



Please ask for: Matt Berry
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7 September 2022

Dear Councillor,

Cabinet

6:00pm on Thursday 15 September 2022

Meeting to be held in the 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. Clegg
Chief Executive

To: Councillors:

Lyons, O.	Leader of the Council
Jones, B.	Deputy Leader of the Council and Community Safety & Partnerships Portfolio Leader
Sutherland, M.	District and High Street Development Portfolio Leader
Johnson, J.P.	Environment and Climate Change Portfolio Leader
Jones, V.	Health, Wellbeing, and Community Engagement Portfolio Leader
Fitzgerald, A.A.	Housing, Heritage, and Leisure Portfolio Leader
Hughes, R.J.	Innovation and Resources Portfolio Leader

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 25 August 2022 (enclosed).

5. Forward Plan

Forward Plan of Decisions for September to November 2022 (Item 5.1 - 5.3).

6. 4-Year Delivery Plans 2022-26

Report of the Head of Governance and Corporate Services (Item 6.1 - 6.19).

7. Proposed Improvements to Laburnum Avenue Public Open Space

Report of the Head of Environment and Healthy Lifestyles (Item 7.1 - 7.9).

8. Adoption of the Guide to Houses in Multiple Occupation Space and Amenity Standards

Report of the Head of Environment and Healthy Lifestyles (Item 8.1 - 8.23).

9. Revocation and Replacement of Public Spaces Protection Order (Dog Control) 2018

Report of the Head of Environment and Healthy Lifestyles (Item 9.1 - 9.21).

10. Permission to Spend - New Council Website

Report of the Head of Governance and Corporate Services (Item 10.1 - 10.3).

11. 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 Paragraphs 1, 2, 3, and 6, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

Agenda

Part 2

12. Request for Flexible Retirement

Not for Publication Report of the Head of Housing and Partnerships (Item 12.1 - 12.4).

The Report is confidential due to the inclusion of:

- Information relating to any individual, and
- Information that is likely to reveal the identity of an individual.

No Representations have been received in respect of this matter.

13. Compulsory Purchase Order Land Assembly - Cannock Town Centre Levelling Up Fund

Not for Publication Report of the Head of Economic Prosperity (Item 13.1 - 13.62).

The Report is confidential due to the inclusion of:

- Information relating to the financial or business affairs of any person (including the Council), and
- Information which reveals that the Council proposes:
 - (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person.
 - (b) To make an order or direction under any enactment.

No Representations have been received in respect of this matter.

Cannock Chase Council
Minutes of the Meeting of the
Cabinet

Held on Thursday 25 August 2022 at 6:00 p.m.
In the Esperance Room, Civic Centre, Cannock

Part 1

Present:

Councillors:

Lyons, O.	Leader of the Council
Sutherland, M.	District and High Street Development Portfolio Leader
Jones, V.	Health, Wellbeing, and Community Engagement Portfolio Leader
Fitzgerald, A.A.	Housing, Heritage, and Leisure Portfolio Leader
Hughes, R.J.	Innovation and Resources Portfolio Leader

26. Apologies

Apologies were submitted by Councillors B. Jones, Deputy Leader of the Council and Community Safety & Partnerships Portfolio Leader; and J.P. Johnson, Environment and Climate Change Portfolio Leader.

27. 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.

28. Updates from Portfolio Leaders

(i) Leader of the Council

The Leader updated in respect of the following:

- **Commonwealth Games**

The preparations for the Commonwealth Games' Mountain biking event had been discussed on several occasions in advance of the event, so it was a great pleasure to be able to provide an update now that the event had taken place. The competitions had been held at Birches Valley on 3 August 2022, and everything had gone really well.

The sun had shone, and the event had received outstanding coverage. Cannock Chase had shown itself in a very positive light, and it was hoped that it would continue to reap the benefits for many years to come. Very positive

feedback had been received in the form of letters of thanks from both Birmingham City Council and the Commonwealth Games Committee.

On behalf of Cabinet, the Leader wished to express her thanks to everyone involved at the Council and its partner, Inspiring Healthy Lifestyles, for making this possible.

- **Hednesford Festival**

The annual Hednesford Festival had taken place on Saturday, 13 August and it had also benefitted from a hot, sunny day. The event was incredibly well attended with rows of stallholders and hundreds of visitors. Inspiring Healthy Lifestyles had a brilliant stall with activities for children and were advertising the Cannock Chase Can app.

- **Community BBQ at Rugeley**

Andy Smith, the Council's Neighbourhood Officer had arranged a community drop-in event, which took place on Friday, 19 August between 11.00am and 4.00pm at Rugeley Community Centre. Attendees were varied, including the Council's Housing Team, the NHS, and several community groups. Not only was it a great event providing residents with an opportunity to pop in, raise enquiries and discuss issues, but it was also a fantastic networking opportunity to build relations between all different sectors and organisations working within our communities.

- **Cannock Chase Pride**

The Leader reported that Cannock Chase Pride would be hosting their first Pride Festival in Hednesford Park on Saturday, 3 September. It looked set to be a brilliant day. Members were advised that the Cannock Chase Pride Committee were seeking volunteers to assist on the day, and she was aware that several colleagues planned to help.

(ii) **District and High Street Development**

The Portfolio Leader updated in respect of the following:

- **COVID-19 Additional Relief Fund (CARF)**

The Portfolio Leader advised that local businesses who were affected by the pandemic but were ineligible for earlier support linked to business rates might qualify for help with their Business Rate bill for 2021-22.

Eligible businesses must be based in the Cannock Chase District and have been in business and liable for business rates as of 1 April 2021. They should be able to demonstrate that their business had been severely impacted by COVID-19.

To ensure no eligible business missed out, the Council had already written to 700 businesses to tell them about the new funding and how to apply. Any other businesses who thought they might qualify, were urged to check the Council's website for further information: www.cannockchasedc.gov.uk/businessrates

Application forms could be found from a link on the page or at: www.cannockchasedc.gov.uk/businessrateforms The deadline for applications was by no later than 15 September, 2022.

- **Cannock Beach Party**

A summer seaside themed event was to take place in Cannock Town Centre on Sunday, 28 August, between 12 noon and 6.00pm with a town crier kicking it off.

There would be a surf simulator and face painting - both free - and games, including tin can alley; hook a duck; and power shooter - all with prizes - as well as photo opportunities with inflatable props and deckchairs. And sand pits with buckets, spades, and windmills for the little ones.

Traditional beach bingo will be starting at 3.00pm and there would also be a Punch and Judy show.

Face painting would be available between 1.00 and 5.00pm. Music events would take place throughout the day, hosted by Craig Baxter. Street food vans would also be in attendance including donuts; ice cream; candy floss and fish and chips.

(iii) Housing, Heritage, and Leisure

The Portfolio Leader updated in respect of the following:

- **Commonwealth Games**

The Portfolio Leader endorsed the Leader's comments and positive feedback. The Commonwealth Games had been watched by over a billion people worldwide and Cannock Chase had shown itself in a very positive light, which could only be to the area's benefit in the future. In addition to promoting the District as a visitor destination, there would be a legacy encouraging cycling from infants at the Pedal & Play area, right up to the professional blue and red trails with cyclists coming from all over the world to ride on. In addition to the estimated, billion plus viewers, 100,000's people attended events in person and 13,000 volunteers participated in the event.

- **German War Graves**

An Exhibition of German War Graves was to be held at the Museum of Cannock Chase from 24 October to 14 December 2022.

This was part of a project working with German partners from Bremen, who bring a group of young people each year to tend to and clean the graves of soldiers who died in both world wars. Cannock Chase has the only German Military Cemetery on British Territory, and it contains 4,929 graves: 2,143 from WW1 and 2,786 from WW2.

29. Minutes

Resolved:

That the Minutes of the meeting held on 14 July 2022 be approved.

30. Forward Plan

The Forward Plan of Decisions for the period August to October 2022 (Item 5.1 – 5.3). was considered:

Resolved

That the Forward Plan of Decisions for the period August to October 2022 be noted.

31. Air Quality Status Report 2021-22

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 6.1 - 6.94).

Resolved:

That:

- (A) The statutory annual status report, as set out in Appendix A of the Report, be noted.
- (B) Responsibility be delegated to the Head of Environment and Healthy Lifestyles to progress actions toward appropriate Air Quality Action Planning and the review of local Air Quality Management Areas.

Reasons for Decisions

The Annual Status Report (ASR) provided an overview of air quality in Cannock Chase District during 2021. It fulfilled the requirements of Local Air Quality Management (LAQM). The LAQM process placed an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether air quality objectives were likely to be achieved.

Where an exceedance was considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intended to put in place in pursuit of the objectives. Production of the ASR is a statutory requirement.

The ASR showed the strategies employed by Cannock Chase Council to improve air quality and any progress that had been made.

32. Economic Prosperity Strategy Refresh

Consideration was given to the Report of the Head of Economic Prosperity (Item 7.1 - 7.31).

Resolved:

That:

- (A) The refreshed Economic Prosperity Strategy, as set out at Appendix 1 of the Report, be approved.
- (B) Authority be delegated to the Head of Economic Prosperity, in consultation with the District and High Street Development Portfolio Leader, to implement the Strategy, utilising existing resources and maximising external funding, and to keep the Strategy under review, making any minor amendments as necessary to reflect changes in legislation or Government policy.

Reasons for Decisions

The refreshed Economic Prosperity Strategy set out an economic vision for the period 2022-2032 and included a number of projects and activities that were designed to improve the prosperity of local residents, increase economic growth and productivity, whilst supporting the Council's goal to achieve carbon neutrality. The Strategy also set out a number of key economic indicators that would need to be monitored and would identify the District's progress towards achieving the vision.

33. Cannock Chase Local Plan 2018-2039: Regulation 19 Consultation

Consideration was given to the Report of the Head of Economic Prosperity (Item 8.1 - 8.194).

Resolved:

That:

- (A) The summaries of the feedback received on the Cannock Chase Local Plan Review Preferred Options consultation, as set out at Appendix A of the Report, be noted.
- (B) Publication of the Cannock Chase Local Plan Regulation 19 document (as set out at Appendix B of the report) and Site-Specific Policies (Appendix C), together with the Policies map and other supporting documents and evidence base documents be approved for a minimum six-week consultation period, the strategy for which would be carried out in line with the Council's adopted Statement of Community Involvement 2022.
- (C) Authority be delegated to the Head of Economic Prosperity, in consultation with the District and High Street Development Portfolio Leader, to make any non-substantive changes considered necessary to the document prior to it being published and agree the arrangements for consultation.
- (D) Finalisation of the Site-Specific Policies (Appendix C) within the Cannock Chase District Local Plan Regulation 19 document and Policies Map and accompanying documentation to include:
 - Integrated Impact Assessment
 - Draft Infrastructure Delivery Plan
 - Development Capacity Study 2022
 - Cannock Chase Retail and Town Centre Uses Study Update 2022
 - Cannock Chase Viability Assessment 2022, and
 - Open Spaces Assessment 2022be delegated to the Head of Economic Prosperity in consultation with the District and High Street Development Portfolio Leader:
- (E) Finalisation of the Five Ways Transport Modelling and Air Quality Impact 2022 and Review of Green Space Network (currently being revised), be delegated to the Head of Economic Prosperity in consultation with the District and High Street Development Portfolio Leader.
- (F) Finalisation of the dates for a six-week consultation period and details of the consultation be delegated to the Head of Economic Prosperity in consultation with the District and High Street Development Portfolio Leader.
- (G) Council, at its meeting to be held on 7 September 2022, be recommended to approve the Cannock Chase Local Plan 2018-2039 document as the Council's policy for planning for the future of the District for the period 2018-2039.

Reasons for Decisions

The current Local Plan (Part 1) was adopted in 2014. Work ceased on Local Plan (Part 2) following Council resolution (21 February 2018) to enable a full review of the Local Plan to proceed that would incorporate both Part 1 and Part 2 in a new Local Plan.

The Greater Birmingham and Black Country Housing Market Area (GBBCHMA) housing shortfall had emerged during this period, requiring consideration across the entire Housing Market Area. In order to start to address the shortfall, Local Plans needed to align to a longer timeframe and test development scenarios that could potentially meet the shortfall over the plan period.

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) introduced a statutory requirement, under Regulation 10A, that from 6 April 2018 Local Planning Authorities (LPAs) must review their Local Plan within five years of the date of adoption. The Local Plan Review commenced in 2018 and considerable evidence had been commissioned and non-statutory stages completed.

The Local Development Scheme 2022 set out a timetable to adopt a new Local Plan timeline based on the current National Planning Policy Framework (NPPF).

The Council needed to show how it had considered the representations and that the consultation was in conformity with its Statement of Community Involvement and the provisions of Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The document and the changes made to it were outlined in the report section 5. The Council was required to produce a consultation statement to show how the Council had involved its residents and key stakeholders and how this had shaped the Plan and send this to the Inspector in due course.

Provision of land to meet the employment needs of Cannock District at the West Midlands Interchange reduced the need to release land for employment within the district boundary impacting upon the accessibility to jobs locally. The spatial strategy for Cannock Chase District needed to deliver sustainable development in accordance with its spatial priorities and this required a balance to be achieved between the employment provision and housing provision in the local plan, as there was a need to protect the Green Belt and our environmental assets for the longer term and to enable a region wide solution to the housing shortfall to be found.

34. Elmore Park Public Toilets

Consideration was given to the Report of the Head of Economic Prosperity (Item 9.1 - 9.9).

Resolved:

That:

- (A) The proposal to demolish the existing toilet block in Elmore Park, Rugeley, and replace with two accessible toilets in the same location, be approved.
- (B) Phase 2 development of the Community Sports and Recreation Hub at the Stadium site on Pye Green Road, Hednesford, be paused, and authority be delegated to the Head of Environment & Healthy Lifestyles to evaluate the remaining Phase 2 works and identify potential alternative schemes; the

immediate impact of which would be to release capital funding back into the Council's Capital Programme, to fund alternative schemes.

- (C) Authority be delegated to the Head of Economic Prosperity, in consultation with the Innovation & Resources Portfolio Leader, to implement all actions necessary to progress the replacement of the toilets at Elmore Park.
- (D) Due to current volatility of construction costs and tender prices, it be noted that if the tendered costs were significantly higher than those included within the Report, a further report would be presented to Cabinet for permission to proceed.
- (E) That Council, at its meeting to be held on 7 September 2022, be recommended to approve that a sum of £110,000 for the proposed Elmore Park Public Toilets scheme be added to the Council's Capital Programme, and revenue costs would be included within the Elmore Park budget for ongoing maintenance and repairs.

Reasons for Decisions

The report set out a proposal to replace the existing Elmore Park toilets and authority was required from Cabinet to proceed with the recommended scheme.

Authority was also required from Cabinet to pause Phase 2 works linked to the Stadium to allow a re-evaluation of the scheme to take place, and to release funding back into the Council's Capital Programme.

35. Deed of Gift Agreement - Commemorative Beacons

Consideration was given to the Report of the Head of Economic Prosperity (Item 10.1 - 10.12).

Resolved:

That the commissioning of seven commemorative beacons be endorsed, and the gifting of the beacons, by deed, be authorised to town/parish councils, or other appropriate legal entity in each of the respective areas of Cannock, Rugeley, Hednesford, Norton Canes, Bridgtown, Chads Moor, and Heath Hayes & Wimblebury.

