress against its strategic objectives; these plans establish the actions, performance measures and timetables for delivery that are the basis of the Council’s quarterly and annual performance reporting framework.
- 5.3 The Lead Officers for each of the projects/actions have provided a commentary on performance and a rating and these are included in Appendices 1-4. A summary of progress, by rating, is given in the table at 5.6. The projects/actions are rated according to the system illustrated below. At the end of Quarter 2 good progress has been made in the delivery of projects/actions with 64.3% delivered or on target to be achieved. Work is in progress on 35.7% of actions, albeit they are behind schedule.
- 5.4 The Lead Officers have also provided data for performance indicators relating to each objective. It has been specified in the tables how frequently this information will be reported for each indicator (annually or quarterly). An assessment as to whether targets have been achieved will be made at the end of the year. These indicators can be found in the PDPs under the heading for each objective.
- 5.5

	PROJECTS/ACTIONS				
					No Rating
	Milestone completed	Milestone on target	Milestone/ Timeline/ scope/target date requires attention.	Project aborted/ closed	No rating provided/ action not due
Corporate	2 28.6%	1 14.3%	4 57.1%	0 0%	0 0%
Improving Community Wellbeing – Health and Culture and Sport	6 66.7%	0 0%	3 33.3%	0 0%	0 0%

Improving Community Wellbeing – Environment, Partnerships and Community Safety	8 66.6%	2 16.7%	2 16.7%	0 0%	0 0%
Promoting Prosperity	5 35.7%	3 21.4%	6 42.9%	0 0%	0 0%
TOTAL	21 50%	6 14.3%	15 35.7%	0 0%	0 0%

6 Implications

6.1 Financial

There are no direct financial implications arising from the report.

The financial management of the PDPs is standard in accordance with Financial Regulations and any measure to address a performance shortfall as reflected in a PDP report will require compensatory savings to be identified in the current year and be referred to the budget process for additional resources in future years.

6.2 Legal

None.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

Direct actions which the Council is taking with regard to Section 17 (Crime Prevention) are detailed in the annexed PDP performance reports.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

The strategic risks relating to the delivery of the Corporate Plan and PDPs have been identified and are included in the Strategic Risk Register, which is

monitored and managed by Leadership Team and is reported to the Audit & Governance Committee.

6.8 **Equality & Diversity**

The Performance Reporting process by which the actions and indicators established by the Council to achieve its Priority Outcomes has been the subject of an Equality Impact Assessment, and in conclusion most considerations within the assessment are not applicable. However those items that have been identified as relevant are considered to be of neutral impact, and therefore the outcome of the assessment is that no change to the process is required.

6.9 **Best Value**

The Council's Corporate Plan 2018-2023 and the Priority Delivery Plans 2018/19 include targeted actions, which will contribute to promoting community engagement and Best Value within the District.

7 Appendices to the Report

- Appendix 1: Performance information for the Promoting Prosperity Delivery Plan
- Appendix 2: Performance information for the Improving Community Wellbeing – Health and Culture and Sport Delivery Plan
- Appendix 3: Performance information for the Improving Community Wellbeing – Environment, Partnerships and Community Safety Delivery Plan
- Appendix 4: Performance information for the Corporate Delivery Plan

Previous Consideration

None.





Background Papers

Corporate Plan and Priority Delivery Plans 2018/23 Report to Cabinet, 19 April 2018

Corporate Priority Delivery Plan 2017/18 Report to Cabinet, 14 June 2018

Performance Reporting Process Equality Impact Assessment, July 2012

Quarter 2 2018/19 Promoting Prosperity PDP Performance Update


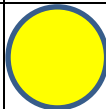
Overall Performance				
				Not rated
Milestone completed	Milestone on target	Milestone/Timeline/scope/target date requires attention.	Project aborted/closed	Milestone not rated
5	3	6	0	0
35.7%	21.4%	42.9%	0%	0%


Performance Indicators							
Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Establishing Mill Green Designer Outlet Village as a major visitor attraction and maximise the benefits it will bring to the District							
Number of local jobs created: a) Construction	Q	0	TBC. Waiting for contractor to agree.				
Increase the skill levels of residents and the amount of higher skilled jobs in the District							
Increase in qualifications at NVQ Level 3/4	A	NVQ3 – 47.2%	Aim to increase levels year on year				
	A	NVQ4 – 25.4% (2016)	Aim to increase levels year on year				
Create strong and diverse town centres to attract additional customers and visitors							
Town Centre Vacancy Rates	Q	Cannock 9%	Aim to keep below national rate of 12%	11.9%	9.5%		
	Q	Rugeley 4.3%		5.6%	6.3%		
	Q	Hednesford 3.3%		2.2%	5.4 %		
Increase access to employment opportunities							
Employment Levels	Q	Employment rate 77.9%	Aim to keep above West Midlands rate 72%	78.7% WM 72.7%	77.8% WM 72.8%		
Unemployment Levels (JSA)	Q	Unemployment rate 0.7%	Aim to keep below West Midlands rate 1.5%	1.0% WM 1.4%	1% WM 1.2%		





Performance Indicators							
Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Create a positive environment in which businesses in the District can thrive							
Number of Growth Hub enquiries from Cannock Chase businesses	A	GBSLEP (hub) – 58	60				
	A	SSLEP (hub and landline) 280	300				
Total number of net new dwellings completed.	A	372 net dwellings completed (2016/17)	Average of 241 dwellings per annum				
Increase housing choice							
Number of additional units delivered (Council Housing)	Q	35	28	14	3		
Number of additional units (Affordable Housing)	Q	155 *cumulative total of 190	82 * cumulative target is 110	42 * cumulative affordable homes total Q1 = 56			


Projects and Actions


Establishing Mill Green Designer Outlet Village as a major visitor attraction and maximise the benefits it will bring to the District								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
Implement all associated Mill Green S106 planning obligations	Employ Town Centre Officer and Support Town Centre Initiatives	Recruit Town Centre Officer position	Achieved – in post from 4.6.18	✓				
		Establish stakeholder interest in new Town Centre Partnership.	Initial consultation complete with results being positive. Will look to hold first meeting Nov/Dec 18.		●	X		
		Cabinet report to confirm structure of partnership					X	
		Formal establishment of Board and wider partnership.	Formal establishment will happen post Cabinet approval in Qtr 4 2018. However, key Board members already identified.		●			X
	Establish Employment and Skills Plan and Retail Skills Academy Agreement	Selection of college provider made.	Achieved – Walsall College	✓				
		Agreements signed with all parties.			✓			
		Monitoring established with construction contractors						X
		Local recruitment and training commenced.						X
	Improvements to Cannock Railway Station	Abellio Platform extensions – Dec 18.					X	
		Masterplan production including feasibility assessment						X

Increase the skills levels of residents and the amount of higher skilled jobs in the District							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Work pro-actively with partners to increase skill levels and access to higher skilled jobs in the District	Work with partners to establish retail skills academy	Agree provider for Retail Academy	Achieved – Walsall College				
		Agree Retail course content and promote to recruit local employees					X
		Commence delivery of Retail Academy courses.	Ahead of profile looking to commence late 2018/2019- date revised (originally 2019-20)				X
	Work with partners to establish engineering skills academy	Scope and develop a proposal for an Engineering Skills Academy	Scope & proposal produced. Bidding currently in progress to attract external funding.				X



Create strong and diverse town centres to attract additional customers and visitors							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Provide a strategic view on the future requirements of the District in relation to the changes in retail, leisure and residential requirements of the Town Centres and how the benefits of Mill Green Designer Outlet Village can be captured	Produce strategic plans for Cannock and Rugeley Town Centres	Cannock Town Centre Prospectus Produced by December 2018	Procurement for phase 2 currently taking place re: Cannock. Final document to be produced by Spring 2019. Rugeley plan linked to Local plan review process now taking place.				X







Increase access to employment opportunities							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Engage with LEPs, the business community, West Midlands Combined Authority and national bodies to secure investment in the District	Employment Pilot Project in Cannock North area. This tackles unemployment and low pay in local communities.	Procurement carried out to select preferred provider.	Walsall College awarded contract				
		Delivery commenced – June 2018.					
		Promotion and referral of clients.					X
	In conjunction with partners embed local delivery of skills hub. This targets unemployed and employed skill needs.	ERDF/ESF funding secured to roll out skill hubs in both LEP areas.	EU funding approvals delayed affecting project roll out/delivery. Waiting for Dec call to resubmit bids.				
		Promotion of skills hubs commenced and referral of clients begun.	Delayed – as per the comment above				X

Create a positive environment in which businesses in the District can thrive							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Develop a new Economic Prosperity strategy. This will also consider the benefits that can be gained from Mill Green Designer Outlet Village	Produce a local Economic Prosperity Strategy	Scope out content required and agree timeline for production.	Early work has been undertaken to identify approach to developing strategy and likely inputs.				
		Draft content and commence consultation process.					X

Ensure there is an adequate supply of land for housing and employment	Production of the new Local Plan and associated Supplementary Planning Documents	As set out in the Local Development Scheme. Initial consultation Summer 2018	Issues and Scope Consultation completed; report to Cabinet in November.				
		Issues and Options consultation February 2019					X
	Undertake Housing Needs Survey	Produce updated housing needs assessment. December 2018				X	





Commencement of the regeneration of Rugeley power Station

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
The Council will work with private and public bodies to maximise the regeneration of the 139 hectare Rugeley Power Station site	In conjunction with Lichfield DC to develop, consult and approve Supplementary Planning document setting out the strategic uses of the site together with monitoring of progress on delivery of the development site.	Complete production of the SPD	SPD fully approved by both Councils				
		Commencement of demolition	Planning application received currently being processed. Revised target required- report on progress in Q3.			X	

Increase housing choice								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
The Council will invest £12.6m to provide additional affordable homes across the district	Develop options appraisal to deliver additional Council housing	Create long list of potential development sites	Long list of potential sites produced.					
		Assessment and short list of preferred sites.	Assessment identified that insufficient sites to create shortlist. Further investigations required.					
		Consultation with Planning / Highways etc					X	
		Final selection of sites to progress / project brief						X
	Complete garage site and other Council Owned Land Development Schemes	Completion of Coulthwaite Way and Woodland Close	Both sites completed April/May.					
		Completion of Speedy Close, Cornhill and Petersfield	Three sites completed. Speedy Close and Petersfield in June and Cornhill in August.					
		Completion of Wood View, George Brealey, Cannock Wood St and Brunswick Road –programme completion					X	
Rationalisation of Hawks Green Depot site for potential housing	Hawks Green Depot Review	Receive outcome of funding bid to Homes England	Funding bid insufficient to progress site alternative bids being investigated- revise targets.					
		Consultation with Planning	Funding bid insufficient to progress site alternative bids being investigated.					
		Development of Project Brief if bid successful					X	
		Tender preparation						X




Appendix 2

Quarter 2 2018/19 Improving Community Wellbeing PDP (Health, Culture and Sport) Performance Update


Overall Performance				
				Not rated
Milestone completed	Milestone on target	Milestone/timeline/scope/target date requires attention.	Project aborted/closed.	Milestone not rated
6	0	3	0	0
66.7%	0%	33.3%	0%	0%

Performance Indicators							
Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Total number of people using all of our facilities	Q	952,884	959,754	266,298	262,150		
Take up for the inclusive cycling pilot scheme	Q	N/A	TBC		Scheme only started in September – no data yet available		

Projects and Actions





Opportunities for healthy and active lifestyles								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
To provide a range of culture and leisure facilities that are accessible for everyone (all ages and abilities)	Development of new facilities at Chase Leisure Centre	Design Development Procurement	Outline designs and procurement approach determined. Legal documentation on track to be signed during Quarter 2					
		Contract Award and mobilisation	Report drafted in Q2 and on track for Cabinet on 4 th October revising guarantor arrangements with IHL			X		
		Phase 1 – Bowling Green conversion to studio	Phase 1 deferred until Cabinet decision in October			X		
		Phase 2 – Temporary gym formation					X	
		Phase 3 – Gym Refurbishment					X	
		Phase 4 – Studio refurbishment						X

Opportunities for healthy and active lifestyles								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
	Continue with development of facilities at the Community Sport and Recreation Hub at the Stadium	Complete Phase 1 Works	The majority of works within Phase 1 have been completed with the exception of the entrance and fencing and CCTV connections		✓			
		Complete Gates and Fencing	Entrance gates and Fencing Completed in September		✓			
		Official Opening	Opening held on 19 th September		✓			
	Develop the ATP at Rugeley Leisure centre to full size	Investigate funding opportunities to support the development of the ATP				X		
Work with out leisure partners to facilitate initiatives and projects to encourage people to participate in healthy activities	Deliver Inclusive cycling scheme pilot at the Stadium with IHL	Set up Infrastructure and container on site	Container delivered to site in September.		✓			
		Commence cycling programmes				X		
	Commission a review to understand why people don't participate in healthy activities and how we can encourage them to do so	Explore the options to undertake this review					X	
	Produce Playing Pitch, Indoor and Outdoor facilities strategy and Open Space Strategy	Gather supply and demand information for Winter and Summer sports	Information gathered for winter and Summer Sports			✓		
		Assess Information and Finalise Assessment Report	Draft information produced and final assessments being validated			✓		
		Develop and Finalise Strategy					X	