Reasons for Decision

Cabinet approval was required to authorise the Council to enter into the Agreement with each of the local areas for the gifting of the beacons. The Agreement would transfer and assign all legal rights, title, and interest to each of the town/parish councils or legal equivalent entities, to take ownership of and accept full responsibility for the beacons and their use.

Six of the beacons had been delivered to the proposed gift recipients, with the exception, of Cannock which was currently held in storage. This was due to the change in Chair and Management of the existing Town Centre Partnership.

36. Revenues and Benefits Collection Report - Quarter 1

Consideration was given to the Report of the Head of Finance (Item 11.1 - 11.24).

Resolved:

That:

- (A) Information regarding collections be noted.

(B) The arrears listed in the confidential Appendices to the report be written off.

Reasons for Decisions

Whilst the Council's collection rates were traditionally good, regrettably not all the monies owed to the Council could be collected, and so the report recommended the write-off of bad debts that could not be recovered.

The meeting closed at 6:55 p.m.

Leader

Forward Plan of Decisions to be taken by the Cabinet: September to November 2022

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, PO Box 28, Beecroft Road, Cannock, WS11 1BG or via email at membersservices@cannockchasedc.gov.uk

Copies of non-confidential items will be published on the Council's website five 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
September 2022						
4 Year Delivery Plans 2022-26	Head of Governance and Corporate Services / Leader of the Council	15/09/22	No	No		N/A
Proposed Improvements to Laburnum Avenue Public Open Space	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader / Environment and Climate Change Portfolio Leader	15/09/22	No	No		N/A
Adoption of the Guide to Houses in Multiple Occupation (HMO) Space and Amenity Standards	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	15/09/22	Yes	No		N/A
Revocation and Replacement of Public Spaces Protection Order (Dog Control) 2018	Head of Environment and Healthy Lifestyles / Environment and Climate Change Portfolio Leader	15/09/22	Yes	No		N/A

Item No. 5.2

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Permission to Spend - New Council Website	Head of Governance and Corporate Services / Leader of the Council	15/09/22	Yes	No		N/A
Request for Flexible Retirement	Head of Housing and Partnerships / Housing, Heritage, and Leisure Portfolio Leader	15/09/22	No	Yes	Information relating to any individual. Information which is likely to reveal the identity of an individual.	N/A
Compulsory Purchase Order Land Assembly - Cannock Town Centre Levelling Up Fund	Head of Economic Prosperity / District and High Street Development Portfolio Leader	15/09/22	Yes	Yes	Information relating to the financial or business affairs of any particular person (including the Council). Information which reveals that the Council proposes: (a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person. (b) To make an order or direction under any enactment.	N/a
October 2022						
Capital Programme Review	Head of Finance / Innovation and Resources Portfolio Leader	13/10/22	No	No		N/A
Non-Residential Property - Maintenance Strategy and Plan	Head of Economic Prosperity / Innovation and Resources Portfolio Leader	13/10/22	No	No		N/A

Item No. 5.3

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Lawn Tennis Association Proposal - Improvements to Tennis Courts Provision	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	15/09/22	No	No		N/A
Bridges and Boardwalks	Head of Economic Prosperity / Innovation and Resources Portfolio Leader	13/10/22	No	No		N/A
November 2022						
Q1 and Q2 Performance Update 2022/23	Head of Governance and Corporate Services / Leader of the Council	10/11/22	No	No		N/A
Climate Change - Costed Action Plan	Head of Environment and Healthy Lifestyles / Environment and Climate Change Portfolio Leader	10/11/22	Yes	No		N/A
IHL Management Fee 2023/24	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	10/11/22	Yes	No		N/A

Report of:	Head of Governance & Corporate Services
Contact Officer:	Judith Aupers
Contact Number:	01543 464 411
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Cabinet: 15/09/22 Council: 16/11/22

**Cabinet
15 September 2022
4 Year Delivery Plans 2022-26**

1 Purpose of Report

- 1.1 To obtain Members' approval of the 4-Year Priority Delivery Plans, that detail the key projects and actions to support the delivery of the priorities and objectives set out in the Corporate Plan 2022-2026.

2 Recommendation(s)

- 2.1 Cabinet is asked to recommend to Council that the 4-Year Priority Delivery Plans for 2022-26 be approved.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Corporate Plan 2022-26, approved by Council on 27 April 2022, sets out the priorities and strategic objectives of Cannock Chase District Council.
- 3.2 The 4 -Year Priority Delivery Plans attached at Appendices 1A to 1D set out how the Council will achieve progress against its priorities and strategic objectives; these plans establish the key projects and actions and timetable for delivery that will in due course inform the Council's annual delivery plans and performance reporting framework.

Reasons for Recommendations

- 3.3 Adopting a set of 4-Year Priority Delivery Plans provides a medium-term focus on the delivery of the priorities set out in the Corporate Plan and provides for effective management of limited resources.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) The Corporate Plan sets out the Council's, priorities, and strategic objectives for the period 2022-26, and is therefore a central element of the corporate priority planning process. The 4- Year Delivery Plans set out how these priorities and objectives will be delivered.

5 Report Detail

Corporate Plan

- 5.1 In April 2022, Council approved a revised Corporate Plan 2022-26, establishing the priorities and strategic objectives for the next four years. The Corporate Plan replaces the previous one due to run to 2024. This has been updated earlier than planned to reflect the aspirations of the new administration.
- 5.2 Following the development of the revised plan, a set of 4-Year Priority Delivery Plans have been produced to support each of the priorities outlined in the Corporate Plan 2022-26. These plans explain in more detail the key projects and actions that will be delivered over the course of the next 4 years. These plans build on the high-level actions set out in the Corporate Plan for each of the priorities. The Priority Delivery Plans are attached at Appendices 1A to 1D.
- 5.3 Subject to the approval of the 4-Year Priority Delivery Plans, annual plans will be produced to outline the key milestones and target dates for completion of the projects due to be delivered in that year. The annual delivery plans will form the basis of the performance management reports received by the Cabinet and Scrutiny Committees on a quarterly basis.
- 5.4 It should be noted that there are a small number of items that are marked as "Operational" in the PDPs. There are not specific projects for these items and work to deliver them will be carried out as part of operational day-to-day duties. Performance against these items will be reported annually.
- 5.5 The actions outlined in the 4-Year Priority Delivery Plans will be kept under review and revised annually. This process allows for the addition of projects/actions, as work on other actions such as the UKSPF programme are developed. It also allows for changes to be made to react to external factors.
- 5.6 The 4-Year Priority Delivery Plans set out an ambitious range of projects for delivery, particularly the Levelling up Fund Project.
- 5.7 In addition to the Priority Delivery Plans (PDPs), an updated set of performance indicators has been produced to reflect operational performance across the Council, attached at Appendix 2. The key performance indicators will be reported alongside progress updates in delivering the projects set out in the PDPs.

6 Implications

6.1 Financial

The Corporate Plan sets out the priorities and strategic objectives of Cannock Chase District Council for the three years 2022-26. The 4-Year Delivery Plans set out how the Council will achieve progress against its strategic objectives in accordance with the existing revenue and capital budgets already approved by Council.

6.2 Legal

None.

6.3 Human Resources

None.

6.4 Risk Management

The risks relating to the Corporate Plan are set out in the Strategic Risk Register. Risks relating to specific projects will be assessed as part of the management arrangements for that project.

6.5 Equality & Diversity

Equality Impact assessments will be completed for relevant projects and strategies as the work progresses

6.6 Climate Change

None.

7 Appendices to the Report

Appendix 1A: Economic Prosperity - 4-Year Priority Delivery Plan

Appendix 1B: Health & Wellbeing - 4-Year Priority Delivery Plan

Appendix 1C: The Community - 4-Year Priority Delivery Plan

Appendix 1D: Responsible Council - 4-Year Priority Delivery Plan

Appendix 2: Key Performance Indicators

Previous Consideration

None.

Background Papers

None.

Economic Prosperity Priority Delivery Plan for 2022-26

PRIORITY 1 - ECONOMIC PROSPERITY: “To reinvigorate the economy and create a District that thrives”

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Attract investment to develop the District’s economy					
Deliver the Levelling Up Fund regeneration scheme for Cannock Town Centre, creating a new cultural hub and high-quality public realm.	• Sign off scheme design for main build i.e., leisure and culture hub	X			
	• Submit planning application	X			
	• Demolition and clearance of existing sites		X		
	• Construction work for main build contract			X	X
	• Completion of project				X
Work in partnership to secure investment in major projects to create confidence in our District.	• McArthurGlen phase 2 - - Planning applications submitted	X	X		
	- Commencement of scheme`			X	X
	• Re-development of former Rugeley Power Station as a Zero Carbon community - owner to commence build out of housing / All Through School		X	X	X

Item No. 6.5

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
	<ul style="list-style-type: none"> • Cannock Railway Station - transformational upgrade. Detailed business case and funding strategy 	X	X		
Identify a pipeline of future projects to support economic growth opportunities and the rejuvenation of our town centres across Rugeley, Hednesford, Cannock and the surrounding villages and maximise investment and funding into the District.	<ul style="list-style-type: none"> • Establish strategic priorities for pipeline of projects 	X			
	<ul style="list-style-type: none"> • Investment Plan approved for UK Shared Prosperity Fund and implementation of projects 	X	X	X	
	<ul style="list-style-type: none"> • Develop wider pipeline of future projects 		X	X	X
Encourage entrepreneurship, promote apprenticeships, and support business					
Seek to identify and promote employment sites for new and growing businesses.	<ul style="list-style-type: none"> • New employment allocations to be identified via new Local Plan 		X		
	<ul style="list-style-type: none"> • Work with developers and agents to promote strategic employment sites 			X	X
	<ul style="list-style-type: none"> • Develop proposal for business workspace in Levelling Up Fund project 	X	X		
Work with established Growth and Skills Hubs to streamline and simplify access to business support services, access to training and apprenticeships.	<ul style="list-style-type: none"> • Promote availability of support from existing Growth and Skills Hubs to increase business referrals. 	X	X	X	X
Continue to work with partners to secure additional funding to be able to continue business growth and start-up schemes.	<ul style="list-style-type: none"> • Identify schemes to be funded via UKSPF 	X			

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Attract modern, green, and skilled industries and create jobs					
Work with our Colleges and training providers to equip young people and all residents with skills they need to access employment opportunities.	<ul style="list-style-type: none"> • Delivery of Apprenticeship and Training initiatives with local Colleges; identifying opportunities to develop green skills and green jobs. 	X	X	X	X
Work with partners to identify and support businesses to become more carbon efficient and identify opportunities to create green jobs in our District.	<ul style="list-style-type: none"> • Identify appropriate net zero schemes to be funded via UKSPF 	X	X	X	X
Rejuvenate our town centres					
Identify opportunities to improve public realm in our town centres.	<ul style="list-style-type: none"> • Cannock Town Centre - LUF investment in public realm enhancements 		X	X	X
	<ul style="list-style-type: none"> • Rugeley Boardwalk - replacement scheme 	X	X		
	<ul style="list-style-type: none"> • Further schemes to be developed as part of pipeline of projects 		X	X	X
Work with town/parish councils, local businesses, and traders to support the development of initiatives to increase vibrancy of our town centres and increase footfall.	<ul style="list-style-type: none"> • Regular liaison meetings with Town and Parish Councils to identify opportunities for joint working 	X	X	X	X
	<ul style="list-style-type: none"> • Implement local initiatives using UKSPF funding 	X	X	X	

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Support the development of our visitor economy					
Work with Destination Staffordshire to promote our key attractions, accommodation providers and events.	<ul style="list-style-type: none"> Work with DMP to develop a county wide visitor economy strategy 	X	X		
	<ul style="list-style-type: none"> Participate in joint marketing initiatives and development of themed campaigns 	X	X		
	<ul style="list-style-type: none"> Evaluation of Destination Staffordshire investment 		X		
	<ul style="list-style-type: none"> Work with McArthur Glen on encouraging overnight stays packages in the District 		X	X	X
Maximise the legacy of the 2022 Commonwealth Games by using the event to help boost the District's profile.	<ul style="list-style-type: none"> Explore options for new visitor accommodation/eco accommodation to encourage those visiting Cannock Chase Forest to stay in the District. 		X	X	X

Health & Wellbeing Priority Delivery Plan for 2022-26

PRIORITY 2- HEALTH & WELLBEING: “To encourage and support residents to lead healthy and independent lives”

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing					
Work with Inspiring Health Lifestyles (IHL) leisure trust and other stakeholders to deliver campaigns/programmes to promote the benefits of being active and living healthily.	<ul style="list-style-type: none"> • Work with IHL, partners, stakeholders, and schools on increasing participation in sports and wellbeing activities and bid for funding where appropriate. 	X	X	X	X
Promote the use “Cannock Chase Can” online app to support people in leading healthy lifestyles.	<ul style="list-style-type: none"> • Develop evaluation tool - Cannock Chase Can Portal • Develop new app features and functionality • Deliver activities within the community - bespoke projects • Organise Cannock Chase Can showcase event • Establish a Cannock Chase Can zone at Hednesford’s annual Festival • Embed Cannock Chase Can into the infrastructure of IHL (Wellbeing offer) • Create a Cannock Chase Can Wellbeing Hub using existing leisure and cultural venues 	X	X		

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Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Encourage residents to walk or cycle to and from work and school.	<ul style="list-style-type: none"> • Create and support green travel strategy 	X	X		
	<ul style="list-style-type: none"> • Work with partners to create attractive and safe walking and cycling routes 	X	X	X	X
	<ul style="list-style-type: none"> • Work with schools to promote walking and cycling to school 	X	X	X	X
	<ul style="list-style-type: none"> • Opportunities to be identified as part of the planning application process 	X	X	X	X
Deliver lasting legacy projects from the Commonwealth Game Mountain Bike event, (i.e., Mountain Bike (Perry) Trail and Bike and Play trail).	Incorporate cycle and wheeled sports areas into play areas / parks where possible		X	X	X
Embed health and wellbeing into all of our policies and everything that we do					
Develop a Health and Wellbeing Strategy (HWB).	<ul style="list-style-type: none"> • Research current best practice in HWB Strategies 	X			
	<ul style="list-style-type: none"> • Engage with service managers on nature of strategy (incorporating Health in all Policies (HiAP) principles) 	X			
	<ul style="list-style-type: none"> • Deliver member workshop to inform structure and delivery of strategy 	X			
	<ul style="list-style-type: none"> • Present strategy to Cabinet for adoption 	X			
	<ul style="list-style-type: none"> • Integrate strategy actions / milestones into mainstream service delivery 		X	X	X

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Work with partners to address health inequalities across the District					
Work with Staffordshire County Council to deliver the “Better Health Staffordshire” (BHS) Pilot Project.	<ul style="list-style-type: none"> • Ongoing member and officer participation in BHS workshops: <ul style="list-style-type: none"> - Engagement session; and - Presentation of strategy 	X			
	<ul style="list-style-type: none"> • Provide input and assistance with this pilot project as requested by partners 	X	X		
	<ul style="list-style-type: none"> • Ensure opportunities for the Cannock Chase Can Initiative and App to contribute to BHS are maximised 	X	X		
Support residents that need our help					
Work with partners to encourage the take up of benefits for by residents with low incomes.	<ul style="list-style-type: none"> • Bid for Funding (UKSPF) to appoint a Welfare Benefits Advisor 	X			
	<ul style="list-style-type: none"> • Review service level agreement with voluntary sector partners to increase the focus on encouraging the take up of benefits 	X			
	<ul style="list-style-type: none"> • New webpage to be created dedicated to encouraging benefits take up and signposting to relevant organisations. 	X			
	<ul style="list-style-type: none"> • Project team to initiate cross service working to promote take up of benefits 	X	X	X	X

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Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Work with Support Staffordshire and Staffordshire County Council to build on community spirit & volunteering / befriending advocacy.	Establishment of “Anchor” arrangements with the voluntary sector to support volunteering across the District	X			
Work on fuel poverty with partners, such as Staffordshire Warmer Homes.	Bid for Funding (UKSPF) to procure /commission energy advice	X			
	Review of existing budgets to be undertaken to identify funding to support working with Staffordshire Warmer Homes & Beat the Cold across the District	X			
Provide accommodation for young people leaving care and support to sustain their tenancies.	Operational				
Provide an outreach service for rough sleepers.	Operational				
Provide support for veterans.	Operational				
Work with partners to safeguard the most vulnerable people within our district.	<p>Deliver Partnership campaigns to raise awareness of key issues and support pathways for key issues affecting the district:</p> <ul style="list-style-type: none"> • Yr 1 - Safety of Women at Night, Hate Crime, Domestic Abuse and Fraud. • Years 2, 3 and 4 - Themes to be determined following annual Community Safety Strategic Assessment. 	X			
Provide funding to voluntary organisations to provide free independent, impartial, and confidential advice to our residents.	Review the current service level agreements with voluntary sector agencies	X			
			X	X	X

The Community Priority Delivery Plan for 2022-26

PRIORITY 3 - THE COMMUNITY: "To ensure Cannock Chase is a place that residents are proud to call home"

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Ensure our neighbourhoods are safe, clean, and tidy					
Work with town/parish Councils and local community groups to tackle litter and undertake litter picks.	Operational				
Carry out targeted campaigns to tackle specific types of waste crime and raise awareness of the Council's zero-tolerance to all types of environmental crime.	Operational				
Develop a co-ordinated response to anti-social behaviour (ASB) across partner agencies.	Refresh corporate ASB policy	X	X	X	X
Engage with young people at risk of engaging in ASB through targeted diversionary activities across the district.	Deliver annual programme of diversionary activities across the district,	X	X	X	X
Maintain our local parks and green spaces					
Undertake a review of all our play areas.	• Complete part 2 of the Open Spaces Strategy review	X			
	• Develop a sustainable 4-year capital play area refurbishment programme	X			

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
	<ul style="list-style-type: none"> Carry out capital play area refurbishments as per the programme 		X	X	X
Provide support and opportunities to community groups wishing to take on more responsibility for improving and developing open spaces and play areas.	<ul style="list-style-type: none"> Create a 'Friends of Parks Groups' Strategy and consult with existing groups 		X		
	<ul style="list-style-type: none"> Formalise the recognition of 'Friends of Parks Groups' 			X	X
	<ul style="list-style-type: none"> Work with formalised groups to establish themselves as registered charities 			X	X
Encourage residents to live a sustainable lifestyle					
Work with partners and the local community to support appropriate tree planting schemes.	<ul style="list-style-type: none"> Work with schools, internal and external partners etc to identify suitable sites for community planting schemes. 	X	X	X	X
	<ul style="list-style-type: none"> Carry out community planting at suitable identified sites 	X	X	X	X
Undertake campaigns to raise awareness of the ways in which residents can reduce their impact on the environment.	<ul style="list-style-type: none"> Carry out annual waste reduction/recycling/climate change campaigns 	X	X	X	X
	<ul style="list-style-type: none"> Work with schools, other educational establishments, and partners, to promote the environment and climate change 	X	X	X	X

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Develop an Environmental Strategy and action plan to reduce our impact on the climate.	• Create of an environmental / climate change strategy	X			
	• Finalise the climate change action plan		X		
	• Delivery of action plan		X	X	X
Work with partners to support the delivery of the zero-carbon pilot scheme in Rugeley.	• Continue to work with and support EQUANS, partners and other stakeholders on the delivery of the Zero Carbon Rugeley Scheme throughout its lifecycle and various stages	X	X	X	
Improve the housing offer across the District					
Increase housing choice.	• Deliver sufficient supply of homes to provide for housing choice and ensure all people are able to live in a decent home	X	X	X	X
	• Deliver enough housing to meet the District's own need and an appropriate and sustainable contribution to the shortfall in the wider Housing Market Area.			X	X
	• Help meet local need for a wide variety of housing, including: <ul style="list-style-type: none"> ▪ affordable dwellings; and ▪ aspirational housing 	X	X	X	X
Ensure that our housing stock is safe and sustainable.	Operational				

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Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Work with other housing providers and landlords to ensure that their properties are safe and healthy.	<ul style="list-style-type: none"> Review and update policies and procedures, as legislation is updated, changes and/or is created in relation to health and safety around public and private sector housing. 	X	X	X	X
Ensure our communities are well designed, accessible, and inclusive environments					
Adopt a new Local Plan for the district.	<ul style="list-style-type: none"> Pre-submission version of the Local Plan (Regulation 19 Report) for Cabinet/ Council approval 	X			
	<ul style="list-style-type: none"> Consultation on the report 	X			
	<ul style="list-style-type: none"> Council approval and Submission to Secretary of State for examination Spring 2023 	X			
	<ul style="list-style-type: none"> Examination in Public Summer 2023 		X		
	<ul style="list-style-type: none"> Adoption Spring 2024 		X		
Support the progression of current and future Neighbourhood Plans within the district.	Operational	X	X	X	X
Support and build strong connections within our local communities					
Work with partners to support community events.	<ul style="list-style-type: none"> Regular meetings with town and parish councils 	X	X	X	X
	<ul style="list-style-type: none"> Identify options for supporting community events 	X			

Responsible Council Priority Delivery Plan for 2022-26

PRIORITY 4 - RESPONSIBLE COUNCIL: "To be a modern, forward thinking and responsible Council"

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Improve our customers' access to services					
Develop a new customer portal to deliver better access to services on-line.	Procurement of new system	X			
	Implementation of new system		X		
	Development of new e-forms and processes		X	X	X
Communicate with residents and stakeholders using language that is clear and easy to understand.	Operational				
Enhance the use of technology and new ways of working					
Update our digital technology strategy and plan future improvements.	Review of digital strategy and development of action plan	X			
	Future improvements to be prioritised once a decision has been made regarding the shared services business case.	X	X		

Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
Develop our workforce to ensure they are suitably skilled					
Develop and deliver a workforce plan.	Overarching framework for workforce plan to be developed. Specific workstreams will be determined once a decision has been made regarding the shared services business case	X			
	Development and trial of hybrid working model	X			
Be a responsible Council that lives within its means and is accountable for its actions					
Set a Medium-Term Financial Strategy (MTFS).	<ul style="list-style-type: none"> Produce a draft MTFS for 2023-26 for Cabinet Briefing by end of September 2022 that aims to eliminate the use of reserves over the period. Final MTFS to Cabinet in January 2023. 	X			
	<ul style="list-style-type: none"> A rolling MTFS produced each year thereafter. 		X	X	X
	<ul style="list-style-type: none"> Development of the second stage of the business case for shared services. Further actions will depend on the decision taken by Council in November 2022 	X			
Make the best use of our assets					
Undertake a corporate wide review of our assets and develop a new Asset Strategy.	<ul style="list-style-type: none"> Asset & Property Strategy to be approved by Cabinet 	X			
	<ul style="list-style-type: none"> Undertake a strategic review of the Council's non-HRA land and property assets 	X	X		

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Projects	Actions and Milestones	Yr1	Yr2	Yr3	Yr4
	<ul style="list-style-type: none"> Develop the business case to create a new Civic Hub in Cannock town centre as part of the Levelling Up Fund scheme. 	X	X		
Identify opportunities for funding for green initiatives to improve energy efficiency of our buildings.	<ul style="list-style-type: none"> Develop an Energy Management Strategy 	X			
	<ul style="list-style-type: none"> Develop asset management plans 		X	X	X
	<ul style="list-style-type: none"> Identify “green” funding opportunities to support asset requirements 	X	X	X	X

Key Performance Indicators for 2022/23

Waste Collection
% Household waste sent for reuse, recycling, and composting
Missed bin collections (including assisted)
Local Taxation and Benefits
Days taken to process new HB/CT Claims
Days taken to process new HB/CT change of circumstances
% of council tax collected annually
% National non-domestic rates (NNDR) collected
Planning
Major Planning Applications determined within time
Non-major Planning Applications determined within time
Building Control
Applications registered and acknowledged within 3 days of valid receipt
Full plans applications with initial full assessment within 15 days of valid receipt
Leisure
Number of leisure and wellbeing service users
Number of individuals engaged through Cannock Chase Can activities and initiatives, including the App
Environmental Health
% of food businesses inspected which are broadly compliant (rating of 3 or better)
Land Charges Searches
Turnaround time for land charges searches (exc personal searches) – Average no. of working days
Homelessness
% of homeless cases resolved through prevention
% of homeless cases resolved through relief
Calls, Complaints and FOI requests
% of calls answered
Average Call Wait Time
Complaints received and % upheld
FOI requests within time i.e., 20 working days
Finance
Percentage of invoices paid within 30 Days
Housing
Rent collected as proportion of rent due
Rent arrears former tenants
Average re-let time for Voids
% emergency repairs completed in time

Report of:	Head of Environment & Healthy Lifestyles
Contact Officer:	Colin Donnelly
Telephone No:	01543 464 520
Portfolio Leaders:	Housing, Heritage, & Leisure / Environment & Climate Change
Key Decision:	Yes
Report Track:	Cabinet: 15/09/22

Cabinet
15 September 2022
Proposed Improvements to Laburnum Avenue Public Open Space

1 Purpose of Report

- 1.1 To seek Members' approval to proceed with the proposed Phase 1 improvements to Laburnum Avenue public open space, as set out in the attached proposal at Appendix 1.
- 1.2 To seek approval for permission to spend S106 funds to deliver the proposed Phase 1 improvements, as set out in the Capital Approved Programme dated, 28th January 2021.
- 1.3 To advise Cabinet of the proposed estimated capital cost for Phases 2 and 3, should they be approved later.

2 Recommendation(s)

That Cabinet:

- 2.1 Grants approval to proceed with the proposed Phase 1 improvements to the public open space, as set out in this report and the proposals attached at appendix 1.
- 2.2 Recommends including into the capital programme for 2022-23 the original £121,290 S106 funds and grants further funding of £264,189 from S106 funds, to achieve a combined capital project of £385,479.
- 2.3 Grants permission to spend £385,479 from the S106 funds to deliver phase 1 of the Laburnum Avenue Open Space Improvement project, as set out in this report.

- 2.4 Approves the investigation of appropriate capital funding opportunities towards funding phases 2 and 3, which will enable a further report to be considered when a clear funding strategy is in place.
- 2.5 Delegates authority to the Head of Environment and Healthy Lifestyles in consultation with the Portfolio Leaders for, Housing, Heritage and Leisure, and Environment and Climate Change to agree the project detail and take such actions as necessary to progress the above recommendations within existing approved budgets.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 Councils have a major role in the provision of good quality outdoor spaces for recreation, socialising, and community. There are high expectations around creating, and maintaining to a good standard, fully inclusive play areas, as well as public open spaces that encourage active play and participation, but are also sustainable, safe, and meet the needs of local communities.
- 3.2 Laburnum Avenue Play Area sits within a deprived area of Cannock Chase and Staffordshire, with above average childhood healthy weight issues, and above the Staffordshire average of children in deprived income families.

Reasons for Recommendations

- 3.3 The proposed improvement scheme at Laburnum Avenue was included within the Capital Approved Programme 2021-22, with a balance of £121,290. Having scoped the works in more detail, it is now considered that this sum would be insufficient to fully redevelop the whole site. As such it is proposed to split the scheme into three separate phases:

Phase 1 - Preparations, earth works, pathways and play provision.

Phase 2 - Further pathways and woodland coppicing / management.

Phase 3 - Final pathways and woodland management.

- 3.4 S106 funding is currently available for this scheme from the developer TT Project AML Limited. A figure of £121,290 is already included within the current capital programme. A further £264,189 of S106 Funds are required in order to fully deliver Phase 1 of the project.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate 2022-26 Priorities of:
 - (i) Health and Wellbeing / People:
 - Providing opportunities for residents to lead healthy and active lifestyles and recognising the importance of mental wellbeing.
 - Supporting residents that need our help.

(ii) Community / Place:

- Ensuring our neighbourhoods are safe, clean, and tidy.
- Helping to maintain our local parks and green spaces.
- Encouraging residents to live a sustainable lifestyle.
- Ensuring our communities are well designed, accessible, and inclusive environments.

5 Report Detail

5.1 The proposed full scheme entails the upgrade of:

- 1) The refurbishment of the existing outdated play area situated on the fringes of the Laburnum Avenue open space / woodland site.
- 2) Cutting back of existing mature woodlands and vegetation from the existing footways, including woodland thinning and coppicing, to make them more spacious, open, and welcoming to users.
- 3) Drainage works to the existing full-size football pitch, so that drainage is improved, and the pitch is useable for the full duration of the football season.
- 4) Improvements to the footways creating a hierarchy of pathways, retaining the original pathway widths, with a number of pathways being resurfaced in tarmacadam, making commuting, and walking across and around the site, far easier throughout the year.
- 5) Access and boundary improvements to make the space seem more appealing, safe, and secure. Making sure the access barriers are accessible to all users of mobility scooters and other accessibility aids. Creating a site that exploits natural surveillance but also adds to the protection of those that use it.
- 6) Car park improvements. To ensure the car park is fit for use throughout the year, including resurfacing of the car park to omit troughs and holes. Repairs to boundary fencing to create an entrance that is more appealing and safer to use.

5.2 The Laburnum Avenue woodland site is a triangular site measuring 9.3 hectares, nestled between Longford Road, Delta Way, and Laburnum Avenue, within the Cannock South ward, Bridgtown, Cannock. Cannock South ward has a higher-than-average population of under 5's and under 16's when compared with other Cannock Chase wards but also has a high population of children living in deprived families and with high levels of teenage healthy weight issues.

5.3 The existing play area is some 360m² in size, is not fully inclusive and includes ten pieces of individual formal play equipment that was last refurbished in part, in 2005, when some of the older damaged units were replaced. The site hosts a woodland, a small pond, wetland, a stream and Riding Brook, a football pitch and a grassed "kick about" area. With the formal play provision and "kick about" area fronting directly onto Laburnum Avenue, which allows for the main access and car parking.