Opportunities for healthy and active lifestyles							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
With partners we will encourage and support residents in taking responsibility for their food choices and dietary behaviours	Develop a strategy to make it easier for residents to make healthy food choices when eating out and when buying, cooking and eating food at home	Identify Project Team, key partners and Produce PID for sign off;	Project team meeting scheduled 8 October. PID to be produced by end of October			X	
		Using current research, best practice and local insight, identify key settings and potential areas of influence;					X

Appendix 3

Quarter 2 2018/19 Improving Community Wellbeing PDP (Environment, Partnerships and Community Safety)
Performance Update


Overall Performance				
				Not rated
Milestone completed	Milestone on target	Milestone/Timeline/scope/target date requires attention.	Project aborted/closed	Milestone not rated
8	2	2	0	0
66.6%	16.7%	16.7%	0%	0%


Performance Indicators							
Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Sustaining safe and secure communities							
Number of good news stories/ case studies	A		4				
Number of ASB complaints dealt with via the Community Safety Hub	Q	85		20	27		
Number of CCTV case reviews provided to Staffordshire Police	Q	340		101	99		
Support vulnerable people							
Increased number of referrals to the Community Safety Hub	A	189 Cases					
Number of tenancies sustained (No. of cases (council tenancies) completed with sustainment outcomes)	Q	34	38	16	28 (cumulative, 12 in Q2)		
Following implementation of Housing Reduction Act (HRA) % of Main duty Homelessness cases accepted as homeless	Q	N/A		0% (All cases dealt with at prevention or relief stage, none progressed to main duty in Q1)	1.22% (Only 3 cases progressed to full duty from 82, two of which were intentional homeless, so 1/82)		
Number of referrals to support agencies from the Community Safety Hub	Q			A process is being established to capture this data			
Number of new universal credit claimants within the period	Q	531	N/A	117	124		
Number of Discretionary Housing Payments awards	Q	141 cases Value – £84,171.24	Government allocation £172,583	104 cases Value – £22,623.05	112 cases Value – £9,005.95		





Promoting attractive and healthy environments							
Retain 6 Green Flags	A	6	6		6		
Number of fly tipping incidents	Q	470		102	132		

Projects and Actions

Sustaining safe and secure communities							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Manage residents perception of fear of crime and anti social behaviour	Publish and promote positive good news stories and case studies	Identify & Promote One Good News Story	Purse Bells Campaign to safeguard vulnerable residents due to an increase in purse thefts in the town centre - press release issued. A number of arrests were made.				
		Identify & Promote One Case Study	Community Safety Partnership clears wooded area due to level of ASB and drug-related detritus discovered during site visits.				
		Publish Anti Social Behaviour Policy				X	
		Publish Community Safety Hub Referral Data					X
CCTV to deter crime and support the police in prosecutions	Upgrading CCTV technology	Project Team Set Up – Consider recommendations from CCTV Audit Report	Permission to spend report approved Cabinet Oct 4 th 2018. Project Team meeting 15.10.18				
		Project Plan Developed & Procurement of Specialist Provider				X	
		Award Contract to Specialist Provider					X


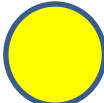


Sustaining safe and secure communities							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
We will work with partners to ensure our licensing compliance and enforcement strategies for persons, premises and vehicles are risk based and make best use of local intelligence	Review of compliance and enforcement policies in key areas of taxi and private hire licensing and sale of alcohol	Benchmark our current policies and strategies with nationally recognised exemplar authorities;	Policies from selected authorities have been obtained. We are reviewing these along with recently published guidance from the Institute of Licensing.				
		Identify any critical gaps in our approach.					X

Support Vulnerable People							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Signpost to appropriate support agencies	Annual Awareness Campaign across the District on how people can support themselves and access appropriate support	Develop the Awareness Campaign	A scoping meeting has taken place with colleagues to develop a 12 month Safeguarding awareness campaign for both children and adults. The campaign will be launched February 2019.				X
		Publish Awareness Campaign – Chase Matters; Website & Social Media				X	

Support Vulnerable People							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
	Introduction of Safeguarding Champions across the Council.	Recruit Safeguarding Champions	Recruiting Safeguarding Champions will form part of the 12 month safeguarding campaign. Campaign to be launched February 2019.				X
		Develop & Deliver Training Session				X	
		Publish Number of Referrals Made					X
Work with Local Strategic Partners to support vulnerable people	Implement Shared Accommodation Pilot	Appoint Preferred Provider					
		Evaluate success of the Project					X
	Provide Intensive Tenancy Support	Appoint additional Tenancy Sustainment Officer resources (37 hrs pw)	2 part-time posts: p/t secondment was extended into 2018/19 and a 2 day post was recruited to in June – starting soon.				
	Early help and intervention for Children and Families Prevention and Early help for adults through the Place Based Approach (PBA)	Local Strategic Partnership (LSP) Agree Local PBA Plan	2 priorities have been identified <ul style="list-style-type: none"> - Improving children's mental health and resilience - Reducing anti-social behaviour and exclusions Earned Autonomy Investment Plan has been produced and funding secured as part of the Earned Autonomy funding stream. Report will be going to November LSP Strategic Board.				
Report Outcomes to LSP							X





Support Vulnerable People							
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Managing the impact and rollout of Universal Credit	Manage and monitor roll out to new claimants from November 2018 (including management of hardship)					X	X

Promoting attractive and healthy environments								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
To provide clean, well maintained and well managed streets, town centres and parks & open spaces	Deliver high quality/maintained parks	Participate in Green Flag Inspections and Assessments	Inspections completed in May.		✓			
		Green Flag Awards			✓			
	Continue to deliver Hednesford Park (IHLF) project	Produce Hednesford Park book and CD	CD produced and booklet drafted for completion in Quarter 2	✓				
		Finalise Design – new toilet facilities	Design has been finalised and planning application submitted and approved 20 th June	✓				
		Procurement and Contract Award	Procurement completed and Contractor selected			✓		
		Commence construction					X	
Complete construction						X		

Promoting attractive and healthy environments								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
	Car Park improvement schemes	Prioritise and draw up scheme(s)	Schemes have been drafted and prioritised					
		Permission to spend	Permission to spend report drafted and on track to be submitted Q3			X		
		Commence scheme					X	
		Completion of scheme					X	
	Deliver new cemetery for the District	Report outcome of soft market testing to Cabinet to determine next steps	Report considered by Cabinet in August					
		Develop project plan in accordance with Cabinet's decision	Plan revised following Cabinet's decision					



ITEM NO. 7.

Quarter 2 2018/19 Corporate PDP Performance Update








Overall Performance				
				Not rated
Milestone completed	Milestone on target	Milestone/Timeline/scope/target date requires attention.	Project aborted/closed	Milestone not rated
2 28.6%	1 14.3%	4 57.1%	0 0%	0 0%

Performance Indicators							
Performance Indicator	Frequency of reporting (Q or A)	Last years outturn	Target	Q1	Q2	Q3	Q4
Customer contact data – response to telephone calls	Q	93.4%	94%	90%	92.7%		
Use of Online Forms	Q		475	481	319		
E – Payments Transactions – Payments made via the Council's website	Q	Actual – 23,740 Value - £2,580,791	6,000 per quarter	Actual – 6,864 Value - £801,920	Actual – 6,649 Value - £743,891		
Payments made via the Council's automated telephone payment system	Q	Actual – 22,858 Value - £2,359,237	5,750 per quarter	Actual – 6,460 Value - £730,494	Actual – 5,961 Value - £656,095		
Payments made by Direct Debit (Council Tax)	Q	302,501 transactions Value - £36,438,134.18	310,000 transactions Value - £40M	87,055 transactions Value - £11,028,893.25	87,527 Transactions Value – £11,127,609.70		




Projects and Actions

Delivering Council services that are customer centred and accessible - giving choice to our customers in how they access our services								
Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4	
Giving choice to our customers in how they access our services	Procurement of a new telephony system	Identify framework and use to procure new telephony software	The procurement is slightly behind schedule but arrangements have been made to extend the contract with the existing supplier. The framework has been identified and the procurement process is underway. Submissions are currently being evaluated. The procurement is now likely to be completed in Qtr 3.			X		
		Install new software, test and train relevant staff	As explained above the procurement is slightly behind schedule. This is now expected to take place in Qtr 4.				X	
	Develop and implement a Customer Access Strategy	Draft core requirements of strategy and discuss with Leadership Team					X	
		Draft strategy for approval by Cabinet						X
	Procurement of a customer portal / CRM system	Identify requirements for new customer portal/ CRM system and agree with Leadership Team						X

Making the best use of limited resources – managing our people, money and assets

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
Managing our people, money and assets	Review of Environmental Services	Procurement of Consultant to undertake the review	A consultant has been appointed and work has commenced on the review.				
		Undertake Stage 1 of Review (May to July)	Stage 1 of the review has been completed. A draft report has been prepared and is being validated with Managers				
		Report to Cabinet and decision on whether to proceed to Stage 2- revised target of Q4					X
	Protection of Customers' personal data in accordance with GDPR	Data Protection Policy updated and approved by Cabinet	A new Data Protection Policy has been produced and approved by Cabinet				
		Provision of training for employees and Members	Training has been provided to Members and an additional session has been arranged for November. On-line training has been provided to employees.				
		Completion of data audit	An audit of personal data held by the Council has been completed				
		Privacy Notices template agreed and published on website	Privacy notices have been prepared and published for all personal data sources				

Making the best use of limited resources – managing our people, money and assets

Approach	Key Project	Milestone(s)	Progress	Q1	Q2	Q3	Q4
	Simplify Members' access to committee papers and emails	Draft system to be tested by officers	Test website setup. Software installed. System available for testing by officers.			X	
		System to be piloted with sample of Members	The system has recently been made available to the Democratic Services Team and is in need of further discussions with ICT as to how this will be used.				
		System to be rolled out to all Members				X	
	Update the IT Security Policy to reflect cyber security threats and GDPR and provide training to staff	Review of current policies	Work is in progress on updating the policies. In the interim, basic on-line training has been provided to employees and Members re security.				
		Revised policies to Leadership Team for approval				X	

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Report of:	Head of Economic Prosperity
Contact Officer:	Mrs C Eggington
Telephone No:	01543 464 326
Portfolio Leader:	Economic Development & Planning
Key Decision:	Yes
Report Track:	Cabinet: 13/12/18

CABINET
13 DECEMBER 2018
ADOPTION OF STATEMENT OF COMMUNITY INVOLVEMENT

1 Purpose of Report

- 1.1 To adopt an updated Statement of Community Involvement (SCI) setting out the way in which the Council will consult on planning matters.

2 Recommendations

- 2.1 Following a six week public consultation on the draft document and receipt of representations set out in **Appendix 1**, that Cabinet adopts the updated Statement of Community Involvement attached as **Appendix 2**.
- 2.2 That authority be given to the Head of Economic Prosperity in consultation with the Cabinet Leader for Economic Development and Planning to make any non substantive changes considered necessary to the document.

3 Key Issues and Reasons for Recommendation

- 3.1 The Planning and Compulsory Purchase Act 2004(as amended) requires that the Council produce a 'Statement of Community Involvement' (SCI) which sets out how the Council intends 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.
- 3.2 Local Planning Authorities must review their SCI every five years from the adoption date. Recent changes set out in the Neighbourhood Planning Act 2017 amending the requirements of the Planning and Compulsory Purchase Act 2004 relating to preparation of an SCI and given effect through the Neighbourhood Planning Act 2017 (Commencement No 3) Regulations 2018 also necessitate an SCI update.

- 3.3 These changes relate to inclusion of policy for giving advice to neighbourhood planning groups and for involvement of communities and other interested parties in the preliminary stages of plan making (specifically in the exercise of functions for survey (section 13) and Local Development Scheme(section 15)). In updating the SCI the opportunity has been taken to update where necessary changes in local circumstances (such as in relevant community groups and the procedure for pre-application advice) and to set out the Council's approach to more recently introduced planning procedures (such as the Community Infrastructure Levy and Permissions in Principle). The update also takes account of the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) as amended.
- 3.4 The SCI does not propose new planning policy or identify new development sites, but primarily considers how best to involve different sectors of the community in plan preparation and in determining planning applications. It sets out how all sections of the community, from individual members of the public through to representative organisations, have better opportunities to participate in planning in the District. It deals with community involvement in the preparation of the Local Plan and Supplementary Planning Documents (SPD) and in the determination of planning applications, as well as community involvement in more recently introduced planning procedures such as the Community Infrastructure Levy (CIL) and Neighbourhood Planning. The Council's vision for the SCI is that: **'Everyone is given the opportunity to influence the future planning of Cannock Chase District and consequently take ownership of the Local Plan through stakeholder and community involvement.'**
- 3.5 There are a number of important benefits of achieving community and stakeholder buy-in, these include:
- Community commitment to the future development of the area
 - Promoting regeneration and investment, creating certainty and commitment to change
 - Providing a strong basis for successful negotiations on development proposals, including developer contributions; and
 - Providing a robust basis for addressing difficult decisions – it is important that in seeking to build consensus, addressing controversial issues is not avoided.
- 3.6 The constituent parts of the SCI are described in the report detail.
- 3.7 The document has been updated, as appropriate, in the light of representations received during the six week public consultation period as set out in Appendix 1.