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- 5.4 The site was first developed in the area between Laburnum Avenue and the Riding Brook and consisted of a mown grass field, on which an unfenced play area was constructed in the early 1960's. A football pitch was formed after that date. The football pitch was improved with a drainage system installed in 1991-92 and the play area was renewed and fenced in 1994-95.
- 5.5 Water from a natural spring flowed through the site in a pipe under the playground into Riding Brook. This was opened out to form a pond and shallow stream to the south of the play area, it then flowed into the remaining section of pipe, adjacent to the corner of the football field, and on into Riding Brook. Several boardwalks were originally installed to give access over wetland areas and alongside the stream. However, over the years the ground has become drier, and due in the main to ongoing vandalism a number of these boardwalk features have been removed and replaced with stone or bark surfaced paths.
- 5.6 The original aim of developing the site was to create a community forest and open space, incorporating play and sports facilities, with good access across the site, as well as improving the habitat and diversity value of the area. Excluding the formal areas, the site now forms an important and valuable area of semi-natural landscape, to nature, residents, and visitors, adjacent to an urban setting.
- 5.7 The Laburnum Avenue play area includes a large relatively flat area of informal grass land, which in the past has been used as a grass "kickabout" area. This area of flat land lends itself ideally to the inclusion of a hard surfaced Multi Use Game Area (MUGA) suitable for junior and teenage children. The site is secured with timber fencing, a tree lined avenue and hedgerow planting.
- 5.8 Whilst there are several good gravel footpaths across the site, there are several key locations where formal surfaced paths are missing. The play area has two pedestrian access points, with one served by a narrow gravel path from Laburnum Avenue. As a result, well-used desire lines across the grass areas have been formed and these become muddy and impractical for use with prams or those with mobility issues. Providing new formal tarmac pathways and maintenance access is considered essential, as part of the proposal.
- 5.9 The 2020–24 capital programme included a proposal for a replacement play area, a MUGA, and the development of a scheme on the Laburnum Avenue site to the value of £121K. The development of this work was put on hold due to the Covid-19 pandemic and other resource priorities.
- 5.10 Since continuing with the scheme it has become apparent that it is not only the play area and proposed MUGA area that need restoration / development, but the entire site would benefit from an overhaul, with the original aims in mind. To achieve this, a full redevelopment of the site has been drafted. These works are considered too large and costly to be carried out in one go and as such the scheme has been split into three key phases. The cost to fully deliver all three phases is currently estimated at circa £625,457.
- 5.11 In 2008, the Council approved a residential development, located on the former Automotive Lighting Factory site on Walkmill Lane, Bridgtown, Cannock. The size of the development produced a requirement for a contribution for the provision and maintenance of off-site open space (OSOS). An agreement was reached with Agent and Developer that the OSOS funds were to be used on a new Multi Use

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Games Area (MUGA) and/or provision of open space facilities at Laburnum Avenue and the contribution of £121,290 was agreed.

5.12 Budget cost estimates have since been re-drafted using a 3-phase development model, the following items of work have been included:

1. Contract conditions and preliminaries	£3,500
2. Preparation and earthworks	£19,383
3. Fencing and barriers	£63,050
4. Pathway improvements	£113,990
5. Play equipment / Green gym	£139,810
6. Multi Use Games Area (MUGA)	£50,000
7. Football pitch restoration & Drainage	£38,600
8. Landscaping & Woodland Management	£122,224
9. Car park & access improvements	£16,300
10. Site furniture	£28,800
11. Contingency figure	£29,800

5.13 Whilst a draft budget estimate and masterplan have been proposed of semi-natural and formal landscaping, a detailed design scheme is required to be drawn up. The proposed detailed design scheme will be drawn up and consulted upon with local / adjacent residents and users. This will lead to a final design proposal that has community and member support.

6 Implications

6.1 Financial

This report is seeking permission to spend the S106 £121,290 Multi Use Games Area Laburnum Avenue budget (Q225), currently in the Capital Approved Programme, and a further £264,189 from other S106 funds (balance of Q225 £3,710 and Q258 £260,479), to achieve a combined Phase 1 capital project of £385,479, in 2022-23.

Phase 2 of the project works is estimated to cost circa £190k, with the Phase 3 project works estimated at circa £50k, both of which are to be detailed in a future report to Cabinet. All 3-Phases of the development works would total an estimated £625k for the entire project.

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The following table summarises the proposed Phase 1 expenditure and income:

Q No on ledger	Proposed scheme	Amount required from S106 £
	Phase 1 -	
	Contract conditions and Prelims	£3,500
	Preparation / Earthworks	£14,643
	Fencing and barriers	£41,825
	Main Pathways	£79,440
	Green Gym	£19,810
	Play area and MUGA	£170,000
	Landscaping	£23,505
	Site furniture	£14,400
	Contingency	£18,356
	Total Estimated spend phase 1	£385,479
	Income:	
Q225	Laburnum Avenue Play Area Improvements Phase 1 works (£121,290 already in capital approved programme)	£125,000
Q258	BWD Trading - Provision of offsite public open space in the catchment area of the development (Note Q258 10-year payback period)	£260,479
	Scheme Expenditure S106	£385,479

6.2 Legal

The Council is obligated by the terms of the following S106 Agreements:

- Q225 - TT Projects AML Limited and Lencal Developments to use the funding identified above to implement a new MUGA (Multi Use Games Area) and / or the provision of open space facilities in the Cannock South ward.
- Q258 - BWD Trading Ltd, Pye Green road Cannock - provision of off-site open space, sport & recreation facilities within Cannock and Hednesford of the type to be provided as defined by the Council's open space strategies and provided base from time to time and any subsequent revision of them (10-year claw back provision included in the S106 Agreement where the funds are not used).

By carrying out the proposed scheme as described above, the Council would be complying with its obligations under the respective S106 Agreements. Other S106 Agreements are proposed to be used and include:

Potential other Phase 2 and 3 works funding sources to be considered and developed:

- Football foundation - £ 38,600

- Forest of Mercia - £ 6,000
- CIL funding - £ 250,618

Any contracts relating to the Project will be let in accordance with the Council's Procurement Regulations and the Public Contract Regulations 2015. All contracts will need to be drafted to cover the obligations imposed on all parties involved in the Project, including provisions for agreed specifications for works and or services. Time scales will need to consider the time needed for tender exercises and contract preparation work.

6.3 Human Resources

Any implications will be met from the existing staff resources within the Environment and Healthy Lifestyles service area.

6.4 Risk Management

Risks associated with the programme being delayed, delivery resources being constrained, slippage and cost over runs will be controlled and mitigated via the Council's Project Officer.

6.5 Equality & Diversity

The scheme will acknowledge diversity and design out any barriers to access and use. Consultation will take place with local residents and a number of user access groups in the park and their comments taken into account in the design process where appropriate.

6.6 Climate Change

The landscaping works and pathway improvements as recommended in this report will enhance the natural environment and will contribute towards the Council's climate change agenda.

7 Appendices to the Report

Appendix 1: Laburnum Avenue Proposals

Appendix 2: Phased Cost Estimate Breakdown

Previous Consideration

None.

Background Papers

None.

Schedule of Works

Works Phase 1

- Site Preparation Works
- Fencing & Barriers
- Main Pathway Works
- Green Gym Installation
- Play Area & MUGA Installation
- Landscaping
- Site Furniture

Works Phase 2

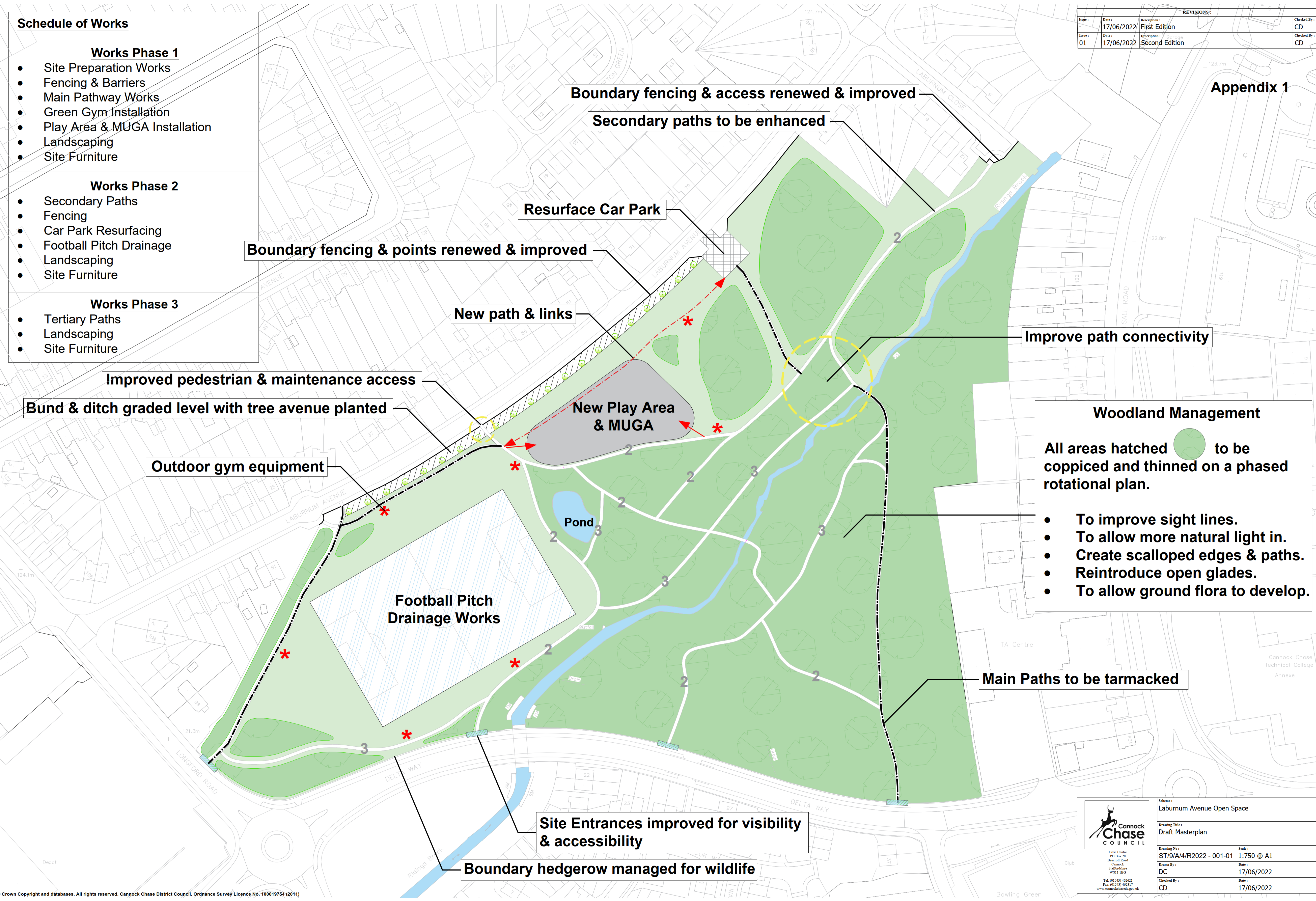
- Secondary Paths
- Fencing
- Car Park Resurfacing
- Football Pitch Drainage
- Landscaping
- Site Furniture

Works Phase 3


- Tertiary Paths
- Landscaping
- Site Furniture

REVISIONS:			
Issue:	Date:	Description:	Checked By:
01	17/06/2022	First Edition	CD
02	17/06/2022	Second Edition	CD


Appendix 1



Woodland Management

All areas hatched  to be coppiced and thinned on a phased rotational plan.

- To improve sight lines.
- To allow more natural light in.
- Create scalloped edges & paths.
- Reintroduce open glades.
- To allow ground flora to develop.

 <p>Cannock Chase COUNCIL</p> <p>City Centre PO Box 28 Brewer's Road Cannock Staffordshire WS11 1BG</p> <p>Tel: (01543) 462621 Fax: (01543) 462317 www.cannockchase.gov.uk</p>	Scheme: Laburnum Avenue Open Space	
	Drawing Title: Draft Masterplan	
	Drawing No: ST/9/A/4/R2022 - 001-01	Scale: 1:750 @ A1
	Drawn By: DC	Date: 17/06/2022
	Checked By: CD	Date: 17/06/2022

LABURNUM Public Open Space		
PROJECT FINANCES...Update 08.07.2022		
INCOME		
Inc1	Section S106 Funds Q 225	£125,000.00
Inc 2	Section 106 funds Q229	
Inc 3	Section 106 funds Q258	£260,479.00
Sub Total S106 funds		£385,479.00
Inc 4	Football Foundation Funding	£38,600.00
Inc 5	CIL Funding	£195,362.00
Inc 6	Forest of Mercia funding - potential	£6,000.00
TOTAL INCOME		£625,441.00
EXPENDITURE		
Phase 1 Works -		
1A	Contract conditions	£1,500.00
1B	Preliminaries	£2,000.00
1C	Preperation works	£14,643.00
1D	Fencing & Barriers	£41,825.00
1E	Main Pathways	£79,440.00
1F	Green Gym	£19,810.00
1G	Play area and MUGA	£170,000.00
1F	Landscaping	£23,505.00
1H	Site furniture	£14,400.00
	Contingency	£18,356.00
SUB TOTAL		£385,479.00
Phase 2 Play area		
2A	Preperation	£3,940.00
2B	Fencing and barriers	£21,225.00
2C	Secondary Pathways	£29,550.00
2D	Car park improvements	£16,300.00
2E	Football Pitch Drainage	£38,600.00
2F	Landscaping	£64,520.00
2G	Site furniture	£7,200.00
	Contingency	£9,067.00
SUB TOTAL		£190,402.00
Phase 3 works		
3A	Preperation	£800.00
3B	Tertiary Pathways	£5,000.00
3C	Landscaping	£34,200.00
3D	Site furniture	£7,200.00
	Contingency	£2,360.00
SUB TOTAL		£49,560.00
TOTAL EXPENDITURE		£625,441.00
DIFFERENCE BETWEEN INCOME & EXPENDITURE		£0.00

Report of:	Head of Environment & Healthy Lifestyles
Contact Officer:	Robert Watson
Contact Number:	01543 464 488
Portfolio Leader:	Housing, Heritage, & Leisure
Key Decision:	Yes
Report Track:	Cabinet: 15/09/22

Cabinet
15 September 2022
Adoption of the Guide to Houses in Multiple Occupation (HMO) Space and Amenity Standards

1 Purpose of Report

- 1.1 To seek Cabinet approval and adoption of the Guide to Houses in Multiple Occupation (HMO) Space and Amenity Standards under its functions relating to Private Sector Housing.

2 Recommendation(s)

- 2.1 That Cabinet approves and adopts the Guide to Houses in Multiple Occupation (HMO) Space and Amenity Standards ('the Standards') set out in Appendix A.
- 2.2 That the Head of Environment & Healthy Lifestyles be authorised to review the Standards and make any amendments in the interests of operational efficiency and / or due to changes in legislation or government guidance.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Standards are updated to reflect changes in local housing conditions since the previous version was published in 2015. The Standards align with the key strategies whose objectives align to ensure that all residents of the District have access to a safe, warm, and healthy homes. These include:
- Corporate Plan 2022-2026
 - Local Plan
 - Environmental Health Enforcement Policy 2014 (as amended)
 - Private Sector Housing Strategy 2022-27

- Homeless and Rough Sleeper Standards 2018-23
 - Housing Assistance Policy - Independent Living 2020
 - ECO Statement of Intent
- 3.2 The Standards are updated to reflect changes in service delivery and the priorities of residents in the District who require safe homes in which to live. Since the previous Standards were adopted, the private rented sector has grown significantly with tenant demand for accommodation extremely high. The Council is therefore seeking to take a more proactive approach in delivering a quality private rented sector offer.
- 3.3 The Council regulates private sector housing via its Environmental Health functions. This work consists mainly of resolving complaints concerning poor housing conditions made by tenants, education and advice for landlords/agents and the licensing of privately rented property. The Standards outline the expectations for rented shared housing / bedsit accommodation in Cannock Chase.

Reasons for Recommendations

- 3.4 Adoption of the Standards will provide Officers with the necessary framework to implement statutory requirements and outline to businesses operating in Cannock Chase the required safety and amenity standards.

4 Relationship to Corporate Priorities

- 4.1 The implementation of the Standards and associated Environmental Health Enforcement Policy contribute to the Council's "Economic Prosperity", "Health & Wellbeing", "The Community" and being a "Responsible Council", priorities through:
- Implementing risk-based, proportionate regulation, ensuring high standards of compliance.
 - Tackling non-compliant businesses, so these do not gain an unfair competitive advantage, thus encouraging investment, rejuvenating town centres, and supporting business.
 - Keeping neighbourhoods safe clean and tidy by ensuring the provision of well managed accommodation.
 - Ensuring the health, safety and wellbeing of individuals is protected from poor property standards, illegal practices such as retaliatory and illegal eviction, and harassment from landlords.

5 Report Detail**Background**

- 5.1 The number of households in the private rented sector in the UK increased from 2.8 million in 2007 to 4.4 million in 2021, with 19% now renting privately. More residents are now living in private rented housing than ever before, and this trend is likely to continue due to the affordability of home ownership. The Private Rented Sector generally has the highest proportion of non-decent homes which may be in poor repair, lack reasonably modern facilities or have ineffective heating or insulation. As of 2019-20, 23% of rented properties failed to meet the decent homes standard with approximately 40% of the sector comprising households in the bottom third of incomes.
- 5.2 Houses in Multiple Occupation (HMOs), or shared house/bedsit type accommodation, is often where the poorest conditions and highest fire risks are present. HMOs are also used for supported living, housing vulnerable members of our society. An occupier of a large HMO is sixteen times more likely to die from a fire than a person in a normal single-family house.
- 5.3 Under the Housing Act 2004 an HMO is defined as a dwelling which is let to three or more tenants who form two or more households and who share a kitchen, bathroom, or toilet. HMOs with more than five occupiers require a licence from the Council and there are currently 25 licences issued in the District.
- 5.4 Development Control law uses a threshold of more than six unrelated occupants as the definition of an HMO. Consequently, most HMOs do not require planning permission unless of larger size. It is possible for Councils to bring smaller HMOs within control of planning laws through an Article 4 Directive, which removes this permitted development and means that planning permission is then required for the change of use of a flat or house to an HMO where three or more unrelated people will occupy the dwelling.
- 5.5 HMOs offer lower cost shared accommodation and when well run and managed provide a valuable component of the housing stock. However, this type of property tends to attract the more vulnerable members of society and consequently the prevalence of alcohol, smoking, crime, and drug use is higher in such tenancies than in those with single occupancy.
- 5.6 There can be a tendency for tenants to avoid responsibility because the dwellings are in shared occupation and common areas can be neglected leading to dirty conditions, vermin, abuse of the property and eventually dangerous situations. Management of the shared areas can be neglected and there is a specific set of regulations aimed at maintaining reasonable standards. Some landlords are ignorant of their responsibilities or choose to ignore them.
- 5.7 Other issues commonly affecting HMOs are as follows:
 - Space with undersized rooms being offered as accommodation.
 - Inadequate heating.

- Insufficient kitchen and bathroom provision for the number of occupants.

- 5.8 There is no mandatory requirement for HMOs to be inspected but because of the higher risks that they present most housing authorities carry out surveys on at least a response basis and many on a programmed basis. The proposed standards will form the basis of these inspections in addition to mandatory legislation.
- 5.9 Dwellings will fall into and out of the definition of an HMO as the number of occupants varies or the owner changes the use of the property. As indicated at 5.4 above, changing from single occupancy to an HMO housing three – six tenants will not require planning consent.
- 5.10 At present, there is no requirement for landlords of prospective HMOs to contact the Council for advice unless a licence is necessary. However, the Standards aim to provide guidance to those that do and should be seen as a part of delivering quality housing supply.
- 5.11 The proposed Standards were the subject of a public consultation exercise from 29 June - 28 July 2022 with all known local landlords on the Council distribution list and members of the local landlord forum being consulted in addition to the public and other consultees. However, no comments were received. The standards proposed in Appendix A have been determined having due regard to earlier guidance and the analysis of standards adopted by other housing authorities in the Midlands area.

6 Implications

6.1 Financial

None.

6.2 Legal

The Council is obliged to take the most appropriate form of action where a Category 1 hazard is found which could include chargeable enforcement notices and prosecution.

If breaches of the HMO management regulations are encountered, the nature of any sanction, including civil penalty or prosecution, would be considered in the light of the Environmental Health Service Enforcement Policy.

6.3 Human Resources

None

6.4 Risk Management

Failure to review the Standards in line with current legislation and statutory guidance would place the Council at risk of failing to protect the public and therefore at risk of reputational damage.

6.5 Equality & Diversity

An Equality Impact Assessment has been completed and is available on request. The Standards Document will be made available in large print, Braille and as an audio version, on request.

6.6 Climate Change

None.

7 Appendices to the Report

Appendix A: Guide to Houses in Multiple Occupation (HMO) Space and Amenity Standards.

Previous Consideration

None

Background Papers

None.



Guide to Houses in Multiple Occupation (HMO) Space and Amenity Standards

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Introduction

This document provides landlords, HMO managers and proposed licence holders with a guide to implementing the standards required under mandatory HMO licensing. Where the property is an HMO that does not require a licence (i.e., HMO's having less than five occupiers), all sections of the standards can be taken as guidance and the Council will have regard to these.

The document sets out the information so that it is clear which part of the Housing Act 2004, or the regulations made under it, the standards are designed to achieve. It tells the reader the physical location the standard applies to, the steps that can be taken to achieve it, and where appropriate gives recommendations of good practice.

Mandatory licensable properties have a set of national *minimum* standards relating to:

- Sanitary conveniences (toilets);
- Personal washing facilities; and
- Bedroom sizes.

These are prescriptive standards and in licensable properties the Council must apply these when setting the number of occupants permitted in the house.

Where the Government has not prescribed standards, the Council must still consider other facilities in the house. Accordingly, the Council has adopted this local guidance relating to other amenities to promote consistency across HMO properties. The Council considers this guidance as providing a baseline that ensures that HMO occupiers have safe and convenient access to facilities within in their home.

The Council will normally expect amenities in the property to meet the guidance set out in this document. The Council will consider representations from landlords/applicants to deviate from this guidance, but it is the responsibility of the landlord/applicant to demonstrate any alternative proposal will be satisfactory.

Officers will have regard to the guidance in this document when considering those amenities not prescribed by law and in assessing hazards at the property. National standards and local guidance are marked in the following pages.

For all licensable properties, the following shall be taken into account:

- All properties shall be free of Category 1 hazards, as determined using the Housing Health and Safety Rating System (HHSRS). A category 1

hazard is one which the Council has a duty to ensure that the proposed licence holder removes.

- Where the installation of additional amenities are required as a condition of the licence (in particular bathrooms), licence holders must be aware of the minimum room sizes, to ensure that the installation of the bathroom or other amenity does not result in another room becoming too small to use.
- Planning Permission or Building Regulations approval may be required; in particular, building works and the installation of bathrooms and other facilities requiring drainage will require building regulation approval. Please note that there is no Article 4 directive within Cannock Chase controlling the development of HMO properties.
- The granting of a HMO licence or compliance with the HMO standards in this guide, does not mean that planning permission or building regulations approval will be granted. The Development Control and Building Control teams enforce these requirements under separate legislation. You are urged to consult these departments directly.

HMO Definitions and types

If you let a property which fits one of the following definitions it is a House in Multiple Occupation:

- An entire house or flat which is let to three or more tenants, who form two or more households and who share a kitchen, bathroom or toilet facilities.
- A house which has been converted entirely into bedsits or other non-self-contained accommodation, and which is let to three or more tenants who form two or more households, and who share a kitchen, bathroom or toilet facilities.
- A converted house which contains one or more flats which are not wholly self-contained (i.e. the flat does not contain within it a kitchen, bathroom and toilet) and which is occupied by three or more tenants who form two or more households.
- A building which is converted entirely into self-contained flats, if the conversion did not meet the standards of the 1991 Building Regulations, and more than one-third of the flats are let on short-term tenancies. In order to be an HMO the property must be used as the tenant's only or main residence, and it should be used solely or mainly to house tenants.
- A house let by a resident landlord with three or more lodgers (plus themselves or family members).
- Domestic refuges and properties let to students/migrant workers will be treated as the occupant's only or main residence may also be HMO's.

Most of the accommodation arrangements commonly encountered are covered by this document, however it is recognised there may be circumstances which do not. If this is the case please contact the Private Sector Housing Team for guidance.

Licensing and Management

Under the national mandatory licensing scheme, any HMO must be licensed if it has five or more tenants, living as two or more households, and there are shared facilities such as a kitchen, bathroom or toilet. You can find more information [here](#) on .GOV including applying for a HMO Licence online.

Whilst there are many HMO's within Cannock Chase which do not currently fall within the licensing requirement, it is important that the appropriate standards of amenity provision, fire precautions and room size are met.

[The Management of Houses in Multiple Occupation \(England\) Regulations 2006](#) apply to all HMOs except those consisting entirely of self-contained flats. For HMOs consisting of self-contained flats, then [The Licensing and Management of Houses in Multiple Occupation \(Additional Provisions\) \(England\) Regulations 2007](#) apply.

Under these Regulations the person in control of or managing the HMO has a number of duties:

- Provision and display of the manager's contact information to the occupiers
- Maintenance of common parts, fixtures, fittings and appliances
- Maintenance of living accommodation
- Safety measures, including fire safety
- Supply and maintenance of gas and electricity
- Maintenance of water supply and drainage
- Provision of waste disposal facilities

Types of HMO

The main categories of HMO can be summarised as:

- Category A - bedsit-type accommodation
- Category B - shared houses
- Category D - supported accommodation, hostels/B&B
- Category F - self-contained flats

Bedsit accommodation relates to properties that are occupied by a number of unrelated persons, who live as more than one household, and who are on individual tenancy agreements. There may be little interaction between the occupiers. Within this overall category, there are broadly two sub-categories as follows:-

Bedsit accommodation with cooking facilities within the let

Houses occupied as individual rooms where there is some exclusive occupation (usually the bedroom/living room) and some sharing of amenities (bathrooms and/or toilets). Cooking and food preparation facilities are provided within the individual units of accommodation. Bedroom doors will usually be lockable. There is usually no communal living room, and each occupant lives independently of other occupants.

Bedsit accommodation with shared kitchen facilities (this is the most common form found in Cannock Chase)

Houses occupied as individual rooms where there is some exclusive occupation (usually the bedroom/living room) and some sharing of amenities (bathrooms,

toilets and kitchens). Cooking and food preparation facilities are provided within a communal shared kitchen/s.

A communal living room may also be provided in some cases. Bedroom doors will usually be lockable. Initially there may be little or no social interaction amongst the residents, although this may change over a period of time, particularly where there is a communal living room and slow turnover of residents.

Shared Houses

To be considered a shared house HMO, particularly for the purposes of [fire safety](#), the property would need to be let on one single tenancy to an identifiable group. There would be no lockable bedroom doors etc within this scenario with the tenants living as one group.

Where this does not fit the way the property is used, the HMO will more likely be considered a bedsit with shared kitchen facilities.

Space standards

Shared Separate Living/dining space	Minimum Bedroom Size	Persons occupying HMO	Minimum Kitchen Size	Minimum Living/Dining Space
Yes	1 Occupant - 6.51m ²	3-5 people	7m ²	11m ² separate living room; Or 17m ² combined kitchen/living room
	2 Occupants - 10.22m ²	6-10 people	10m ²	14m ² separate living room; Or 17m ² combined kitchen/living room with additional 1m ² for each person above 5.
No	1 Occupant - 11m ²	3-5 people	7m ²	No additional Living space required
	2 Occupants - 15m ²	6-10 people	10m ²	

- Ensuite rooms

The space to accommodate an ensuite facility would be in addition to the floor area detailed in the tables above.

- The minimum kitchen area must be provided in all cases.
- A living room will be accepted as a dining room and vice versa, provided minimum sizes are achieved.

General note:

The dimensions and areas specified shall normally be regarded as the minimum. However, it is recognised that existing buildings cannot always achieve this. A degree of flexibility will sometimes be possible if other compensating features are present. Conversely it should be noted that irrespective of the dimensions, the shape and useable living space of any

room is a determining factor in the calculation of the maximum number of people for which it is suitable.

Any floor space that has a ceiling height of less than 1.5m (5ft) shall be disregarded for the purpose of measuring the total space.

The area taken by fixed fittings such as built-in cupboards within the room shall be included in the floor area. Under stair cupboards accessed from within a sleeping room where the ceiling height is at least 1.5m shall be included in the floor area.

HMO's used as Temporary & emergency accommodation

For Licensable HMOs accepted as providing temporary, B&B accommodation, the following room size standards apply:

Floor Area of Sleeping Room	Maximum Permitted Number of Persons
4.64 m ² – 6.5 m ²	0.5
6.51 m ² – 10.21 m ²	1
10.22 m ² – 14.9 m ²	2
14.9 m ² - 19.6 m ²	3
19.6 m ² – 24.2 m ²	4
>24.2 m ²	5

In this type of accommodation only, and only for the purpose of calculating maximum occupancy of individual rooms:

Children between 0 -10 years = 0.5 persons

Children over 10 years = 1 person Adult = 1 person

Fire Safety

Legal requirements

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 require appropriate fire precaution facilities and equipment must be provided of such type, number and location as considered necessary. The Regulatory Reform (Fire Safety) Order 2005 requires all HMOs to have a sufficient risk assessment with regard to fire. The HMO Management Regulations require fire fighting equipment and fire alarms to be maintained in good working order.

Local requirements

Cannock Chase Council consider the fire precautions, facilities and equipment outlined in the LACORS national guidance should be used as the principle document: [Fire Safety - Guidance on fire safety provisions for certain types of existing housing, published by LACORS – July 2008](#).

This document contains advice for landlords and fire safety enforcement officers in both local housing authorities and fire and rescue authorities on how to ensure adequate fire safety. The [Homestamp guide](#) also is a very useful resource for further information and is used by numerous Midlands local authorities.

The information below is summarised from these Fire Safety Guidance documents and provided to help landlords understand their responsibilities regarding fire safety in HMOs. However, landlords should refer to the full guide as the text below provides a brief summary only.