4 Relationship to Corporate Priorities

- 4.1 The SCI will help facilitate public consultation on all aspects of the Council's Priorities which have development implications.

5 Report Detail

- 5.1 **General Standards of Consultation** – the SCI sets out general standards of consultation that will be adhered to at all stages of plan making where consultation is undertaken. These will be applied to Local Plans, SPD and CIL charging schedules and are:

- Place relevant documents on the Council's website together with any supporting information needed to enable people to understand what they are being asked to comment on and state where and when documentation can be inspected;
- Make available all relevant material for inspection at the Council's Civic Centre in Cannock for the period during which comments are being sought. Additionally libraries within the District will be used where appropriate;
- Contact specific, general and other consultees who may have an interest in the document and invite to make representations, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations;
- Issue adverts and /or press releases to local newspapers circulating in the area as appropriate, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations;
- Publicise consultation across the Council's communication channels including its website, social media sites and Chase Matters magazine issued to residents.
- Make available Plain English summary documents and/or leaflets as appropriate;
- Provide appropriate advice and information to the public as requested;
- Produce a report summarising consultation methods, representations made and Council responses (whether requiring a change to the plan or not) and make available on the Council's website before proceeding with a subsequent version of the plan and/or further consultation.

- 5.2 **Local Plan and Area Action Plans** – The Local Plan provides the key local statutory planning policy framework for the District. Effective community and stakeholder involvement in its preparation is therefore very important. In applying the general standards of consultation set out above, the Council will ensure consultation and engagement is also in accordance with statutory provisions and in line with the relevant Regulations via consultation with specified statutory bodies and other parties at the necessary stages of the plan making process. The Council will publish all evidence used for developing the Local Plan (including Plain English summaries where appropriate) and the Local Development Scheme (LDS) (the project timetable for Local Plan documents) on its website when finalised. Evidence documents will be available to comment upon as part of Local Plan consultations. The Local Development Scheme requires the approval of full Council. In addition for each specific stage of Local Plan making additional standards will apply to reflect relevant regulation. These are detailed in the SCI.
- 5.3 **Supplementary Planning Documents (SPD's)** –SPD's are produced to support and elaborate the policies contained in the Local Plan. They provide additional information and policy guidance to support the implementation of a policy. The procedures for SPD preparation and therefore the consultation requirements are slightly more straightforward than for the Local Plan and are again outlined in the SCI.
- 5.4 **Duty to Co-operate** – The SCI commits the Council to producing a Statement of Compliance with the Duty to Co-operate which will set out how the District Council has co-operated with other bodies in the production of a Local Plan. This will include a listing of the organisations involved, a record of meetings and other consultation, a summary of the issues and details of the outcome achieved. In addition the Council will include consultation with other bodies, beyond the prescribed list, where this is of relevance.
- 5.5 **Community Infrastructure Levy (CIL)** – The CIL is a planning charge, the legislation for which came into force in April 2010. The Levy allows local authorities in England and Wales to raise contributions from developers to help pay for infrastructure that is needed as a result of development. Local Authorities who wish to charge the Levy must produce a Draft Charging Schedule setting out CIL rates for their area to be levied on the gross internal floor space of the net additional liable development. Before it is adopted by the Council, the Draft Charging Schedule has to be approved by an independent examiner. Cannock Chase Council's Charging Schedule was approved in February 2015 and the Council agreed to commence charging on 1st June 2015. The SCI sets out the consultation measures that will apply to each consultation step required for producing a CIL Charging Schedule or Review.
- 5.6 **Neighbourhood Planning** – Mechanisms for Neighbourhood Planning – Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build (CRTB) – are also considered in the SCI. The Planning Policy pages on the Council's website, including dedicated Neighbourhood Planning webpages, will be used to provide further information; the Council will ensure

that the Qualifying Body preparing a Neighbourhood Plan, Neighbourhood Development Order or CRTB is informed by email as to where the evidence base and LDS are located and when they have been updated.

- 5.7 The SCI clearly states that the Council will not produce a Neighbourhood Plan on behalf of a local community but will give assistance and advice to the Qualifying Bodies in the plan preparation process to facilitate proposals for Neighbourhood Plans. The Council, as the local planning authority, will, if requested, administer the formal designation of Neighbourhood Area(s) to be covered by Neighbourhood Plans(s) and where relevant the Council will formally approve a Neighbourhood Forum.
- 5.8 The Council will check a draft Neighbourhood Plan, Neighbourhood Development Order or CRTB to ensure that it meets all the relevant legislation and regulations and that it generally conforms to the strategic elements of the Local Plan. Subject to the above, the Council will arrange for an independent Examination of a Neighbourhood Plan, Neighbourhood Development Order or CRTB. If the plan passes an Examination, the Council, as local planning authority, will arrange a local Referendum and if the Referendum supports the document, the Council will adopt it as part of the overall development plan (which includes the Local Plan).
- 5.9 **Permissions in Principle (PiP)** – The PiP consent route is an alternative way of obtaining planning permission which separates the consideration of matters of principle for proposed residential led development from the technical detail of the development. The procedures and consultation/publicity/notification requirements are set out in Regulations.
- 5.10 **Development Management** – The SCI sets out the categories of planning applications and the forms of notification that apply, whether by newspaper advertisement, site notice or letter as well as describing the other ways in which copies of planning applications can be viewed and commented upon.
- 5.11 The decision making process for planning applications is set out in the SCI, including the forms of consultation that take place via pre-application advice and via statutory and non statutory consultations. Should an application be unsuccessful, the procedures for appeal are also outlined.
- 5.12 Finally the resource implications of effective community involvement are considered together with the management and monitoring of processes. Confirmation is provided that personal data collected during the planning process will fulfil the requirements of the General Data Protection Regulation which came into force on 25th May 2018.

6 Implications

6.1 Financial

There are no financial implications in the report; any inherent costs, should they arise, will be contained within approved budgets.

6.2 Legal

The legal implications are set out in the report.

6.3 Human Resources

There are no human resource implications in the report.

6.4 Section 17 (Crime Prevention)

There are no direct Crime Prevention implications in the report.

6.5 Human Rights Act

No Human Rights Act implications.

6.6 Data Protection

The Planning Policy Fair Processing Notice sets out how data is used in compliance with the GDPR.

6.7 Risk Management

None identified.

6.8 Equality & Diversity

The SCI will help to ensure the opportunity is given to all sectors of society to participate in local planning processes.

6.9 Best Value

None identified.

7 Appendices to the Report

Appendix 1: Summary of representations received.

Appendix 2: CCDC Statement of Community Involvement 2018

Previous Consideration		
Statement of Community Involvement	Cabinet	14/06/18
Background Papers		
<ul style="list-style-type: none"> • Statement of Community Involvement 2014 • National Planning Policy Framework • National Planning Policy Guidance 		

Appendix 1

Local Plan Review – Statement of Community Involvement Consultation – Summary of Responses			
Rep ID no.	Respondent	Comment	Council response
SCI 1	Canal and River Trust	<p>Under DMPO 2015 CRT is the statutory consultee for development likely to affect any inland waterway or reservoir owned or managed by the CRT, or any canal feeder channel, watercourse, let off or culvert notified for the purposes of this provision. CRT should also be consulted where a grant of advertisement consent would affect the safety of persons using any waterway, dock or harbour for which CRT is navigation or harbour authority. CRT is a statutory consultee on planning but to meet wider objectives needs to engage with production of planning policy to ensure that all policy and associated documents provide a robust policy framework that recognises and supports canals, rivers, reservoirs etc as a cross cutting policy theme and acknowledges the diverse roles they perform.</p> <p>The CRT is keen to ensure that planning policies at all levels acknowledge and support the multifunctional roles of the canal network. Around 96% of land adjacent to CRT waterways is outside its control which can pose many challenges to the CRT, with development placing extra liabilities and burdens upon the waterway infrastructure as well as providing opportunities for restoration and enhancement.</p> <p>The CRT would welcome reference in the SCI to our role as statutory consultee and the identification of CRT as a listed organisation to be consulted on plan making and new plan procedures.</p> <p>It is noted that Sec 7 Planning Applications ‘pre app advice’ identifies the potential involvement of external (non Council) authorities within pre app discussions. The CRT would welcome the opportunity to work with you in respect of pre-app consultations for development within the CRT’s defined notifiable area where development is likely to impact upon the CRT’s assets</p>	<p>Noted.</p> <p>The Council is legally required to consult Statutory Consultees, the list of which is updated periodically by the Government, so it is not considered necessary to list them here.</p> <p>Noted and document updated.</p>

		and wish to be referenced in this section of the SCI. Alternatively applicants could be encouraged to discuss their proposals directly with the CRT where appropriate (see link to relevant part of CRT website).	
SCI 2	Hazel Slade & Rawnsley Community Association	(Response refers to SCI however none of comments made appear to relate to this document.)	None required.
SCI 3	Highways England	<p>Welcomes the Council's commitment to early and ongoing consultation. We would like to suggest that reference be made in the SCI to our position as a consultation body, both from a plan making and development management perspective.</p> <p>We also respectfully remind the Council that the Highways Agency was replaced by Highways England and therefore references to the Highways Agency should be amended in the SCI.</p> <p>We expect the Council to continue to comply with current legislation and consult Highways England on any applications that have the potential to impact the operation and performance of the Strategic Road Network.</p>	<p>The Council is legally required to consult Statutory Consultees, the list of which is updated periodically by the Government, so it is not considered necessary to list them here.</p> <p>Noted and document updated.</p> <p>Noted.</p>
SCI 4	Historic England	<p>This consultation deals with the Council's updated approach to public consultation for planning policies and planning applications. These requirements are set out in legislation in the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011), Town and Country Planning (Local Development) England Regulations 2004, the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Neighbourhood Planning (General) Regulations 2012 (as amended).</p> <p>We support the general aims and approach to the draft Statement of Community Involvement. We welcome the acknowledgement of Historic England as a specific consultation body with respect to Local Plans as well as with regard to the Sustainability Appraisal and other Evidence Base documents (pages 12 & 13).</p>	<p>Noted and document updated.</p> <p>Noted.</p>

		<p>We would also note that we expect consultation with regard to specific consent applications as set out here: https://historicengland.org.uk/services-skills/our-planning-services/charter/when-we-are-consulted/</p> <p>With regards to neighbourhood planning, we would welcome notification of proposed neighbourhood planning areas as well as consultation on draft plans. The regulations state that Historic England should be consulted on draft plans where our interests are considered to be affected. We have guidance on neighbourhood planning, which can be found at: https://historicengland.org.uk/advice/planning/plan-making/improve-your-neighbourhood/ We would welcome consultation at an informal level, in addition to the requirements of the legislation, where issues may benefit from our early involvement. It is helpful to receive hard copies of consultation letters, although email consultation is also acceptable.</p>	<p>Noted, but as a Statutory Consultee consultation arrangements with HE are prescribed including via Duty to Co-operate and it is not considered necessary to detail them here.</p> <p>Noted. Designation of Neighbourhood Areas including consultation/publicity follows regulatory requirements. This includes Historic England as a statutory consultee. Neighbourhood Areas are publicised on the Council's website.</p>
SCI 5	Lichfield District Council	It is anticipated that p13 of the SCI will be amended to incorporate the revised NPPF requirements on statements of common ground etc.	Noted and updated.
	Natural England	<p>Supportive of the principle of meaningful and early engagement of the general community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>Unable to comment in detail on individual SCI's, but information on the planning service offered, including advice on how to consult NE, can be found at https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposal</p>	<p>Noted .</p> <p>Noted, but as a Statutory Consultee consultation arrangements with NE are prescribed including via Duty to Co-operate and it is not considered necessary to detail them here.</p>
SCI 6	Network Rail	Network Rail is a statutory consultee for any planning applications within 10 metres of relevant railway land (as the Rail Infrastructure Managers for the railway, set out in Article 16 of the Development Management Procedure Order) and for any development likely to result in a material increase in the volume or a material change in the character of traffic using a level crossing	Noted.

		over a railway (as the Rail Network Operators, set out in Schedule 4(J) of the Development Management Procedure Order); in addition you are required to consult the Office of Rail and Road (ORR).	
SCI 7	Norton Canes Parish Council	<p>Better communication processes regarding planning applications should be addressed. We need to increase the physical threshold to which the District Council uses to notify nearby residents as to planning applications. This should include both signage on lampposts and direct mail to residents.</p> <p>We question what processes the District Council have to ensure that they receive feedback from statutory organisations about what they are spending their allocation of funding on re infrastructure. We would also ask that these statutory organisations engage at a local level, ie Headteachers, GP's, County Council Highways regarding their responses re planning applications. This information needs to be communicated to Parish Councils.</p> <p>It is suggested that a better planning portal is developed as we do not now receive paper copies of any planning applications which does not assist us in any decision making.</p> <p>The current planning portal is extremely difficult to navigate. Each document within it is not sufficiently labelled to enable to make informed decisions.</p>	<p>Current arrangements for consultation have recently been updated to include both letters to neighbours and site notices on lamp posts so noted and updated.</p> <p>Noted, relevant consultees are invited to comment on planning applications and Local Plans/planning policy and responses are displayed on the Councils website.</p> <p>Noted.</p> <p>Noted, the Council is aware of this issue however the present system does not permit label additions so this would necessitate a comprehensive update of the current IT system.</p>
SCI 8	CCDC Planning Development Control Manager	<p>Suggests addition of the following statement: 'Policies and procedures for publicising planning applications can change over time in response to changes in national legislation, policy and guidance. Therefore applications will be publicised in accordance with current legislation, policy and practice at the time the application is being processed.'</p>	<p>Noted and document updated.</p>



Statement of Community Involvement December 2018





Cannock Chase Statement of Community Involvement 2018

The Statement of Community Involvement (SCI) is produced by the Planning Policy Section of Planning Services at Cannock Chase Council. To order further copies or for information:

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1. Introduction

The Planning and Compulsory Purchase Act 2004 (Sec 18), requires the Council to produce a 'Statement of Community Involvement' (SCI) that sets out how the Council intends to achieve continuous community involvement in the preparation of plans and decision making for planning applications. Communities are involved through a process that;

- Is transparent and accessible – where information is readily available in a form that is easily understood and accessible, where the more traditionally hard to reach groups are fully engaged;
- Promotes participation and involvement – with clear opportunities for people to participate and make their views known, with the decision-makers clearly identified.

This document is a revised and updated version of the Council's SCI adopted in 2014. The SCI does not propose new planning policy or identify new development sites, but primarily considers how best to involve different sectors of the community in plan preparation and in determining planning applications. This document reflects the Town and Country Planning (Local Planning) (England) Regulations 2012, the Neighbourhood Planning (General) Regulations 2012 (as amended), the Town & Country Planning (Development Management Procedure)(England) Order 2015, the Localism Act 2011, Section 13(2) of the Neighbourhood Planning Act 2017, the National Planning Policy Framework (NPPF) 2018 (as amended) and the National Planning Policy Guidance (NPPG) (as amended).

2. The Overall Approach to Community Involvement


The SCI sets out how all sections of the community, from individual members of the public through to representative organisations, have a range of better opportunities to participate in planning in the District. It deals with community involvement in the preparation of the Local Plan and Supplementary Planning Documents (SPD) and in the determination of planning applications as well as community involvement in other planning procedures such as the Community Infrastructure Levy (CIL) and Neighbourhood Planning.

The aim of an SCI is to make the planning system accessible to a wide range of people, leading to communities being well informed about how and when they are able to take part in the planning process. This is intended to result in greater participation and a more efficient and inclusive decision making process. Clearly, the scale of community involvement in the planning system has to reflect the resources the Council has available. To ensure the most efficient use of resources the approaches used have sought to make use of existing established networks wherever possible.

For community involvement to be successful, an inclusive approach is required that recognises the varied needs of different sectors of the community and the fact that some groups are better equipped to participate than others. Therefore, the Council seeks to apply the most effective way of enabling people to contribute throughout the process. This statement sets out how all sections of the community have the opportunity to participate in the better planning of the District through an approach which has taken into account its character and communities.

Involving all sectors of the community in plan making and decision making has benefits for the Council through increased awareness of planning issues. It can also help to generate a feeling of inclusion by the community in policy formulation. People living and working in the District can contribute their knowledge and understanding of the locality, its past and its distinctive and valuable features which might otherwise be overlooked. Stakeholders also have a key role to play in providing expertise in specialist areas that the Local Plan team may not have.

It is the role of the SCI to set the framework to allow the community of Cannock Chase to take an active part in planning its future. The Council's vision for the SCI is that:



“Everyone is given the opportunity to influence the future planning of Cannock Chase District and consequently take ownership of the Local Plan through stakeholder and community involvement.”

3. The Local Community

Understanding the characteristics of the District can help to identify any groups of residents who may have particular needs and therefore may be 'hard to reach'. This information will assist the Council when involving local people in the planning process.

The District has a growing population of 98,513 in mid-2016, an increase of 1.1% since the 2011 Census. The trend of an aging population is evident with the proportion of residents aged 65+ standing at 18.6% of the overall District population in 2016 and projected to rise faster than the national average.

The majority of the population (96.5%) at the 2011 Census described themselves as 'White British', a smaller proportion than at the 2001 Census (97.5%). The District is becoming more ethnically diverse with the 2011 Census revealing a larger number of residents (3.5%) identifying with a variety of ethnic groups. In 2016 25.4% of Cannock Chase residents aged 16-64 were estimated to have qualifications equivalent to NVQ4 and above. 25.6% of employee jobs were in the Wholesale and Retail trade (including repair of motor vehicles and motorcycles). Manufacturing, Transportation and Storage and Human Health and Social Work Activities also made up considerable proportions of employee jobs.

Data published by Staffordshire County Council indicates a learning disabilities prevalence of 0.6% among the District population in 2016/17. The 2011 Census indicates that 20.7% of residents experienced a long term limiting illness which was above the England average of 17.6%. The presence of long term limiting illness increased to 60.9% among residents aged 65+, again higher than the England average of 51.5%. Data for May 2017 indicates that around 5% of the District's population were claiming Disability Living Allowance, the highest rate in Staffordshire and above the England average of 3.4%¹. Work undertaken for earlier SCI 's identified the following groups of people as being potentially 'hard to reach':

- the elderly,
- young people,
- people with learning difficulties,
- the blind,
- the deaf,
- ethnic minority groups, which are relatively small,
- the disabled and those who have long term limiting illnesses.

These groups may be found concentrated in certain areas within local communities, particularly in the more deprived areas within the District.

Appropriate and more intensive methods of communication will be required to ensure that 'hard to reach' groups are involved in planning processes.

Recent experience in progressing the Local Plan for the District has indicated that the elderly and young people are potentially less hard to reach than some of the other groups by using methods of engagement such as workshops in schools or appropriate community events. Other groups remained harder to target and Support Staffordshire is a useful organisation for facilitating contact with local groups that are harder to target, including making contacts with resident 'champions' in more deprived areas.

¹ Data sourced from Office for National Statistics and Staffordshire County Council, Cannock Chase Locality Profile (January 2018). For further insight into Cannock chase see Cannock Chase Council District Needs analysis 2018 (forthcoming) and previous versions of the District Needs Analysis available via www.cannockchasedc.gov.uk

4. Involving the Community – General Approach

Community Involvement is about communicating information to people and gaining information from people in a collaborative process. The aim is to enable people of all abilities, colour, race, sex, religion, sexuality or age to access information which allows them to become involved collaboratively in planning the future of the District. The Council will be seeking to facilitate the involvement of the wider community through the approach outlined in this Statement. This is a critical element of the concept of “Localism” which now underpins the planning system.

There are a number of important benefits of achieving community and stakeholder involvement and subsequent buy-in, these include:

- Community commitment to the future development of an area;
- Promoting regeneration and investment, creating certainty and commitment to change;
- Providing a strong basis for successful negotiations on development proposals, including developer contributions; and
- Providing a robust basis for addressing difficult decisions – it is important that in seeking to build consensus addressing controversial issues is not avoided.

By involving the community in its widest sense it is possible to identify more clearly local priorities and needs. In addition, through local knowledge or personal understanding of the issues, solutions can often be identified more easily. Without the close involvement of the community there will be no ownership of the Local Plan and hence delivery will be much more difficult.

Those who may have a role or an interest in shaping the planning of the area, including local people, local organisations, local community groups, landowners and developers, regional organisations, national organisations and Government agencies should actively engage in the processes for plan making and determining planning applications. The level of engagement will vary depending on the nature of the plan or proposal.

The key to successful community involvement is engaging right across the community regardless of age, gender, religious values etc. It is important therefore that a range of different techniques for engagement are developed that will need to take into account the different requirements of the different sectors of the community.

Council Members. Councillors are kept up to date with relevant information and Councillors in turn keep constituents in their wards informed of progress on the Local Plan and on any key planning application issues for their area. Policy development is considered by an informal Member/Officer working group with formal reporting via Cabinet and Council where appropriate. Working groups are established as and when necessary. Planning applications are decided by a Planning Control Committee unless delegated to Council officers.

Parish/Town Councils. As community representatives at the grass roots, Parish and Town Councils both within and adjoining the District will have the opportunity to be frequently involved in all aspects of relevant planning, by being consulted on planning applications and planning policy documents.

4. Involving the Community – General Approach

The Chase Community Partnership. The partnership (the District's Local Strategic Partnership (LSP) brings together all the key stakeholders in the District and is used to help identify links between the Local Plan and other plans and strategies of partner organisations, providing the opportunity to ensure that these plans are appropriately reflected in the Local Plan.

Local People. The Council wishes to ensure that no one is excluded from the planning process and will therefore seek to make use of the groups/networks that already exist in parts of the District, such as resident or special interest groups. In addition the Council will pass information on relevant issues to the established community groups and attend meetings when requested, wherever practicable.

Neighbouring Authorities and Communities. Development proposals not only affect communities within a local authority's boundaries, but can directly or indirectly affect neighbouring communities. The Council will ensure that neighbouring local authorities, Parish Councils, and residents within adjoining local authorities areas are given the opportunity where appropriate to be involved in the planning process in Cannock Chase District. Where evidence might need to be considered by neighbouring authorities when producing or updating plans, this will be shared at the earliest opportunity. The importance of cross boundary co-operation has been recognised by the introduction of a "Duty to Co-operate."

National, Regional and Local Organisations. The Council understands that many local, regional and national organisations have to deal with a significant amount of information being forwarded to them for comment. Existing networks/stakeholder groups will be utilised wherever possible and the Council will maintain its database of organisations to ensure that they are all made fully aware of key stages of consultation.

Agents/Developers. This group includes landowners and those with potential development interests. Many of these are already involved in planning applications, are aware of the Local Plan and are likely to maintain their involvement. Within the area, there is a wealth of knowledge and expertise that will contribute to the delivery of the Local Plan and SPDs.

Business Groups. A number of existing business networks are already established within the District and officers will utilise these groups, working closely with officers in economic development, to generate a two way flow of information. The creation of Local Enterprise Partnerships (LEP's) has provided an increased opportunity for engagement with the business community.

Hard to Reach groups. The sectors of the local community who may be harder to reach, were identified in section 3 and particular effort will be made to ensure that they are not excluded from planning processes.

5. Involving the Community – Plan Making

General Standards of Public Consultation

The following general standards will be adhered to at all stages of plan making where consultation is undertaken. These will be applied to Local Plans, SPD and CIL charging schedules (see section 8)

- Place relevant documents on the Council website together with any supporting information needed to enable people to understand what they are being asked to comment on and state where and when documentation can be inspected;
- Make available all relevant material for inspection at the Council Civic Centre in Cannock for the period during which comments are being sought. Additionally libraries and other public venues within the District will be used where appropriate;
- Contact specific, general and other consultees who may have an interest in the document and invite to make representations, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations;
- Issue adverts and/or press releases to local newspapers circulating in the area, as appropriate, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations, and use the Council's website, Chase Matters magazine and social media channels to raise awareness of consultation events.
- Make available Plain English summary documents and/or leaflets as appropriate;
- Provide appropriate advice and information to the public as requested;
- Produce a report summarising consultation methods, representations made and Council responses (whether requiring a change to the plan or not) and make available on the Council's website before proceeding with a subsequent version of the plan and/or further consultation.

5. Involving the Community – Plan Making

The Local Plan and Area Action Plans (AAP's)

The Local Plan provides the key local statutory planning policy framework for the District. Effective community and stakeholder involvement in its preparation is therefore very important.

In applying the general standards of consultation set out earlier in this document, the Council will ensure consultation and engagement is in accordance with statutory provisions and in line with the relevant Regulations. This will include consultation with specified statutory bodies and other parties at the necessary stages of the plan making process.

The Council will publish on its website (www.cannockchasedc.gov.uk/planningpolicy) all completed evidence used for developing the Local Plan (including Plain English Summary documents where appropriate). It will also provide a record of what evidence has been commissioned and the expected date for completion and publication of this.

The most up to date Local Development Scheme (the project timetable for Local Plan documents) will be published on the Council's website at the above link. The Local Development Scheme requires the approval of full Council before it can be published.

Evidence documents will be available to comment upon as part of Local Plan consultations.

For each specific stage of Local Plan making the following additional standards will apply:

Regulation 18: preparation of a Local Plan

This statutory stage requires the Council to consult on the subject of the Local Plan (for example is it district wide or a more targeted action plan) and what that plan ought to contain. Usually, this will be done in the form of an issues, or issues and options paper.

For this stage we will:

- Discuss the scope of the plan, and issues needing to be addressed (and options for dealing with these where applicable) with partners and in existing forums/groups, as appropriate.
- Arrange events and/or workshops to discuss issues and proposals, as appropriate. Place emphasis on understanding community views at early stage of plan making and explore and resolve conflicts as far as possible.
- Organise 'face-to-face' discussions if requested and appropriate.

Preparation of Draft Local Plan

This is a non statutory stage and will not apply for all Local Plans. Where a draft Local Plan (which may sometimes be called 'preferred options' or similar) is produced we will:

- Seek consensus in emerging planning policy position via discussion with partners and in existing forums/groups and in events and/or workshops.
- Arrange events and/or workshops to discuss issues and proposals, as appropriate.
- Organise 'face-to-face' discussions if requested and appropriate.