1. Fire Risk Assessment

A Fire Risk Assessment is required. A Fire Risk Assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of a Fire Risk Assessment are: to identify fire hazards; to reduce the risk of those hazards causing harm to as low as reasonably practicable; to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire does start.

2. Fire precaution requirements

The requirements expected by Cannock Chase Council will vary according to the observations and findings arising from any inspection undertaken and will be based on the advice detailed in the LACORS Fire Safety guide.

Landlords should also be aware that where premises are occupied in a manner other than that intended under the original construction, compliance with the Building Regulations at the time of that construction will not necessarily negate the requirement for additional fire safety measures.

Although an exhaustive list of likely requirements cannot be given in this document necessary measures may include fire doors on high risk rooms, fire separation, a fire blanket in the kitchen and automatic fire detection systems.

Landlords are required to test and maintain fire alarm and emergency lighting systems in accordance with the British Standards.

Grade D fire alarm systems should be tested weekly. All detectors must be cleaned at least annually. Testing and maintenance must be in accordance with the manufacturer's instructions. Landlords can self-certify this has been completed.

Grade A fire alarm systems should be tested weekly. The system must be inspected and serviced at periods not exceeding six months in accordance with the recommendations of BS 5839. An inspection and servicing certificate should be issued by a suitably qualified and competent person.

Emergency lighting systems should be tested regularly, and a full system test and service must be completed annually by a competent person in line with BS5266.

Landlords are required to service fire fighting equipment annually.

Personal Washing Facilities and WC's

Legal requirements

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 set standards for the number of bathrooms/showers and toilet facilities in HMOs.

Number of people irrespective of age	Facilities required
1–4 people	<p>If a child under 10 lives in the property, a bath must be provided</p> <p>The minimum provision is 1 bathroom containing toilet, bath or shower and wash hand basin</p> <p>The bathroom and toilet may be in the same room.</p>
5 people	<p>The minimum provision is 1 bathroom with a bath or shower and 1 separate toilet with wash hand basin</p> <p>The separate toilet may be located in a second bathroom.</p>
6–10 people	<p>The minimum provision is:</p> <ul style="list-style-type: none"> • 2 bathrooms containing a bath or shower • 2 toilets with wash hand basins, one of which must be in a separate room.
11–15 people	<p>The minimum provision is:</p> <ul style="list-style-type: none"> • 3 bathrooms containing a bath or shower • 3 toilets with wash hand basins, one of which must be in a separate room.
Bedrooms with en-suites	<p>Where a room is provided with a complete en-suite facility (bath/shower, toilet and wash hand basin) for the exclusive use of that occupant then that occupant will be disregarded when considering the provision of sanitary facilities.</p> <p>For example where there are six occupants and one occupant has exclusive use of an en-suite, the requirement for the remaining occupants would be as for five people.</p> <p>If, however, the en-suite only provides one facility (either a bath/shower or a WC) then the occupant will not be disregarded for the missing amenity.</p>

General Specification of Personal Washing & WC Facilities

Description of legislation	
The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 (as amended).	
Applicable to:	National prescribed standard
Wash hand basins, baths, showers and WC's	<p>Where occupiers are sharing bathing and toilet facilities, there must be:</p> <ul style="list-style-type: none"> • an adequate number of baths/showers, toilets and wash-hand basins suitable for personal washing for the number of persons sharing these facilities; and • where reasonably practicable there must be a wash hand basin with appropriate splashback in each occupiers living accommodation.
	<p style="text-align: center;">Locally agreed guidance</p> <p>The following guidance has been agreed to promote a reasonable standard of bathroom and toilet amenities within properties, so that occupiers are able to access these facilities without unnecessary delay.</p> <ol style="list-style-type: none"> 1. Bathrooms or shower rooms shall be readily accessible and normally not more than one floor away from the user. Shared facilities shall be accessible from a common area. Facilities must be inside the building. 2. Bathrooms must have mechanical ventilation to the outside air at a minimum extraction rate of 15 litres/second in addition to any window(s). The system is to be either coupled to the light switch and incorporate a suitable over-run period, or an appropriately set humidistat. This is in addition to any openable windows. 3. A tiled splash-back shall be provided to all baths and wash hand basins. Shower cubicles shall have fully tiled walls and be provided with a suitable water-resistant curtain or door to the cubicle. 4. Bathrooms and shower rooms shall have smooth, impervious wall and ceiling surfaces, which can be easily cleaned. The flooring should be capable of being easily cleaned and slip resistant.

5. Bathrooms and shower rooms must be constructed to ensure privacy. Any room containing a toilet must also contain a wash hand basin.

6. The following minimum dimensions shall apply:

Item	Minimum Size
Wash hand basin	500mm x 400mm
Splash back	300mm high
Bath	1700mm x 700mm
Shower	800mm x 800mm

Facilities for the storage, preparation and cooking of food

Shared HMO's, with no cooking facilities in bedrooms

Number of persons sharing the amenity	Cooker (Minimum 4 ring hob, oven and grill)	Sink and drainer	Fridge freezer (minimum capacity – 150 litres fridge / 70 litres freezer)	Worktop length (Minimum depth 500mm)	Double electric sockets over worktop	Single standard wall / base unit (Minimum 500mm Base or 1000mm wall unit)
3	1	1	1	1.5m	3	3
4	1	1	1	1.75m	3	4
5	1	1	1	2m	4	5
6	2 or 1 cooker & 1 combination microwave oven and grill.	2 or full size double sink and drainer or 1 sink & 1 dishwasher	2	2.25m	4	6
7	2 or 1 cooker & 1 fixed two hob ring & 1 combination microwave oven and grill.	2 or 1 sink & 1 dishwasher	2	2.5m	5	7
8	2	2	2	2.75m	6	8
9	2	2	2	3m	7	9
10	2	2	2	3.25m	8	10
11	3 or 2 cookers & 1 combination microwave oven and grill.	3 or 2 sinks & 1 dishwasher	3	3.5m	8	11
12	3 or 2 cookers & a two hob ring & 1 combination microwave oven and grill.	3 or 2 sinks & 1 dishwasher	3	3.75m	9	12
13	3	3	3	4m	10	13
14	3	3	3	4.25m	10	14
15	3	3	3	4.5m	10	15
16 or more	Contact the HMO team.					

NB: The standard for larger HMO's can be achieved through multiple kitchens.

In addition to the above table the following notes also apply.

- In general, there shall be a ratio of one (1) set of amenities to every five (5) occupants using the shared amenity, or part thereof.
- A combination microwave oven and grill shall be a minimum capacity of 27 litres.
- Dishwasher means floor mounted dishwasher and shall be as a minimum of slimline size.
- A double oven may be provided instead of a combination microwave oven and grill, but each oven compartment must be of similar size.
- Where more than one set of hobs are provided there shall be a minimum of 500mm width worktop between them.
- All kitchens shall have suitably located mechanical extraction (ducted to the outside, not the re-circulating type) providing a minimum extraction rate of 60 litres per second.
- All kitchens to have a 30-litre refuse container per 5 occupants or part thereof.
- Fire blanket(s) suitably sited shall be provided securely fixed to the wall adjacent to an exit door. A fire door with overhead self-closer and intumescent strips shall be fitted to the kitchen, where appropriate.
- Double sockets above the work surface do not include those for washing machine, refrigerator, cooker etc.
- A sink means a bowl and drainer with hot and cold-water supply.
- Storage under a sink shall not be included in the calculation for food storage. All the equipment and facilities in kitchens shall be fit for purpose and the kitchens shall be of such layout and size to adequately enable those sharing to safely store, prepare and cook food.
- All kitchens shall be suitably located in relation to the living accommodation.
- Any shared dining space shall be suitably and conveniently located such that food can be carried from the kitchen to the dining area without going up or down stairs.

Note: These standards will generally be enforced as the minimum acceptable.

However, consideration will be given to the circumstances of each case. Facilities may exist or be proposed in certain combinations which allow a variation to the guidance as stated above.

Where conflict between residents over communal food storage occurs food storage units within rooms should be provided.

Kitchen facilities for the exclusive use of an individual household

Cooker	Minimum 2 hob rings and grill and oven shall be provided for a one-person household. 4 hob rings and grill and oven shall be provided for a household of two or more persons.
Sink	A bowl and drainer with an adequate supply of cold and constant hot water shall be provided.
Worktop	Minimum 500mm depth and 1 metre length for one person. Increased proportionately for larger households.
Electrical sockets over worktop	2 double sockets excluding those for washing machine, refrigerator, cooker etc.
Dry food storage	Double wall unit or single base unit for single person. Increase proportionately for larger households. Storage under a sink shall not be included in this calculation.
Refrigerator with freezer compartment	Standard size refrigerator with freezer compartment. (Minimum size fridge compartment 90 litres).

- All the equipment and facilities in kitchens / kitchen areas shall be fit for purpose
- All kitchens / kitchen areas shall be suitably and safely located in relation to the living accommodation.
- All kitchens / kitchen areas shall be of such layout and size to adequately enable those sharing to safely store, prepare and cook food.
- Adequate ventilation shall be provided in the kitchens / kitchen areas as per shared kitchens with mechanical extraction provided.

Note: These standards will generally be enforced as the minimum acceptable.

However, consideration will be given to the circumstances of each case. Facilities may exist or be proposed in certain combinations which allow a variation to the guidance as stated above.

Heating

Description of legislation	
The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006. Regulation 8 and Schedule 3 (1)	
Item standard applied to:	National prescribed standard (unless indicated otherwise)
Individual Bedrooms and bedsits, all shower rooms and bathrooms	Each bedroom or bedsit within the HMO shall be equipped with an adequate means of space heating
	<p>Locally agreed guidance</p> <p>The Council believes this can be achieved by complying with the following:</p> <ul style="list-style-type: none"> • The heating appliance is capable of maintaining an internal temperature of 19°C when the outside temperature is -1°C; • The heating appliance is controllable by the occupier, either directly or by the use of features such as thermostatic radiator valves. <p>Heating appliances should be permanently fixed (not portable) to reduce the risk of fire. Adverse health effects are known to begin once the internal temperature falls below 19°C. It is important that occupiers have control of temperature in their individual rooms.</p> <p>The Council's locally agreed standard requires that each shower room or bathroom requires a suitable fixed heating appliance capable of maintaining the room at a temperature of 19°C when the outside temperature is -1 °C, unless deemed unnecessary upon inspection. As a guide, bathrooms with external walls should have heating.</p> <p>The reason for the above is to reduce the likelihood of localised spots of excessively hot or cold conditions in the building that may cause harm to health and also to help reduce damage due to condensation.</p> <p>When selecting heating arrangements, applicants are advised to take into account any existing insulation arrangements.</p> <p>NB: Landlords must ensure that the property meets the requirements of the Minimum Energy Efficiency Standards Regulations and at least an EPC rating of E is achieved where applicable. Government guidance can be found here.</p>

Waste Management and Recycling Provision

Legal requirement

The Management of Houses in Multiple Occupation (England) Regulations 2006 require Landlords to provide adequate bins for the storage of refuse, having regard to the disposal services provided by the Local Authority.

Local requirements

Cannock Chase Council will collect no greater quantity of domestic waste from refuse bins than from recycling bins and will not collect recycling or refuse material unless correctly presented in a bin meeting Council's specification.

All properties must have equal or greater recycling bin capacity to green refuse bin capacity.

The minimum requirements in HMOs are:

- HMOs of up to six occupants – a standard 240 litre green rubbish and recycling bins are provided free of charge. Telephone our Contact Centre on 01543 462621 or email customerservices@cannockchasedc.gov.uk for more information.
- HMOs of seven or more occupants – Landlords will be provided free of charge with waste and recycling bins suitable for the number of occupiers set by Cannock Chase Council. Telephone our Contact Centre on 01543 462621 or email customerservices@cannockchasedc.gov.uk for more information.

See the Cannock Chase Council Waste and Recycling Service Developers Guide below which includes information on multi-occupancy properties for full information.



CCC Waste and
Recycling Service Dev

Report of:	Head of Environment & Healthy Lifestyles
Contact Officer:	Robert Watson
Contact Number:	01543 464 488
Portfolio Leader:	Environment & Climate Change
Key Decision:	Yes
Report Track:	Cabinet: 15/09/22

Cabinet
15 September 2022
Revocation and Replacement of Public Spaces Protection Order (Dog Control) 2018

1 Purpose of Report

- 1.1 To seek Cabinet approval both to revoke the existing Cannock Chase District Council Public Spaces Protection Order (Dog Control) 2018 ('the Dog Control Order') and approve a replacement Order which includes additional areas and requirements highlighted during consultation.

2 Recommendation(s)

- 2.1 To approve the revocation of the existing Dog Control Order (Appendix A) (referred to in legislation as 'discharging' the Order).
- 2.2 Approve the introduction of a new three-year Dog Control Order (attached as Appendix B).
- 2.3 Authorise the Head of Environment & Healthy Lifestyles to make all necessary arrangements for the introduction and enforcement of the new Order.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Dog Control Order imposes various requirements on owners of dogs in relation to dog fouling, dogs on leads and dog exclusions (from children's play areas etc). An original Dog Control Order came into effect on 27 July 2018 lasting three years. This Order was extended by Cabinet on 8 July 2021 and remains in force, due to expire in 2024.

- 3.2 During consultation on extending the original Order, it became apparent that additional areas needed to be covered. These areas included further children's play areas, tennis courts, multi-use games areas, skateboard parks, cycle (BMX or pump) tracks and war memorials. The consultation also highlighted cases where a requirement to put dogs on a lead when directed to do so in all public spaces, not just on or near the highway, would be beneficial (for example to deal with dog-on-dog attacks).

Further consultation on the proposed new Order incorporating these changes was undertaken between 8 July - 7 August 2022.

During the 2021/22 financial year, the Council received 250 complaints related to dog fouling and 199 in relation to stray dogs not on leads. Given these continuing complaints, it is considered important to have sanctions for offenders in areas where offences cause detriment to residents.

- 3.3 Currently members of the Environmental Health Team enforce the Dog Control Order. It would be beneficial and a better use of resources if Parks and Open Spaces Officers were also authorised under the Anti-social Behaviour, Crime and Policing Act 2014 for the purpose of enforcing the Dog Control Order.

Reasons for Recommendations

- 3.4 If the Order is to include additional requirements, then rather than making these changes for the limited life of the existing Order, it is prudent to both incorporate these changes and at the same time restore a full three-year period of operation. This requires Cabinet to discharge the current Order and approve a new Order.
- 3.5 As a result of consultation, the existing Order has been amended to include tennis courts, multi-use games areas, skateboard parks, cycle (BMX or pump) tracks and war memorials. The list of play areas has also been updated. Although these changes are relatively minor, legislation requires adequate consultation which has now been undertaken. The results of the re-consultation can be found in Appendix C.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:

(i) The Community

Ensuring controls remain over anti- social dog ownership behaviour in our town centres and neighbourhoods will contribute to retaining and attracting customers and visitors; ensure our neighbourhoods are safe, clean, and tidy and help maintain our local parks and green spaces.

(ii) Health & Wellbeing

Extension of the Order will provide a continuing deterrent to offenders, ensuring anti-social dog ownership in our parks and open spaces can be tackled, thereby helping residents to enjoy these spaces, lead healthy and active lifestyles, and contributing to mental health and general wellbeing.