5. Involving the Community – Plan Making

Regulation 19 Stage: Publication of Local Plan

- Send a statement of the representations procedure and a statement of the fact that the proposed submission documents are available for inspection and the times at which they can be inspected to all of the consultees that were invited to comment in earlier plan making stages.
- Publish for a minimum six weeks consultation period.
- Seek views on whether the document is legally compliant and sound.
- Discuss outstanding issues with partners and existing forums/groups.
- Organise 'face-to-face' discussions if requested and appropriate.

Submission of Local Plan

- Submit the document and relevant supporting information to the Secretary of State for independent examination.
- Notify specific and general consultation bodies that the documents are available for inspection at the above locations.
- Notify others who have requested to be informed when the document is submitted.

Examination of Local Plan

An Inspector, appointed by the Secretary of State, will examine the document. The Inspector will consider whether the preparation of the plan has been legally compliant.

- Publish details of the time and place at which the Independent Examination is to be held and the name of the Inspector.
- Notify those who made representations at the Publication stage (and have not withdrawn their representations) of relevant matters the Inspector will discuss at the Examination Hearings. If the Plan is legally compliant the inspector will then consider whether the document is 'sound'. (It will be considered sound if it is positively prepared, justified, effective and consistent with national policy).
- Publish documents relevant to the Independent Examination on the Council's website.

Publishing the Inspector's report

- Publish the Inspectors recommendations and reasons for those recommendations at the Council's Civic Centre in Cannock and libraries within the District and on Council's website. The Inspector who carried out the Independent Examination will produce and publish an Inspector's Report. Notify those who have requested to be notified of the recommendations, that the recommendations are available. The Inspector will recommend that the document is: Adopted; Adopted with recommended modifications (if the Council asks the Inspector to suggest modifications to make the document sound); or Not adopted.

5. Involving the Community – Plan Making

Adopting the Local Plan Document

- Publish the Local Plan Document, Adoption Statement, Sustainability Appraisal and details of where and when the document can be viewed

If the document is recommended for adoption (with or without recommended modifications) the Council will consider the Inspector's report and whether it wishes to adopt the document as recommended by the Inspector.

- Send a copy of the adoption statement to the Secretary of State.
- Send copy of the Adoption Statement to anyone who has asked to be notified of the adoption of the document.

If the Council decides to adopt the document, this will be by the Full Council, with any main modifications as required

- Use local media/press to advertise the adoption of the Local Plan Document.
- Where applicable, incorporate Main Modifications suggested by the Inspector to ensure the plan is sound and potentially additional modifications (any additional modifications must not materially affect the policies).

It should also be noted that there is now a requirement (introduced on April 6th 2018) to review Local Plans five years from adoption to see if any policies need to be updated. If they do not, the Council must publish its reasons for this decision. If policies do need reviewing, then the processes for consulting on a Local Plan will be followed as set out above and in line with statutory procedures.

5. Involving the Community – Plan Making

Supplementary Planning Documents (SPDs)

SPDs are produced to support and elaborate the policies contained in the Local Plan. They provide additional information and policy guidance to support the implementation of a policy. The procedures for SPD preparation are slightly more straightforward than for the Local Plan, as set out below:

Early Community Involvement

- Nature of community involvement will depend on the nature of the document being produced.
- If a site specific SPD is being produced for a major development site, early community involvement will focus on those who live and work in the vicinity of the site. The Council's approach will focus on events involving local residents, businesses etc. from the local area, and will wherever possible be held within that community.
- If SPD is of a more technical nature the Council's approach will focus more on engaging specialist stakeholders
- Main purpose of this stage is to gather information gathering to consider issues and options.

Formal Consultation

- Consult for no less than 4 weeks and no more than 6 weeks - in most cases the Council will seek to undertake formal consultation for 6 weeks.
- For site specific documents, continue emphasis on engaging those directly affected by the proposal. Notification of the details of the SPD sent to those adjoining the site together with arrangements for consultation.
- Where necessary, hold further public events and advertise locally.

Adoption

- Post detailed response to representations on website.
- Post details of the adoption of the final SPD, and information on how to obtain copies of the SPD and the appropriate Cabinet report on website

Sustainability Appraisal and other Evidence Base documents

A Sustainability Appraisal of the economic, environmental and social effects of a Plan is carried out from the outset of the Local Plan preparation process to ensure decisions are made which accord with sustainable development. Regulation 4 of the Environmental Assessment of Plans and Programmes Regulations 2004 defines certain organisations with environmental responsibilities as consultation bodies – in England, Historic England, Natural England and the Environment Agency. The Sustainability Appraisal will be published for consultation comments alongside the appropriate stages of the Local Plan for a minimum of six weeks.

Other Evidence Base documents may involve targeted specific consultations as part of their production, dependant upon their nature, as and when appropriate. All Evidence Base documents that are finalised and published will be available for comment as part of Local Plan consultations.

6. Involving the Community – More Recent Planning Procedures

The Duty to Co-operate

The Localism Act and the National Planning Policy Framework (NPPF) place a duty on local planning authorities and other bodies to cooperate with each other to address strategic issues relevant to their areas. The 'Duty to Co-operate' came into effect in November 2011 and requires continuing constructive and active engagement on the preparation of DPDs and activities relating to the sustainable development and use of land, in particular in connection with strategic infrastructure. Paragraphs 24-27 of the NPPF 2018 set out advice on maintaining effective so-operation on strategic matters that cross administrative boundaries. The Council will engage in Duty to Co-operate as required by the most recent and up to date provisions of the legislation.

The bodies that are bound by the Duty are:

- Local Planning Authorities
- County Councils
- Local Enterprise Partnerships
- Environment Agency
- Historic England
- Natural England
- Civil Aviation Authority
- Homes England
- Clinical Commissioning Groups
- Office of Rail and Road
- Local Integrated Transport Authority
- Highways Authorities
- Local Nature Partnerships

Duty to Co-operate Statement of Compliance

- The Council will produce a Statement of Compliance with the 'Duty to Co-operate' at the Local Plan Publication stage which will set out how the District Council has cooperated with other bodies in the production of the plan. This will include a listing of the organisations involved, a record of meetings and other consultation, a summary of the issues and details of the outcome achieved. In addition, the Council will include consultation with other bodies, beyond the prescribed list, where this is of relevance.
- Where the Duty to Co-operate gives rise to any significant changes to the content of the Local Plan, these will be subject to consultation in accordance with the procedures set out in this SCI.

6. Involving the Community – More Recent Planning Procedures

The Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a recently introduced planning charge, the legislation for which came into force in April 2010. The levy allows local authorities in England and Wales to raise contributions from developers to help pay for infrastructure that is needed as a result of development. Local authorities who wish to charge the levy must produce a Draft Charging Schedule setting out CIL rates for their areas – which are to be expressed as pounds per square metre (£/ sq m), as CIL will be levied on the gross internal floor space of the net additional liable development. Before it is adopted by the Council, the Draft Charging Schedule has to be approved by an independent examiner.

The requirements which a CIL Charging Schedule has to meet are set out in:

- The Planning Act 2008
- The CIL Regulations 2010, as amended (which also set out consultation requirements)
- The National Planning Practice Guidance (section on CIL).

Consultation is an important requirement in preparing a CIL because of the need for it to fit local circumstances and to have a positive impact on development. The Guidance states that:

The levy is expected to have a positive economic effect on development across a Local Plan area. When deciding the levy rates, an appropriate balance must be struck between additional investment to support development and the potential effect on the viability of developments.

This balance is at the centre of the charge-setting process. In meeting the regulatory requirements (see Regulation 14(1), as amended by the 2014 Regulations), charging authorities should be able to show and explain how their proposed levy rate (or rates) will contribute towards the implementation of their relevant plan and support development across their area.

The Council's CIL Charging Schedule was approved by the Inspector on 10th February 2015 following submission for Examination on 31st October 2014 after a six week consultation period. The Council at its meeting on 15th April 2015 agreed to commence introduction of charging on 1st June 2015. The Council has produced a 'CIL Guidance for Landowners and Developers' document which sets out in detail how CIL will operate in the District. The CIL charge will apply to new floor space resulting from most types of residential development, including in some cases change of use to residential, and some major retail developments. It will not apply to other forms of built development. The CIL charging rate is arrived at using evidence of infrastructure needs, funding gaps and development viability. Accompanying the Schedule is a list of projects (a Regulation 123 List) taken from the Infrastructure Delivery Plan which will be partly or wholly funded from CIL.

6. Involving the Community – More Recent Planning Procedures

CIL Charging Schedule

In Cannock Chase District, the general consultation measures set out in section 5 will apply to each consultation step required for producing a CIL charging schedule or review. The CIL Regulations 2010 (as amended) governing these consultation stages will be adhered to. The Government is currently consulting on changes to CIL, including the consultation requirements for adoption of a CIL Charging Schedule. The Council will therefore consult in line with the latest requirements and will issue updates to summarise these on the website.

The relevant consultation stages are:

Preliminary draft charging schedule

- Publish preliminary draft charging schedule and relevant evidence e.g. viability assessments, draft infrastructure list
- Consult with prescribed 'consultation bodies' including neighbouring local planning authorities, Staffordshire County Council and Parish Councils. Consult with local residents and those carrying out business in the District.
- Collaborate on infrastructure priorities with Staffordshire County Council and other relevant agencies/bodies such as Highways England, the Environment Agency and AONB Unit
- Engage with local developers and others in the property industry
- Engage with other local interest groups, and voluntary organisations, as appropriate
- Consult for at least six weeks

Draft charging schedule

- Publish draft schedule and relevant evidence (including 'Statement of the Representations Procedure')
- Consult with prescribed 'consultation bodies' including neighbouring local planning authorities, Staffordshire County Council, Parish Councils and other parties, as appropriate
- Consult for at least six weeks
- Accept valid requests to be heard before the examiner at the CIL examination
- Produce and publish statement of modifications (if necessary) for further four week consultation beginning with the day the draft charging schedule is submitted to the examiner.
- Inform those persons previously invited to make representations that the statement has been published.
- Accept valid requests to be heard before the examiner at the CIL examination on modifications

Examination

- Notice given to those who have requested to be notified of the submission for examination
- Notify relevant parties of examination hearings sessions at least four weeks in advance, or two weeks where a statement of modifications has been published and one or more requests to be heard made.
- Examiner encouraged to share draft programme for the hearings at an early stage and inform those who wish to attend (and similar for pre hearing meeting if considered necessary)
- Examiners recommendations – notice given to those who have requested to be notified of the examiner's report.

Adoption

- Charging schedule formally adopted by resolution of full Council (if approval recommended by examiner). Commencement date to be inserted into charging schedule – notice given to those who have requested to be notified of adoption.
- Six month period for 'correctable errors' to be made known to the Council. If required Council to republish charging schedule with 'correction notice'.

6. Involving the Community – More Recent Planning Procedures

Neighbourhood Planning

There are three main mechanisms for Neighbourhood Planning – Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build. Each enables a community to achieve different things.

A Neighbourhood Plan is a way of helping local communities to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for a neighbourhood.
- Choose where homes, shops, offices and other development may be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

A Neighbourhood Development Order can help to implement a shared vision by granting planning permission to certain types of development in certain locations, without the need to submit a planning application to the local planning authority. A Neighbourhood Development Order can apply to all of a Neighbourhood Plan area, or a particular site within the neighbourhood.

The Community Right to Build (CRTB) allows local communities to undertake small-scale, site-specific, community-led developments. It is a particular type of Neighbourhood Development Order which allows community organisations in some cases to bring forward small scale development on specific sites without following the usual planning permission process. However, a CRTB need to be in conformity with the Local Plan and, if applicable, the Neighbourhood Plan for any given area. A CRTB needs to relate to an approved Neighbourhood Area. As with Neighbourhood Plans and Development Orders, a CRTB is subject to an independent examination and a referendum and the Local Authority needs to be involved in these stages in the same way.

The process for preparing a Neighbourhood Plan and a Neighbourhood Development Order is similar. Unlike Local Plans, Neighbourhood Plans and Neighbourhood Development Orders are not prepared by the local planning authority. There are two types of ‘qualifying body’ that can prepare a Neighbourhood Plan or a Neighbourhood Development Order:

- **Parish and Town Councils:** In areas where a parish or town council exists, these are the organisations which will usually be responsible for a Neighbourhood Plan, but other parts of the community may prepare a plan if they are established as a neighbourhood area. A Neighbourhood Plan can, but does not have to, cover the whole area of the parish or town.
- **Neighbourhood Forums:** Where a parish or town council does not exist, community members, including those with business interests in the area, can come together to create a neighbourhood forum. Only one neighbourhood forum is allowed to exist for each neighbourhood to be covered by a Neighbourhood Plan.

Consultation and community involvement are important elements in the Neighbourhood Planning process. At the issues and draft plan stages, this will be the responsibility of the plan making body, but the District Council has a significant role at the other stages identified below, including, the proposed Neighbourhood Plan Area, the proposed creation of a Neighbourhood Plan Forum, the Independent Examination and the Local Referendum.

6. Involving the Community – More Recent Planning Procedures

The requirements for consultation are set out in the 2012 Town And Country Planning, England - The Neighbourhood Planning (General) Regulations 2012 (as amended), In each case, the regulations refer to the need for the District Council to; - *“publicise..... on their website and in such other manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates”*

The NPPG explains the Neighbourhood Plan system including the key stages and considerations required and the Neighbourhood Planning Act 2017 updates the legislative requirements.

The Council’s role in Neighbourhood Planning

The Planning Policy pages on the Council’s website will be used to provide further information and keep stakeholders up to date, including a dedicated web page; the Council will ensure that the Qualifying Body preparing a Neighbourhood Plan, Neighbourhood Development Order or CRTB is informed by email a) as to where the Evidence Base is located and when it has been updated and b) as to where the Local Development Scheme (the project timetable for Local Plan documents) is located and when it has been updated. The District Council will make available Neighbourhood Planning guidance to Parish and Town Councils and Neighbourhood Forums.

The Council will not produce a Neighbourhood Plan, Neighbourhood Development Order or CRTB on behalf of a local community but will give assistance and advice to Qualifying Bodies in the plan preparation process to facilitate proposals, including advice on consultation.

The Council, as the local planning authority, will, if requested, administer the formal designation of Neighbourhood Area(s) to be covered by Neighbourhood Plan(s).

Where relevant the Council will formally approve a Neighbourhood Forum.

The Council will check a draft Neighbourhood Plan, Neighbourhood Development Order or CRTB to ensure that it meets all the relevant legislation and regulations and that it generally conforms to the strategic elements of the Local Plan.

Subject to the above, the Council will arrange for an independent examination of a Neighbourhood Plan, Neighbourhood Development Order or CRTB.

If the plan passes an examination, the Council, as local planning authority, will arrange a local referendum.

If the referendum supports the document, the Council will adopt it as part of the overall development plan (which includes the Local Plan). Should post-adoption modifications become necessary, the Council will offer guidance and support on the process.

Other means of stimulating community involvement, as outlined in this SCI, will be used according to local circumstances. Parish and town councils and Neighbourhood Forums will be encouraged to apply the principles set out in the SCI to their own consultation and community engagement programmes.

6. Involving the Community – More Recent Planning Procedures

Permission in Principle

The Permission in Principle consent route is an alternative way of obtaining planning permission which separates the consideration of matters of principle for proposed residential-led development ('Permission in Principle') from the technical detail of the development ('Technical Details Consent').

The procedures and consultation/publicity/notification requirements that the Council will adhere to are set out in:

- Town & Country Planning (Brownfield Land Register) Regulations 2017
- Town & Country Planning (Permission in Principle) Order 2017,

Key requirements include the need for site notices; website-based notices; directly consulting key persons, bodies or authorities (where necessary). The time periods for consultations are also specified e.g. publicity must be undertaken for at least 21 days. Guidance on key points is contained in the National Planning Policy Guidance 2017. Additional arrangements for applications which may affect the setting of Listed Buildings are set out in Regulation 5A of the Town and Country Planning (Listed Buildings and Conservation Areas) Regulations 1990.

Permission in Principle is triggered when suitable sites are entered in Part 2 of the Council's Brownfield Land Register (subject to undertaking necessary publicity, notification and consultation). Once the necessary secondary legislation has been introduced it will also be possible to obtain Permission in Principle through the Local Plan/Neighbourhood Plan Site Allocation process or via an application process for non-major development.

Technical Details Consent can be obtained via an application process in accordance with the Permission in Principle from 1st June 2018.

7. Involving the Community – Planning Applications

This section sets out how people have the opportunity to become involved in the decisions being taken on individual planning applications.

The Government sets out minimum standards for consultation on planning applications in the Town and Country Planning (Development Management Procedure) (England) Order 2015. There are three categories of application, which require differing levels of publicity:

Categories of Planning Application

1. All applications subject to an environmental assessment, all applications which are a departure from the Development Plan, and all applications affecting public rights of way are required to be publicised by the display of a notice on the site, and by the placing of an advertisement in a local newspaper.

2. Other applications defined as “major” applications by the Town and Country Planning (Development Management Procedure) (England) Order 2015 are required to be publicised by the display of a site notice or letters written to adjoining owners/occupiers of land, and by placing an advertisement in a local newspaper. (Major applications are those comprising a residential development of more than 10 dwellings, or residential development in outline form on a site of 0.5 hectares or more, or the erection of other buildings creating 1,000 square metres of floor space, or outline applications on sites of 1 hectare or more.)

3. All other applications are publicised by the display of a site notice.

For the following application types, newspaper advertisements may be required in addition to site notices and/or neighbour notification:

- Applications for Listed Building Consent,
- Applications affecting the setting of a Listed Building
- Applications affecting the character or appearance of a Conservation Area

The Council’s policy on publicity for planning applications was adopted in June 2003 following a “Best Value” review of the Planning Service. It exceeds the statutory requirements and guidance set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. The categories of applications to which the Publicity Policy applies are:

- Applications for full planning permission
- Applications for outline planning permission
- Applications for approval of reserved matters where these include one or more element involving siting, design, means of access and landscaping
- Advertisement applications
- Applications for Listed Building Consent
- Applications for prior notification of telecommunications, agricultural and forestry development
- Applications for Certificates of Lawfulness of Existing Development.

7. Involving the Community – Planning Applications

Applications for Permissions in Principle (PiP's) for minor residential development of land may be submitted from 1st June 2018 (see also Section 6 above). A consequent application for Technical Details Consent (TDC) has then to be determined in accordance with the Permission in Principle; the result would be the grant of full planning permission. Community involvement procedures will follow the requirements set out in the relevant regulations and order.

Significant amended or additional details relating to any of the above categories of application received whilst an application is being processed are also publicised.

A considerable amount of negotiation takes place on a large number of applications, particularly the major ones. This is a very important and crucial part of the development control process, steering development towards a more acceptable form and therefore acting in a positive manner. This dialogue between planning officers and developers and their professional advisors is something which the Government and this Council actively encourages.

Section 122 of the Localism Act 2011 makes it a requirement for applicants for a development of a description specified within a development order to carry out our pre-application consultation on the proposed application and to demonstrate how they have taken account of the responses resulting from that consultation.

7. Involving the Community – Planning Applications

Forms of Notification of Planning Applications

1. Newspaper advertisement

The following categories of application are publicised by way of newspaper advertisement:-

- Applications including an Environmental Statement.
- Departures from the Development Plan.
- Applications affecting public rights of way.
- Major applications (see above).
- Applications for Listed Building consent.
- Applications for development affecting the setting of a Listed Building or a Conservation Area.

2. Site notices

Brightly coloured site notices are displayed in connection with all application categories with the exception of Prior Notifications, Non-Material Minor Amendments and Lawful Development Certificates.

3. Notification by letter

Occupiers of properties, whether residential or business or community services (e.g. schools, churches, community halls) are notified by letter of all application categories with the exception of Non-Material Minor Amendments and Lawful Development Certificates. Notification by letter involves those neighbouring properties directly adjoining the application site boundary.

Content of notification letters, site notices and newspaper advertisements

All the published material contains a description of the application, where it can be viewed, the timescale for responses and the offer of an appointment with the case officer to discuss the matter. Information is also given about the Council's Consultations Charter relating to planning applications, a copy of which is enclosed with the notification letters. Finally, reference is also made to the Local Code of Conduct for the Planning Process which explains the decision-making procedures, copies of which are available at Council offices and also on the Council's website.

Policies and procedures for publicising planning applications can change over time in response to changes in national legislation, policy and guidance. Therefore applications will be publicised in accordance with current legislation, policy and practice at the time the application is being processed.

The most up to date arrangements for publicising planning applications can be found on the Council's website.

Other ways in which information can be obtained on applications being considered by the council are:

- **Weekly List of Planning Applications.** This is made available on the Council's website and contains basic information about the location of the proposed development and a description of it.

7. Involving the Community – Planning Applications

- **Availability of copies of applications.** Applications relating to Rugeley and Brereton have copies on deposit at the area office in Rugeley. To conform with the Government's targets for electronic communication, the Council provides all information on 'live' planning applications and those determined after 2010 on the Council's website.
- **Parish and Town Councils.** Parish and Town Councils are notified as part of the consultation process and invited to inspect applications on the Council's website.
- **Exhibitions and presentations.** For applications which would involve major new development affecting a substantial area of the district, e.g. large new housing estates, employment sites or town centre redevelopment, plans are displayed in an appropriate location close to where the development is taking place.
- **Home visits.** People notified of applications, but who are unable to visit Council Offices or libraries to view plans because of mobility problems can arrange for a home visit by the Case Officer.
- **Office meetings.** Case officers are available, by appointment, at the Civic Centre to meet people wishing to discuss applications in which they have an interest.

Responding to Publicity about Applications

All comments which people wish to be taken into account in the decision making process need to be made in writing either by letter, email or by completing a comments form available at Council offices.

Timescale for responses

21 days is allowed for responses to initial notification of applications and a minimum of 10 days for re-notification on amendments.

7. Involving the Community – Planning Applications

The decision making process

The Council's published Code of Conduct for the Planning Process explains how decisions are made on planning applications. It sets out which decisions are delegated to officers and how comments made as a result of publicity on applications are considered, in most cases, by the Planning Control Committee before making a decision. The provision for people to address the Planning Control Committee when it is meeting to determine applications is also explained. Finally, the local Consultations Charter which is sent out to people notified of planning applications includes a list of relevant planning considerations at a general level and what are not, in order to assist people in making comments which can be taken into account in the decision making process. Information received from Statutory Consultees as a result of consultations will be taken into account when drafting any necessary conditions and S.106 agreements.

Process following a decision

A letter is sent to everyone who has submitted written comments (whether by post or e-mail), advising them of the decision on the planning application (whether or not it was determined by officers under delegated powers or at Committee). Copies of planning decisions are provided as a matter of procedure. The decision, if taken at Committee, is also publicised in the Committee minutes on the Council's website

Appealing a decision

If an applicant has an application refused or disagrees with conditions attached to the granting of permission they have a right of appeal. This right of appeal does not extend to a person notified of an application – known as a third party.

If and when an appeal is received, anyone who wrote in on the application is notified in writing of the appeal, and information is provided on how to make their views known (either in writing in a written representations appeal, or in person at an informal hearing or public inquiry). There is no need to re-submit previous information sent in on the planning application as all this information will be copied and sent to the Inspectorate. Councillors are also notified.

Where an informal hearing or Public Inquiry is to be held to consider an appeal a site notice is erected and the appeal is publicised in the press, including the date, time and the location of the hearing/Inquiry. Third parties are able to attend both informal hearings and Inquires and speak subject to the discretion of the Inspector, who may limit the number of individuals wishing to make very similar points.

Consultation on Planning Applications and other applications submitted under the Town and Country Planning Acts

This part of the process includes both the statutory requirements for consultation prior to decision being made on applications, most of which are included in the Town and Country Planning (Development Management Procedure) (England) Order 2015, and non-statutory consultation with organisations with expertise to contribute to the process.

7. Involving the Community – Planning Applications

Pre-Application Advice. Planning officers are available to offer pre-application advice by telephone, meeting or in writing. Meetings will be based on a 'Duty Officer' system from 1st April 2018. At this date also fees were introduced for pre-application advice on 'major developments' (defined as proposals for 10+ dwellings, a site area of over 0.5 hectares or floorspace of over 1000 square metres); otherwise there remains no charge. Other professional advice can be made available at this stage, both 'in-house' and externally, for example from Landscape Architects, Arboriculturalists, and the Council's Ecologist. Partner organisations, most commonly the Environment Agency, Natural England and Highways England will provide pre-application advice co-ordinated by Planning Officers. Staffordshire County Council Transportation will provide pre-application advice directly on payment of a fee. Staffordshire County Council Historic Environment Team will provide a charged-for pre-application advice service for developers and a charged-for curatorial service for archaeological contractors from 1st May 2018. Article 22 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 relates to the duty to respond to consultations within 21 days, which is an appropriate target in relation to the provision of pre-application advice.

External consultees, such as the Canal and River Trust and Historic England, welcome consultation at an informal level where issues may benefit from their early involvement.

Application Consultations – Statutory. Consultees are notified as part of the consultation process and invited to inspect applications on the Council's website. The Highway Authority also provides advice via visits to the District Council by Highway Engineers, when required.

Application Consultation – Non-Statutory. This includes both internal (other Council departments) and external bodies with expertise relevant to particular types of application. Consultees are notified as part of the consultation process and invited to inspect applications on the Council's website.

8. Management and Monitoring

The Council's Planning Teams seek to adopt a positive approach to involving external groups and individuals in planning processes. By ensuring that community involvement is targeted and realistic the Council aims to make the best use of the resources available to it, recognising that existing networks linked to other plans and programmes will be particularly valuable. The costs of community involvement will be met from dedicated budgets. Where possible, joint community consultation and engagement will be undertaken. Community involvement in the Development Management process, following procedures in Section 7, is an integral part of the processing of planning applications.

The management of resources and their availability for community involvement will be dependent on the progress made on the preparation of relevant documents. Monitoring progress in plan making and an assessment of the success of various community involvement exercises will inform the Council on the need to review, and where necessary, amend the SCI.

The SCI will be reviewed as appropriate in the light of changes in national legislation and policy, joint working experiences and consultation with stakeholders. This might include changes to reflect best practice in community/stakeholder involvement, managing expectations more effectively or addressing specific problems or concerns in relation to joint working. We are legally required to review the SCI at least every five years.