5 Report Detail

Background

- 5.1 Public Spaces Protection Orders (PSPOs) were introduced under the Anti-social Behaviour, Crime and Policing Act 2014 (the ASB Act). PSPOs are intended to deal with a particular nuisance or a problem in a specific area that is detrimental to the local community's quality of life. By imposing conditions on the use of that area which apply to everyone, PSPOs allow people to enjoy public spaces, free from anti-social behaviour. Restrictions should focus on certain behaviours and be proportionate to the detrimental effect the behaviour can cause.
- 5.2 Local councils are responsible for making PSPOs on any public space within their own area. Public space includes any area to which the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
- 5.3 Whilst PSPOs cannot in isolation eliminate a particular problem, they are used in conjunction with awareness and educational measures to reduce incidence of Anti-social Behaviour and provide a means to impose sanctions on identified offenders.

Issues for Consideration

5.4 Legal tests

The legal tests focus on the impact of the anti-social behaviour. A PSPO can be made by the Council if they are satisfied on reasonable grounds that the activity or behaviour concerned, carried out, or likely to be carried out, in a public space meets the following legal tests:

- has had, or is likely to have, a detrimental effect on the quality of life of those in the locality.
- is, or is likely to be, persistent or continuing in nature.
- is, or is likely to be, unreasonable; and
- justifies the restrictions imposed.

5.5 Controlling the presence of dogs

PSPOs can be used to tackle anti-social behaviour from irresponsible dog owners. When restricting the use of certain areas, Councils should take into account the requirements under the Animal Welfare Act 2006 where owners are required to provide for the welfare needs of their animals. This includes providing the necessary amount of exercise each day, so Councils should not attempt to exclude dogs from all open spaces. To ensure it is proportionate and does not penalise responsible dog ownership, the scope of excluding dogs from areas within the proposed new PSPO will be limited to children's play areas, tennis courts, multi-use games areas, skateboard parks, cycle (BMX or pump) tracks and war memorials of the listed parks/open spaces.

- 5.6 On 8 July 2021, Cabinet approved the current Dog Control Order. This Order imposed the following requirements on owners / persons in control of dog(s):

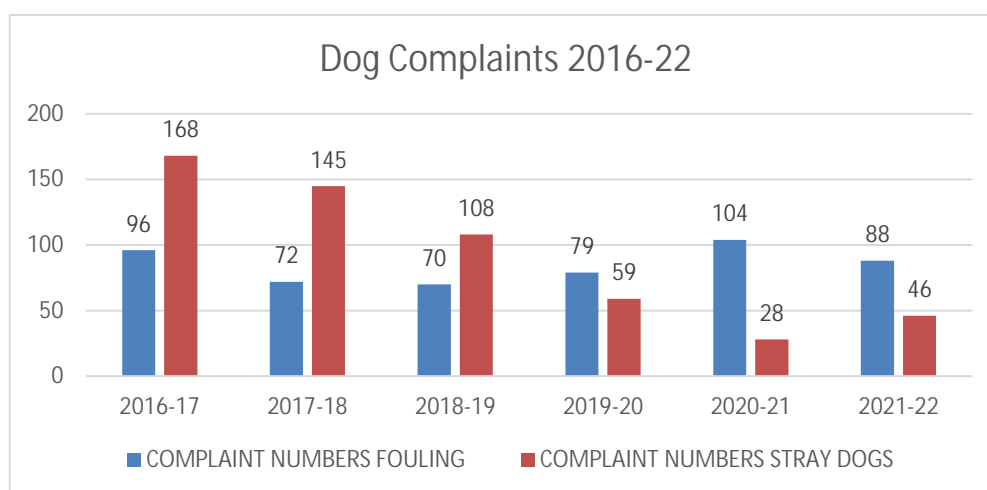
- To pick up and remove dog faeces in the event of fouling.
- To keep dogs on leads when on roads / carriageways and adjoining footpath verges within three metres of the highway.
- To place dogs on leads when instructed to do so by authorised officer or police officer.
- To exclude dogs from fenced children’s play areas.
- To be in control of no more than 6 (six) dogs at any one time.

The above prohibitions and requirements do not apply to those in control of assistance dogs.

The current Order is due to expire after midnight on 26 July 2024, unless it is extended. PSPOs can be also withdrawn at any time.

5.7 The table and graph below show numbers of dog fouling & straying complaints received by Environmental Health over each of the last 6 years, both before and after the introduction of the Order.

YEAR	COMPLAINT NUMBERS	
	FOULING	STRAY DOGS
2016-17	96	168
2017-18	72	145
2018-19	70	108
2019-20	79	59
2020-21	104	28
2021-22	88	46



5.8 There has been a steady downward trend in complaints of stray dogs over this period from 168 in 2016-17 to just 28 in 2020-21 (though data for 2020-21 may clearly have been influenced by national lockdown, with households restricted in their movements and more likely to retain control of their animals). The number then increased slightly in 2021-22.

5.9 Dog fouling complaints have fluctuated over this period, with the highest number of 104 being received during 2020-21. Again, this increase could be due to

lockdown, with a growing trend for dog ownership and individuals spending more time in their locality, so more likely to notice incidents of fouling.

5.10 Consultation and Key Outcomes

Where a local authority wishes to extend the period for which a PSPO has effect, or to vary an Order, Section 72 of the ASB Act imposes certain requirements in relation to consultation and notification, namely, to consult:

- (i) the Chief Officer of Police and the Local Policing Body for the area.
- (ii) whatever community representatives the local authority thinks it appropriate to consult

and to notify:

- (i) the parish, town, or community council for the area
- (ii) the County Council for the area if the authority is a district council.

Prior to the implementation of the original Dog Control Order in 2018, an eight-week public consultation exercise was conducted, followed by a further six-week consultation to ensure the public were well consulted on some proposed changes.

In May 2021, a 14-day consultation and notification exercise was carried out in line with the above requirements to establish whether there were any significant issues requiring further consideration. For the withdrawal of the existing PSPO and introduction of the new PSPO currently before Cabinet, a 4-week consultation period was undertaken. The public are now generally familiar with the requirements of the Order and therefore a 4-week consultation period was deemed an appropriate timescale.

As part of the consultation, disability interest groups were contacted directly. In addition, the consultation was published on the Council's website and on social media.

A total of seven responses were received all of which overwhelmingly supported the extension of the Dog Control Order. All responses received are appended to this Report as Appendix C.

5.11 Publication of the new Order

The Council is required, by virtue of The Anti-social Behaviour, Crime and Policing Act 2014 (Publication of Public Spaces Protection Orders) Regulations 2014 to:

- (a) publish the order as made, extended, or varied (as the case may be) on its website, and
- (b) cause to be erected on or adjacent to the public place to which the order relates such notice (or notices) as it considers sufficient to draw the attention of any member of the public using that place to -
 - (i) the fact that the order has been made, extended, or varied (as the case may be), and

- (ii) the effect of that order being made, extended, or varied (as the case may be).

6 Implications

6.1 Financial

In order to comply with paragraph 5.11 above, some targeted signage may be required in certain areas. This cost will be met from within existing budgets. (Approximate cost of £1500 - £3000).

6.2 Legal

The requirement to undertake the necessary consultation in relation to the withdrawal and replacement with a new Dog PSPO has been met and will not therefore pose a risk of a legal challenge in the High Court by an “interested person,” being an individual who lives in the restricted area covered by the PSPO or who regularly works in or visits that area.

Remaining legal matters are covered in the main body of the report.

6.3 Human Resources

The enforcement of the requirements has been met for the last three years using the existing resources within the Environmental Protection Team. No additional resources are required.

6.4 Risk Management

None.

6.5 Equality & Diversity

An Equality Impact Assessment has been undertaken which identified that some vulnerable groups, for example those with a physical disability, wheelchair users and those with a learning difficulty, may be adversely impacted by the requirements of the Order. In response to these findings, the Order provides important safeguards for persons with disabilities in that, firstly, the Order does not apply at all to a person with a disability who is accompanied by an assistance dog and, secondly, the Order provides a defence of “reasonable excuse” in respect of any failure to comply with requirements.

In applying the provisions of the Order, the extent to which an individual’s ability to comply is influenced or affected by a disability, will always form part of any decision on whether there is a defence of reasonable excuse.

6.6 Climate Change

None.

7 Appendices to the Report

Appendix A: Existing PSPO

Appendix B: Proposed new PSPO

Appendix C: Public Consultation response and Summary Appraisal

Previous Consideration

Public Spaces Protection Order (Dog Control) Declaration Report – Cabinet – 08/07/2021

Background Papers

None.

PUBLIC SPACES PROTECTION ORDER (DOG CONTROL) 2018

The Cannock Chase District Council Public Spaces Protection Order (Dog Control) 2018

This Order is made by Cannock District Council ("the Authority") under Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014, because it appears to the Authority that a Public Spaces Protection Order would reduce dog related anti-social behaviour taking place in the District.

This Order may be cited as the Cannock Chase District Council Public Spaces Protection Order (Dog Control) 2018.

The Council is satisfied that the conditions required for the introduction of a Public Spaces Protection Order have been met, in that:

(a) activities carried on in the relevant areas as described below have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public place and they will have such an effect;

(b) the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by the Order.

BY THIS ORDER

The effect of the Order is to impose the following requirements at all times:-

1 Dog Fouling

1.1 This Article applies to any land within the District of Cannock Chase which is open to the air and to which the public are entitled or permitted to have access (with or without payment). For the purposes of this Order land which is open to the air on at least one side is to be treated as land which is open to the air. The order does not apply to land put at the disposal of the Forestry Commissioners under Section 39 of the Forestry Act 1967.

1.2 If a dog defecates at any time on land to which this Order applies and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence, unless-

(a) that person has a reasonable excuse for not doing so; or

- (b) the owner, occupier or other person or authority having control of the land has consented (generally and specifically) to his/her failure to do so.
- 1.3 If a person who is in charge of a dog does not have or produce when requested by an authorised person, a receptacle for picking up dog faeces, that person shall be guilty of an offence.
- 1.4 A receptacle is defined as any object capable of holding faeces pending its proper disposal.
- 1.5 For the avoidance of doubt if the person in charge of the dog fails to dispose of the faeces in a suitable bin provided for this specific purpose, or generally for the disposal of waste that person is guilty of an offence.
- 1.6 For the purpose of this Article –
- (a) a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- (b) being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;

2 Dogs on Leads

- 2.1 This Article applies to all carriageways and adjoining footpath verges within 3 metres of such carriageways within the District of Cannock Chase. The Order does not apply to land put at the disposal of the Forestry Commissioners under Section 39 of the Forestry Act 1967.
- 2.2 Any person in charge of a dog, at any time, who -
- (i) fails to keep the dog on a lead in the specified areas, or
- (ii) fails to put the dog on a lead when instructed to do so by an authorised person,
- shall be guilty of an offence unless–
- (a) he has a reasonable excuse for failing to do so; or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.
- 2.3 For the purposes of this Article a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.
- 2.4 For the purposes of this Article a lead shall be no more than 2 (two) metres in length.

3 Dog Exclusion

- 3.1 This Article applies to all children's play areas specified in Schedule 1 of this Order.
- 3.2 A person in charge of a dog shall be guilty of an offence if that person takes the dog onto, or permits the dog to enter or to remain within a fenced children's play area specified in Schedule 1 to this Order unless –
- a) the person has a reasonable excuse for doing so; or
 - b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.
- 3.3 For the purposes of this Article a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.

4 Maximum Number of dogs

- 4.1 This Article applies to any land within the District of Cannock Chase which is open to the air and to which the public are entitled or permitted to have access (with or without payment). For the purposes of this Order land which is open to the air on at least one side is to be treated as land which is open to the air. The Order does not apply to land put at the disposal of the Forestry Commissioners under Section 39 of the Forestry Act 1967.
- 4.2 The maximum number of dogs a person is permitted to be in control of on land to which this Order applies is 6 (six).
- 4.3 Any person in charge of more than one dog shall be guilty of an offence, if, at any time, that person takes more than the number of dogs specified in Article 4.2 on to land to which this Order applies unless –
- a) the person has a reasonable excuse for doing so; or
 - b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his doing so.
- 4.4 For the purposes of this Article a person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.
- 5. The provisions of this Order shall not apply to a person with a disability who is accompanied by an assistance dog.**
- 5.1 A person with a disability is defined under section 6(1) of the Equality Act 2010 (as amended) as a person with –
- (a) a physical or mental impairment, and

(b) the impairment has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

5.2 An assistance dog is defined under section 173(1) of the Equality Act 2010 (as amended) as –

(a) a dog which has been trained to guide a blind person;

(b) a dog which has been trained to assist a deaf person;

(c) a dog which has been trained by a prescribed charity to assist a disabled person who has a disability that consists of epilepsy or otherwise affects his/her mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects; or

(d) a dog of a prescribed category which has been trained to assist a disabled person who has a disability (other than one falling within paragraph (c)) of a prescribed kind.

PENALTIES

6.1 A person who is guilty of an offence of failing to comply with a requirement of this Order will be liable on summary conviction to a fine not exceeding Level 3 on the Standard Scale (currently £1,000) or if in receipt of a Fixed Penalty Notice to a penalty of £100.

6.2 A person commits an offence if he fails to give his name and address when required to do so by an authorised person, or gives a false or inaccurate name or address to a person so authorised, when the authorised person proposes to give a person a Fixed Penalty Notice for failing to comply with a requirement of this Order. On summary conviction a person will be liable to a fine not exceeding Level 3 on the Standard Scale (currently £1,000).

Given under the Common Seal of Cannock Chase District Council

this 27th day of July 2018

The COMMON SEAL of
CANNOCK CHASE DISTRICT COUNCIL
was hereunto affixed in the presence of:-

S. Baddley
Authorised Officer



Schedule 1

Fenced children's play areas and other areas from which dogs are to be excluded:

Arthur Street	Wimblebury
Bettys Lane	Norton Canes
Boston Close	Heath Hayes
Brownhills Road	Norton Canes
Chapel Street	Norton Canes
Hayes Way	Heath Hayes
Heath Hayes Park	Heath Hayes
Hednesford Park	Hednesford
Lingfield Road	Norton Canes
Meadow Way	Heath Hayes
St. Thomas Drive	Rawnsley
West Gate	Rawnsley
Williamson Avenue	Prospect Village
Bond Way	Pye Green
Bracken Close	Brindley Heath
Chester Road	Cannock
Cotswold Road	Pye Green
Elizabeth Way	Cannock
Elmore Park	Rugeley
Flaxley Road	Rugeley
Fortesque Drive	Rugeley
Green Lane	Rugeley
Hagley Skate Board Area	Rugeley
Hillary Crest	Rugeley
Jeffery Close	Rugeley
Ravenhill Park	Brereton
Rugeley Leisure Centre	Rugeley
Swallow Close	Rugeley
Barnard Way	Cannock
Bevan Lee Road	Cannock
Bunyan Place	Cannock
Cannock Park	Cannock
Monarch Park	Cannock
Oxford Green	Cannock
The Stadium	Cannock
Laburnum Ave	Cannock
Oxford Road	Cannock
Union Street	Bridgetown
Wellington Drive	Cannock
Wrights Avenue	Cannock



CANNOCK CHASE DISTRICT COUNCIL

PUBLIC SPACES PROTECTION (DOG CONTROL) (CANNOCK CHASE DISTRICT) ORDER 2022

This Order is made by Cannock Chase District Council (“the Council”) under section 59 of the Anti-social Behaviour, Crime and Policing Act 2014 (“the Act”). The Council is satisfied on reasonable grounds that activities carried on in the public places specified below have had a detrimental effect on the quality of life of those in the locality, or it is likely that activities will be carried on in the public places specified below and that they will have such an effect. The Council is further satisfied on reasonable grounds that the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, and is, or is likely to be, such as to make the activities unreasonable, and justifies the restrictions imposed by this Order.