It is the Governments' intention to move towards the reporting of key Local Plan information and monitoring (including developer contributions) in an Open Data format. This has recently been tested via the Brownfield Registers. Open Data standards effectively seek to ensure that each Local Authority is reporting key information in the same way (using compatible software) so that the data can be readily gathered, combined and analysed by the Government. This is likely to require some additional resources in order to be compliant with the required Open Data standards (as learnt from experience with the Brownfield Register).

9. Data Protection

For many aspects of the Planning Process we will need to gather personal data. Our reasons for this, and the type of data required will vary depending upon the particular procedure and stage in the process.

When we collect such data we will ensure that we do so in a clear and legally compliant manner to fulfil the requirements of the General Data Protection Regulation which came into force on 25th May 2018. The relevant Fair Processing Notices can be found on the data protection pages of the Councils website and can also be found on all forms which we use for consultation purposes.

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Report of:	Head of Economic Prosperity
Contact Officer:	Dean Piper
Telephone No:	01543 464223
Portfolio Leader:	Economic Development & Planning
Key Decision:	No
Report Track:	Cabinet: 13/12/18

CABINET
13 DECEMBER 2018
CANNOCK RAILWAY STATION

1 Purpose of Report

- 1.1 To endorse the use of £231,000 of Council funding towards the cost of developing an Outline Business Case to set out the case for securing a transformational upgrade of Cannock Railway Station in partnership with the West Midlands Rail Executive (WMRE), Network Rail, West Midlands Trains and Staffordshire County Council.

2 Recommendations

- 2.1 That Cabinet approves the allocation of £231,000 towards a total cost of £400,000 to allow for the development of the Outline Business Case for the upgrade / improvement of Cannock Railway Station.
- 2.2 That Cabinet notes the contribution of £129,000 towards the cost of the Outline Business Case from the Joint Investment Fund (agreed with Staffordshire County Council).
- 2.3 That Cabinet notes the joint contribution of £40,000 towards the cost of the Outline Business Case from the West Midlands Rail Executive and West Midlands Trains.
- 2.4 That Cabinet authorises the Head of Economic Prosperity in consultation with the Portfolio Leader for Economic Development and Planning, 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.
- 2.5 That a report is brought back to Cabinet by the Head of Economic Prosperity on the completion of the Outline Business Case setting out next steps

including detail of the preferred design option, proposed implementation model and funding strategy.

3 Key Issues and Reasons for Recommendation

- 3.1 This report is to seek 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.
- 3.2 The Chase Line is currently benefitting from investment in an electrification scheme and West Midlands Trains have announced investment in new electric trains to improve the frequency and speed of services along the Chase Line. The service improvements will 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 will 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.
- 3.3 Furthermore, phase 1 of the McArthurGlen Designer Outlet Village (MGDOV) in Cannock is 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 is in close proximity to Cannock Railway Station and it is forecast that a significant number of visitors to the Outlet Village will travel by train.
- 3.4 Cannock Railway Station currently offers a very basic level of facilities to passengers and presents an unattractive gateway into the district. The station is 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 opens. A fit for purpose station has 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.
- 3.5 Initial design and masterplanning work for the Station has been commissioned by the 'Chase Line Station Alliance' and this work was completed in March 2018. The work presents a number of improvements to the station and includes conceptual plans and costings. Work is now required to develop the Outline Business Case for a scheme that can achieve the transformational upgrade to the station that the Council and its partners wish to see come forward. The Council is working closely with a range of partners to progress this scheme including West Midlands Rail Executive, Network Rail, West Midlands Trains and Staffordshire County Council.

4 Relationship to Corporate Priorities

- 4.1 This report will contribute specifically to 'Promoting Prosperity' and 'Community Wellbeing, by maximising the benefits of the new McArthurGlen Designer Outlet Village and encouraging further use of sustainable transport,

potentially reducing road traffic and providing better accessibility for residents to employment, leisure and cultural activities.

5 Report Detail

Background

5.1 Cannock Railway Station is a two platform, unstaffed station on the Chase Line, on the route between Birmingham New Street and Rugeley Trent Valley (via Walsall). The station facilities are currently very basic and the station does not provide a welcoming and attractive environment for passengers or an attractive gateway into Cannock town and the district as a whole. The station is owned and maintained by Network Rail and the adjacent pay and display car park is owned by the Council.

The key issues relating to the Station can be summarised as follows:

- Accessing the station; there are accessibility issues to reach the platforms;
- Customer information; a single ticket machine located at the entrance to the southbound platform only;
- Waiting for trains on the platforms; only basic shelters are provided, there is no waiting room or station building;
- Cycle storage; existing facilities are not being maintained and are poorly used;
- Bus / train interchange; there are poor connections with other forms of public transport;
- Roads and parking; uncontrolled use of adjacent car parks when the station car park is at capacity; uncontrolled parking in adjacent residential streets i.e. Remington Drive.

5.2 In 2010, the National Station Improvement Programme (NSIP) funded by Network Rail resulted in a number of low level improvements to the station in terms of CCTV at platform level, new shelters and customer information systems, but the station facilities are still basic in terms of what could reasonably be expected at a station of Cannock's size and the usage of the Chase Line.

5.3 The Chase Line is currently benefitting from a £100m electrification scheme to enable electric trains to operate between Walsall and Rugeley. Electric trains are quieter and more environmentally friendly and will enable faster and more frequent services to run on the line. Network Rail is currently undertaking the works to upgrade the line and it is anticipated that this work will be completed by December 2018. It is estimated that the economic benefit of the Chase Line electrification project will be significant, with £113m of Gross Value Added (GVA) added to the economy per annum and circa 1,400 new jobs created.¹

¹ Economic assessment produced by KPMG on behalf of Centro, 2012

- 5.4 There is also planned investment in improving passenger services on the Chase Line. In 2018, West Midlands Trains announced that on completion of the electrification scheme that 4 coach electric trains will be introduced (replacing two diesel trains), to operate two trains an hour to Birmingham New Street and extended to Birmingham International to enable access to the Airport and the NEC. Furthermore, there will also be direct services operating from Walsall to London Euston. From 2021, new electric trains will be introduced, together with later weekday evening and additional Sunday services. Platform extensions at Cannock Station are currently being constructed to allow for 4 coach trains.
- 5.5 The development of the £160m McArthurGlen Designer Outlet Village (MGDOV) in Cannock is underway and the first phase of the development, consisting of approximately 80 retail units, will open in 2020. It is estimated that when opened the site will attract around 3 million visitors per annum. The site is in close proximity to the Railway Station and figures provided by the developer (as part of the planning application) forecasted that 2% of visitors to the Designer Outlet Village will arrive by train. It is expected that there is the potential for this figure to be significantly increased as rail services on the Chase Line improve and the area benefits from faster and more frequent services and improvements to the rolling stock.
- 5.6 The Section 106 agreement linked to the planning application for the MGDOV provides for £90,000 of funding for station improvements but these will be limited in scope. The works will make a contribution to passenger waiting and general station facilities and improved accessibility to the station. The Council is currently working to relocate the existing bus stops on Lichfield Road to outside of the Railway Station so that they can serve as an interchange for connections from the Railway Station to the MGDOV and to Cannock Town Centre.
- 5.7 It is recognised by the Council that there is a need to develop a plan for a modern and well designed station that meets the needs of passengers and can create a fitting gateway into the district.
- 5.8 To achieve improvements to the station, the Council has been working with the 'Chase Line Stations Alliance' which is comprised of key organisations such as the West Midlands Rail Executive (WMRE), Network Rail, West Midlands Trains and Staffordshire County Council. This partnership forms part of a wider 'Stations Alliance' initiative led by WMRE which has the aim of achieving substantial improvements to local rail stations.
- 5.9 Work was commissioned by the Alliance in 2017/18 to develop some initial proposals to improve and upgrade Cannock Railway Station. The proposals present a phased approach to transforming the station identifying opportunities to improve station facilities and amenities, improve the public realm, and address the issues regarding accessibility and car parking.

The key elements of the proposals include:

- Platform extension and widening works; installation of step free access (new lifts and stairs from Lichfield Road to platforms 1 and 2); retaining wall along the existing embankment (enabling work for a multi-deck car park); platform canopies, creation of a bus interchange for connections from the station to the MGDOV and Town Centre and relocation of the taxi rank.
- Creation of a multi-deck car park (300 spaces) on the footprint of the existing car park, secondary access to Platform 1 and potential re-development of a parcel of land adjacent to the current car park.
- Public realm enhancements, a new cycle parking facility and information point / café and potential creation of overbridges to improve pedestrian access to the station from the road. Creation of a more prominent façade on the Lichfield Road to advertise the Railway Station.

5.10 It is considered that the proposed improvements to the station have the potential to achieve a number of benefits as follows:

- Increased visitors to the district creating the potential for new residential, leisure and commercial opportunities;
- Increased multi modal journeys, by improved connectivity to other forms of public transport and walking and cycling routes, encouraging a shift to low carbon active travel choices;
- Increased value and desirability of land adjacent to the station; opportunity for new development to come forward;
- Increased desirability of Cannock as a place to live and work – increasing demand for new housing, jobs and leisure/cultural opportunities;
- Wider economic benefits i.e. increased potential for new businesses to locate to the district and retention of existing businesses.
- Cannock Chase District lies within the Birmingham Housing Market Area, within which 38% of all am peak journeys into Birmingham City Centre are now made by rail. This is predicted to grow by 49% from 2013 to 2023 and 114% by 2043. (Network Rail West Midlands & Chiltern Route Study 2016).

5.11 Creating a ‘fit for purpose’ station will enable the town to fully capitalise upon the opportunities created by the electrification of the Chase Line and the high quality retail offer at the MGDOV when it opens.

Business case preparation

5.12 To progress the improvement scheme for the Railway Station, it is essential that the project moves through a robust Business Case process. The first stage in the process will be to complete an ‘Outline Business Case’ which will test and refine options for delivery. The Outline Business Case will use the work undertaken by the Station Alliance as the starting point, but the final design option will be refined during the process. The business case will

further consider the benefits of the scheme in relation to the impact on the rail network as well as the economic and social benefits; this work will include analysis of the 'Benefit-to-Cost' Ratio (BCR) for the proposed scheme which funding bodies consider as part of their appraisal of any transport funding bid.

- 5.13 WMRE has agreed to take a lead on procuring suitably qualified and experienced consultants to undertake this work through an existing Procurement Framework. This will enable the work to be more quickly initiated than using the Council's procurement procedures and provides access to pre-qualified rail consultants who have experience of undertaking similar projects and will ensure value for money.

Recommended next steps

- 5.14 It is proposed to formally establish a Project Board led by the Council and comprised of senior representatives from key partners including WMRE, Network Rail, West Midlands Trains and Staffordshire County Council. It is also proposed to invite a representative from McArthurGlen onto the Board given the close proximity of the MGDOV to the station and in recognition of the inter-dependency between the development of the MGDOV and the business case for seeking a transformational upgrade of the station. Establishing the Project Board will help to create momentum in the development phase of the scheme and ensure that key partners can commit their support to the project.
- 5.15 Work will progress to develop a detailed, agreed specification for the Outline Business Case work and it is proposed that this will be signed off by the Project Board. It is anticipated that consultants will be appointed in early 2019 and the Outline Business Case will be completed by September 2019. On completion of the Outline Business Case, a report will be brought back to Cabinet by the Head of Economic Prosperity setting out the future phases for the development of the scheme, including detail on the preferred design option, proposed implementation model and funding strategy.

6 Implications

6.1 Financial

It is estimated that the cost of producing the Outline Business Case for this scheme is £400,000; this is based on figures provided to the Council by the WMRE and takes account of previous costs for similar projects.

It is proposed that the cost of the business case work is to be met from three sources:

- £129k from the Joint Investment Fund (agreed with Staffordshire County Council);
- £40k from West Midlands Rail Executive / West Midlands Trains;

- £231k – Balance of funds from CCDC.

The £231,000 contribution from the Council is available within the capital budget for the District Investment Fund. As this is a feasibility study, and a revenue item, this will require a reduction in the Revenue Contribution to Capital Outlay funding of the Capital Programme to accommodate the spend. The Outline Business Case work will seek to identify the total cost of an improvement scheme based on a proposed design solution and it will also explore whether the work can be delivered in phases. A project of this scale will require a detailed funding strategy and it is anticipated that this will be developed as part of the Outline Business Case work.

The Council would seek to work with key partners such as WMRE, WMT, Network Rail and Staffordshire County Council to explore relevant funding opportunities and would also aim to bid for public funding opportunities available through the Department for Transport, Local Enterprise Partnerships and the West Midlands Combined Authority. It is also possible that alternative delivery models could be explored to provide a funding stream for the capital works.

6.2 **Legal**

There are no legal implications arising from this report.

6.3 **Human Resources**

None

6.4 **Section 17 (Crime Prevention)**

The provision of a transformed Cannock Railway Station and associated improvements in passenger services will allow the younger population, to access a wider range of employment, evening, and leisure, recreational and cultural facilities in Cannock, Walsall or Birmingham. It will also provide a safer and more welcoming environment than at present and contribute to reducing incidences of crime and anti-social behaviour and fear of crime.

6.5 **Human Rights Act**

There are no human resource implications in the report.

6.6 **Data Protection**

There are no data protection implications in the report.

6.7 **Risk Management**

It is anticipated that a Risk Management Plan and Register will be established as part of the work to develop the Outline Business Case.

The key risk to the Council at this juncture is that there is no guarantee that funding will be made available to support any emerging scheme for the Station. The development of the Outline Business Case is limited to undertaking a design process to test whether an acceptable scheme can be achieved, what this would look like, and to assess what implications it would have and what benefits it could bring.

Further consideration will be given, in full consultation with stakeholders, about how an acceptable scheme could be taken forward and funded and a further report will need to be brought back to Cabinet to outline next steps once the business case work is completed.

6.8 Equality & Diversity

The development of the business case and proposed design solution for the station will seek to positively address the needs of the community and station users. The opportunity to positively improve accessibility onto the platforms should provide an enhanced experience for people with mobility issues.

6.9 Best Value

The West Midlands Rail Executive will use an existing Procurement Framework to procure suitable consultants. The Framework will ensure that best value is sought both in terms of price and quality of submissions.

7 Appendices to the Report

7.1 None.

Previous Consideration

None

Background Papers

None

Report of:	Head of Environment and Healthy Lifestyles
Contact Officers:	Joss Presland
Telephone Nos:	01543 456 822
Portfolio Leaders:	Environment and Culture & Sport
Key Decision:	Yes
Report Track:	Cabinet: 13/12/18

CABINET
13 DECEMBER 2018
REFURBISHMENT AND IMPROVEMENT OF COUNCIL OWNED CAR PARKS

1 Purpose of Report

- 1.1 To seek permission to undertake a number of car park refurbishment and improvement schemes as set out in Appendix 1.

2 Recommendations

- 2.1 That Cabinet approves permission to spend £200,000 in order to undertake the car park improvement schemes as set out in Appendix 1; £55,000 to be met from the Capital Programme 2017-18 to 2020-12 and £145,000 to be met from Revenue.

3 Key Issues and Reasons for Recommendation

- 3.1 The Council currently owns / manages a mixture of 35 pay and display and free car parks across the district.
- 3.2 All car parks are routinely inspected on a regular basis. For some time now it has been noted that a number of them require capital investment to bring them to a satisfactory standard, in regard to their operation, aesthetic condition and health and safety requirement. The existing car parks have not had significant work of this nature undertaken previously.
- 3.3 Following a series of detailed inspections in 2017/18 an estimated programme of planned works was drawn up over the next 5 (2018-23) and 10 years (2024-28); taking into account need, resources available and other development works.
- 3.4 The works detailed in Appendix 1 are considered to be the most urgent and therefore appear in year 1 of the phased five year programme (2018-23).

Included in this programme is additional capital provision necessary to support the extension of the car park at 5's Sports Pavilion Bradbury Lane, Hednesford, previously agreed by Council on 11 April 2018.

- 3.5 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 of £200,000 in relation to the procurement of the phased carpark refurbishment programme as set out in Appendix 1 is sought. Based on the type of expenditure £55,000 will be capital and £145,000 revenue.

4 Relationship to Corporate Priorities

- 4.1 The refurbishment of the Council's car parks as detailed in Appendix 1 contributes to a number of the Council's Corporate Objectives, in particular promoting attractive and safe environments.

5 Report Detail

- 5.1 Council on 7th February 2018 established a capital programme budget of £492,000 for car park improvements 2017-18 to 2020-21 and permission to spend of £200,000 in relation to the procurement of the phased carpark refurbishment programme as set out in Appendix 1 is sought. Based on the type of expenditure £55,000 will be capital and £145,000 revenue.
- 5.2 The Council currently owns / manages a mixture of 35 pay and display and free car parks across the district.
- 5.3 All car parks are routinely inspected on a regular basis. For some time now it has been noted that a number of them require capital investment to bring them to a satisfactory standard, in regard to their operation, aesthetic condition and health and safety requirement.
- 5.4 Following a series of detailed inspections in 2017/18 an estimated programme of planned works was drawn up over the next 5 (2018-23) and 10 years (2024-28); taking into account need, resources available and other development works.
- 5.5 The works detailed in Appendix 1 are considered to be the most urgent and therefore appear in year 1 of the five year programme (2018-23). Included in this programme is additional capital provision necessary to support the extension of the car park at 5's Sports Pavilion Bradbury Lane, Hednesford, previously agreed by Council on 11 April 2018.

6 Implications

6.1 Financial

The estimated cost of the refurbishment of the 11 carparks during 2018/19 is £200,000 and provision exists within the Capital Programme 2018-19 to 2020-

21 approved by Council on 7th February 2018. After reviewing the type of expenditure, £55,000 qualifies as capital expenditure; well the remaining £145,000 should be treated as revenue expenditure. The revenue budget originally earmarked to fund this capital programme via `Revenue Contribution to Capital` (RCCO) will now be used to fund this revenue expenditure directly.

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

The refurbishment programme should significantly reduce the risks to the Council of insurance claims from members of the public for personal injury and property/vehicle damage caused by uneven surfaces, trip hazards and worn assets.

6.8 Equality & Diversity

None

6.9 Best Value

The best value option regarding the refurbishment is to be achieved by using an existing contract let by Lichfield District Council that the Council is named within which specifically relates to carpark refurbishment works of this nature.

7 Appendices to the Report

Appendix 1: Car Park Refurbishment Programme 2018/19.

Previous Consideration – None

Background Papers – None

Appendix 1Car Parks Refurbishment Programme 2018/19

Location	Description of Works	Revenue Estimate	Capital Estimate
Danilo Road car park Cannock	Sweep off and remove all loose material, regulate areas as required, overlay existing surface with 40mm wearing course, renew all ramp and parking space markings	£25,500.00	
Market Street car park Rugeley	Excavate and remove existing car park surfacing material 100mm depth, lay new base course 60mm thickness, lay new wearing course 40mm thickness, renew all parking space markings	£24,000.00	
Service Area 6 Rugeley	Excavate and remove existing car park surfacing material 100mm depth, lay new base course 60mm thickness, lay new wearing course 40mm thickness, renew all parking space markings	£29,000.00	
Service Area 9 Rugeley	Excavate and remove existing car park surfacing material 100mm depth, lay new base course 60mm thickness, lay new wearing course 40mm thickness, renew all parking space markings	£44,000.00	
5's Bradbury Lane Hednesford	Provision of additional overspill car park spaces at 5's Sports Pavilion, Bradbury Lane		£55,000.00
All Cannock and Rugeley P&D car parks	Renew all signage to Pay and Display Machines and entrance/exit of car parks	£12,000.00	
Girton Road – Station car park Cannock	Replacement of missing low level perimeter trip rail	£3,000.00	
North & Park St, Bridgtown, Hednesford Rd & Bank St Heath Hayes & The Levels Brereton	6 x New Height Restriction Barriers	£7,500.00	
	TOTAL	£145,000.00	£55,000.00

Report of:	Head of Environment and Healthy Lifestyles
Contact Officers:	Tom Walsh
Telephone Nos:	01543 454 482
Portfolio Leader:	Culture & Sport and Environment
Key Decision:	No
Report Track:	Cabinet: 13/12/18

CABINET
13 DECEMBER 2018
REPLACEMENT OF SPECIALIST GROUNDS MAINTENANCE MACHINERY AND VEHICLES

1 Purpose of Report

- 1.1 To seek approval to purchase replacement specialist grounds maintenance machinery and cleansing vehicles.

2 Recommendations

- 2.1 That Cabinet approves permission to spend £418,000 in order to purchase replacement grounds maintenance machinery and vehicles provided for in the Capital Programme 2017-18 to 2020-12 as set out in Appendix 1.

3 Key Issues and Reasons for Recommendation

- 3.1 It is necessary to procure replacement machinery and vehicles to deliver the Council's grounds maintenance/Countryside/Cleansing services.
- 3.2 The existing machinery and vehicles asset list has been assessed and 15 items have been identified as reaching the end of their useful life and need 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 is typically around 16 weeks it is necessary to commence the procurement process promptly in order to expedite delivery for the early part of 2019.
- 3.3 The purchase of this specialist machinery will ensure an uninterrupted service; reduce maintenance time as well as helping to lower the impact of the fleet on the environment.

- 3.4 The purchase of the vehicles proposed are not considered to be affected by the current Environmental Services Review and although it is 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, can be adapted to cater for any service changes. The cost off which will be met from existing revenue budgets.
- 3.5 A purchasing option has been considered and it is therefore proposed to purchase the 15 items early in 2019 through a Framework Agreement (ESPO) and the Crown Commercial Services.
- 3.6 Council has 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 is sought.

4 Relationship to Corporate Priorities

- 4.1 The replacement of the specialist ground maintenance machinery and vehicles contributes to many of the Council's Corporate Objectives. The maintenance of the Golf Course is a contracted function for the Council's Leisure providers IHL and provides a wider health benefit for users of the Golf Course and open space.

5 Report Detail

- 5.1 Council on 7 February 2018 established a capital programme budget of £648,000 for the purchase of grounds maintenance machinery and vehicles and permission to spend of £418,000 in relation to the procurement of the machinery and vehicles as set out in Appendix 1 is sought.
- 5.2 Following an assessment of the service's current machinery and vehicle asset list 15 items were identified as nearing the end of their useful life. Some of the vehicles and machinery have been subject to breakdowns and are becoming unsustainable due to their age and availability of spares. Much of the originally purchased grounds maintenance equipment from 2014 and earlier is included on the list.
- 5.3 The purchase of the vehicles proposed are not affected by the current Environmental Services Review and although it is 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, can be adapted to cater for any changes. The cost off which will be met from existing revenue budgets.
- 5.4 The estimated purchase cost of £418,000 would need to be funded through the provision within the General Fund Capital Programme approved by Council in February 2018.

5.5 Details of the Capital Expenditure for specialist replacement machinery/vehicles which are to be procured are set out in Appendix 1.

6 Implications

6.1 Financial

When the scheme was originally approved for inclusion within the capital programme the total budget approved was £648,000. The estimated cost of the 15 items of replacement machinery/vehicles is £418,000 and provision exists within the draft Capital Programme for this based on an anticipated year 1 revised spend of £143,500 leaving a balance for year 3 of £86,500.

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

The risk of using hire equipment or not to replace the machinery is that the service will fail to operate effectively and efficiently and therefore fail to meet its operational objectives of providing a planned programme of works. As part of the procurement exercise the Council will consider improved safety and possible reduction of insurance premiums as well as providing evidence for insurance claims by considering devices such as reversing sensors/cameras and dash cams.

6.8 Equality & Diversity

None

6.9 Best Value

The best value option regarding the replacement of the Grounds maintenance machinery/Vehicles is to utilise existing Framework agreements and the Crown Commercial services.

7 Appendices to the Report

Appendix 1: Capital Expenditure for replacement machinery/vehicles.

Previous Consideration

Replacement of Specialist Streetscene and Grounds Maintenance Machinery and Vehicles	Cabinet	19/04/18
Replacement of Grounds Maintenance and Street Cleansing Service Vehicles	Cabinet	21/11/13
Grounds Maintenance and Street Cleansing Service	Cabinet	18/04/13

Background Papers

None

Appendix 1**REPLACEMENT MACHINERY/VEHICLES 2019**

Owned by	Section	Service Man	Age of vehicle	Replacement Vehicle	Estimated Cost	Replacement Year	Status	Vehicle life
CCDC	Ctry	TW	2010	4X4 crew cab Toyota Hi Lux	25,000	2019	Overdue	5-7 years based on mileage
CCDC	Ctry	TW	2004	Articulated tractor	45,000	2016	Overdue	10 years based on mileage
CCDC	Ctry	TW	2006	Tractor Round baler	8,500	2016	Overdue	10 years based on reliability, wear & tear.
CCDC	G/Mtnce	TW	2014	Crew Cab tipper	25,000	2019	On target	5-7 years based on mileage
CCDC	G/Mtnce	TW	2014	Crew Cab tipper	25,000	2019	On target	5-7 years based on mileage
CCDC	G/Mtnce	TW	2014	Crew Cab tipper	25,000	2019	On target	5-7 years based on mileage
CCDC	G/Mtnce	TW	2014	Ride on Toro 360	28,000	2019	On target	4 years
CCDC	G/Mtnce	TW	2014	Ride on Toro 360	28,000	2019	On target	4 years
CCDC	G/Mtnce	TW	2014	Ride on Toro 360	28,000	2019	On target	4 years
CCDC	G/Mtnce	TW	2014	Tractor/ Loader/Trimax to replace Toro Fairway Mower	45,500	2019	On target	4 years
CCDC	G/Mtnce	TW	2014	Toro Greens Mower	35,000	2019	On target	4 years
CCDC	G/Mtnce	TW	2014	Toro Tees Mower	25,000	2019	On target	4 years
CCDC	S/ CLSG	JP	2014	Caged Crew Cab	25,000	2019	On target	4 years
CCDC	S/ CLSG	JP	2014	Caged Crew Cab	25,000	2019	On target	4 years
CCDC	S/ CLSG	JP	2014	Caged Crew Cab	25,000	2019	On target	4 years
Total Cost					£418,000			

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