This Order will come into force at 00.01 hours on **X** and shall expire at 23.59 hours on **X** unless it is extended under section 60 of the Act.

BY THIS ORDER

The effect of the Order is to impose the following requirements at all times:

Dog Fouling

1. This section applies to any land which is open to the air and to which the public are entitled or permitted to have access with or without payment.
 - a) **If a dog defecates and the person in charge of that dog fails to remove the faeces from the land forthwith, that person shall be guilty of an offence.**
 - b) **If a person in charge of a dog fails to carry or fails to produce when requested to by an authorised person, a suitable receptacle for removing dog faeces, that person shall be guilty of an offence.**

Dogs on Leads

2. This section applies to any land which is open to the air and to which the public are entitled or permitted to have access with or without payment.

- a) **Any person in charge of a dog who fails to put the dog on a lead of no more than 2 metres in length when directed to do so by an authorised person shall be guilty of an offence.**
3. This section applies to all public highways, including the carriageway and the footway, and land within 3 metres of the edge of the highway which is open to the air and to which the public are entitled or permitted to have access with or without payment.
 - a) **Any person in charge of a dog who fails to keep the dog on a lead of no more than 2 metres in length, shall be guilty of an offence.**

Exclusion of Dogs

4. This section applies to the land that is enclosed childrens' play areas, tennis courts, multi-use games areas, skateboard parks, cycle (BMX or pump) tracks and war memorials (including additional areas where specified) listed in Schedule 1 of this Order.
 - a) **Any person in charge of a dog who permits the dog to enter or remain on the land shall be guilty of an offence.**

Maximum Number of Dogs

5. This section applies to any land which is open to the air and to which the public are entitled or permitted to have access with or without payment.
 - a) **Any person in charge of more than six dogs at one time shall be guilty of an offence.**

Exemptions

6. Nothing in this Order shall apply to a dog employed as an assistance dog. "Assistance dog" has the meaning given in section 173(1) of the Equality Act 2010.
7. The restrictions relating to dog fouling in section 1 of this Order shall not apply to a person registered as a blind or partially sighted person in a register compiled under section 29 of the National Assistance Act 1948 or section 77 of the Care Act 2014.
8. A person shall not be guilty of an offence if they had a lawful or reasonable excuse to undertake the activities restricted by this Order, or that the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to the activity restricted by this Order.
9. This Order shall not apply to forestry land managed by the Commissioners under of the Forestry Act 1967.

Interpretation

10. A person who habitually has a dog in their possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog.
11. For the purposes of this Order, any land which is covered is to be treated as land which is "open to the air" if it is open to the air on at least one side.

12. For the purposes of this Order, an “authorised person” is a duly authorised officer of Cannock Chase District Council, a constable, and a police community support officer.

Penalties

13. A person guilty of an offence under this Order shall be guilty of an offence under section 67 of the Act and liable on summary conviction to a fine not exceeding level 3 on the standard scale, currently £1,000 subject to alteration by order.

14. An authorised person may issue a fixed penalty notice to any person they have reason to believe has committed an offence under this Order to offer the person the opportunity to discharge any liability to conviction for the offence by payment of a fixed penalty set at £100.

Given under the Common Seal of Cannock Chase District Council on the **X** day of **X** 2022.

**The COMMON SEAL of
CANNOCK DISTRICT COUNCIL**
was hereunto affixed in the presence of:

Name:

Title:

SCHEDULE 1

The enclosed children's play areas, tennis courts, multi-use games areas, skateboard parks, cycle (BMX or pump) tracks and war memorials (including additional areas where specified) to which dogs are excluded:

Ward	Location	Additional area(s)
Bridgtown	Union Street	
Brindley Heath	Bracken Close	
Cannock	Bevan Lee Road	
Cannock	Bunyan Place	
Cannock	Cannock Park	plus, skate park and tennis court
Cannock	Cannock Stadium	
Cannock	Curlew Hill	
Cannock	Elizabeth Road	
Cannock	Laburnum Ave	
Cannock	Oxford Green	
Cannock	Oxford Road	
Cannock	Patterdale Road	
Cannock	Wellington Drive	
Cannock	Wrights Avenue	
Cannock South	Earlswood Way	
Hagley	Chester Road	
Hawks Green	Nuthatch Close	
Hawks Green	Peregrine Way	
Hawks Green	Wrens Croft	
Heath Hayes	Barnard Way	
Heath Hayes	Boston Close	
Heath Hayes	Hayes Way	
Heath Hayes	Heath Hayes Park	plus, tennis court
Heath Hayes	Meadow Way	
Hednesford	Dew Close	
Hednesford	Hednesford Park	plus, tennis court, parkour area and war memorial
Hednesford	Miners Way	
Hednesford	Tompkinson Heights	
Hednesford	Walters Close	

Item No. 9.17

Ward	Location	Additional area(s)
Hednesford	Saunders Drive	
Norton Canes	Bettys Lane	
Norton Canes	Chapel Street	
Norton Canes	Harrier Way	
Norton Canes	Lingfield Road	
Norton Canes	Norton Canes Rec Ground	
Norton Canes	Railway Street	
Norton Canes	Red Lion Lane	
Prospect Village	Williamson Avenue	
Pye Green	Bond Way	
Pye Green	Cotswold Road	
Rawnsley	St. Thomas Drive	
Rawnsley	West Gate	
Rugeley	Bonney Drive	
Rugeley	Burnthill Lane	
Rugeley	Elmore Park	
Rugeley	Flaxley Road	
Rugeley	Green Lane	
Rugeley	Hagley Skateboard Area	Skateboard Park
Rugeley	Lorraine Croft	
Rugeley	Northend Park	
Rugeley	Ravenhill Park	plus, tennis court
Rugeley	Rugeley Leisure Centre	
Rugeley	Winstanley Close	
Rugeley	Levett Grange	
Wimblebury	Barn Way	
Wimblebury	Arthur Street	

Public Consultation Response and Summary Appraisal

Summary

The Council received seven responses from the public and statutory consultees during the consultation period of 8 July - 7 August 2022. The responses all offered support of the principle behind the Order in protecting public amenities with comments received either seeking to impose additional restrictions on dog owners, provision of additional exclusive dog walking areas or ensuring the Order is clearly drafted.

The full consultation responses and appraisal of each is detailed below. However, on balance and after consideration of the comments, it is not proposed to alter the draft Order or impose additional restrictions and the Draft Version should be made Final without material alteration.

Responses Received

1.

Making of new proposed Public Spaces Protection Order (Dog Control) (Cannock Chase District) Order 2022

Thank you for inviting Brindley Heath Parish Council to comment on Cannock Chase Council's proposal to discharge the existing 2018 Public Spaces Protection Order (PSPO) and to replace it with a new order for a further three years.

The parish council supports the discharge and proposal for a new Order but would ask that the following observations are noted:

- The consultation doesn't clarify whether the District Council has consulted Natural England who are aware of problems relating to the control of dogs on Cannock Chase. Natural England has its own set of rules, and the District Council should be satisfied their approaches align.
- There is no special provision in the Order for managing dogs on Cannock Chase, particularly in respect of Special Areas of Conservation and Sites of Special Scientific Interest.
- The parish council notes that the Order shall not apply to forestry land managed by the Commissioners under the Forestry Act 1967 and asks whether the District Council and Forestry England have aligned policies on the control of dogs.
- Six dogs are considered too many for one person to handle in public spaces. It would be very difficult for one person to keep six dogs under safe control and be able to clear their faeces away safely.
- It would be helpful if there was clarification on Point 2a and 3a (Dogs on Leads) in respect of the use of extendable leads which are often five metres in length.
- The Council would like to see the District Council employ proactive measures to help promote responsible dog ownership in addition to introducing the Order. Many people do not know the responsibilities that come with dog ownership in public

places. Some don't seem to realise that it is illegal to walk a dog on/near a public highway without a lead and there should include clear communication on how owners/handlers may dispose of dog waste if facilities exist. Appropriate action should be taken against the hanging of dog poo bags on tree branches (which seems to be a common practice). The general public may not be aware that use of a yellow lead or the wearing of a yellow coat may indicate that a dog has got issues.

- The District Council should arrange for authorised officers to make random visits to appropriate sites for an hour every now and again to check that dog owners have dog poo bags in their possession. This course of action would act as an effective deterrent against poor attitudes or a lack of commitment to picking up dog faeces.

Appraisal

The proposed Order addresses specific known issues within areas which have been the subject of complaints. The Council do not necessarily have the same priorities as Natural England or Forestry England; however, the requirements of the Order do not have adverse impacts on NE or FE. The Council will seek to enforce the Order and will implement targeted routine patrols of some areas throughout the working 3-year life of the Order. Blatant disregard for the Order and responsible dog ownership will be dealt with via robust enforcement inline with the Environmental Health Enforcement Policy and Code of Practice for Crown Prosecutors guidelines.

2.

Good afternoon,

I have read about the proposed dog control order, and fully support the concept of responsible dog ownership. I can see the reasoning behind the plan including prohibiting dogs from certain children's play areas. However, there needs to be a balance, and the provision of designated areas for people to allow their dogs off lead exercise would meet this. Throughout the U.S. and now in some areas of the UK, there are 'dog parks.' These just need to be fenced off areas within an existing public park or field, with suitable bins provided. They do not need to be huge but would allow people to exercise their dogs off lead safely. Just a few in the Cannock chase district would address this need and would make it more difficult for irresponsible dog owners to use excuses for allowing their dogs off lead in more public spaces.

Kind regards,

Appraisal

Dogs are not excluded from playing field areas of parks themselves and the Order relates to exclusion from children's play areas and other specific use areas. It is therefore considered that exercise areas for animals can be governed by responsible dog ownership.

3.

Good morning,

The Friends of Hednesford Park met last week and I would like to reply on the behalf of the organisation.

Whilst we agree with the changes that are to be made, we would like to share our concerns over section 5a - Maximum Number of Dogs. We were all in agreement that 6 dogs is too many for one person to be in charge of. We were concerned how if a person had more than 3 dogs, how they would be able to safely handle them and how they would be able to remove faeces when in charge of a large amount of dogs.

We also have a comment about who would be enforcing this order? Whilst many dog owners are considerate and follow the order, there are some who do not.

Kind regards,

Appraisal

When setting the maximum number of dogs able to be walked by one person, the most important factor for authorities to consider is the maximum number of dogs which a person can control; expert advice is that this should not exceed six (DEFRA, 2014*). Professional dog walkers often have control of multiple dogs, and many people are able to walk more than three dogs in a responsible fashion. The professional dog walker guidelines recommend a maximum number of dogs to be walked at any one time is four and the Council has no evidence to support beneficial impact of restricting the number to three. The Current PSPO limits the number to six and there has been no adverse incidents reported suggesting a lower limit is needed.

4.

Thank you for your time this morning and explain this email.

As discussed, if this is just an extension to what was already in place, I have no issues with this continuing on the land that is still owned by Taylor Wimpey.

Appraisal

No impact.

5.

Thank you for your email and information around this matter.

We have no objections to the order although if we subsequently receive anything from our homeowner clients, we will look to forward. If the Council would like to discuss any particular issue/matter with us, we would be happy to assist.

Appraisal

No impact.

6.

To whom this may concern,

I have read the order and seen that it states that dogs aren't allowed on green lane play area does this mean the fields too or just the children's play park. Also, it says Elmore Park does this just mean the play area or the whole of Elmore Park as it could be interpretation as either as they are both enclosed by fences.

Can this please be clarified and made clearer in the order the same goes for Ravenhill Park. I don't really know the other parks. But the list really needs to be clear is it where the children's play equipment is or also the green space that is used regular by dog walkers. As some of these are enclosed by fences and hedges.

Appraisal

Reply sent via email confirming the areas covered by the proposed PSPO in relation to children's play and other specified areas only, not the parks themselves.

7.

As part of the above consultation the Parish Council discussed this at its meeting last week and the only comment, they would wish to make is that we would wish that the number dogs that a person should be in control of at any one time is 3 and not 6.

Appraisal

When setting the maximum number of dogs able to be walked by one person, the most important factor for authorities to consider is the maximum number of dogs which a person can control; expert advice is that this should not exceed six (DEFRA, 2014*). Professional dog walkers often have control of multiple dogs, and many people are able to walk more than three dogs in a responsible fashion. The professional dog walker guidelines recommend a maximum number of dogs to be walked at any one time is four and the Council has no evidence to support beneficial impact of restricting the number to three. The Current PSPO limits the number to six and there has been no adverse incidents reported suggesting a lower limit is needed.

[*Dealing with irresponsible dog ownership - Practitioner's manual \(DEFRA, October 2014\)](#)

Report of:	Head of Governance & Corporate Services
Contact Officer:	Adrian Marklew
Telephone No:	01543 464 598
Portfolio Leaders:	Innovation & Resources
Key Decision:	Yes
Report Track:	Cabinet: 15/09/22

Cabinet
15 September 2022
Permission to Spend - New Council Website

1 Purpose of Report

- 1.1 To seek Members' approval to spend funds out of reserves on the purchase of a replacement website platform.

2 Recommendation(s)

That Cabinet:

- 2.1 Recommends to Council, the approval of the transfer of £70,000 from the IT website reserve to the General Fund Capital Programme for 2022/23 to fund the purchase of a new website platform
- 2.2 Grants permission to spend £70,000 on the procurement of an updated website platform to ensure the ongoing security of the Council's IT infrastructure.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Council's current website www.cannockchasedc.gov.uk was created about seven years ago. It has around 1.6 million page views a year and is not only a vital resource for the Council to promote its work and services, but also saves the Council money by enabling customers to find out about Council services, carry out transactions and contact us without the need to make direct contact with staff.
- 3.2 A new website platform is needed by the Council as the current platform will not be supported with software updates after 1 November 2023 and this would leave it at risk of security breaches / a cyber-attack.

Reasons for Recommendations

- 3.3 It is essential that the Council maintains a website to interact with its customers. Consequently, an updated website platform needs to be procured to minimise the risk of a cyber-attack.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priority 4 - Responsible Council and contribute to the following objectives:
- Improve our customers' access to services.
 - Enhance the use of technology and new ways of working.
- 4.2 The website also supports the delivery of the Council's other three priorities.

5 Report Detail

- 5.1 The Council's website is a key tool in providing information to residents, businesses, and visitors. It provides access to Council information and services 24 hours a day, 7 days a week. It also provides links to other organisations' websites.
- 5.2 As well providing information, the website also saves the Council money by enabling customers to carry out transactions and contact us without the need to make direct contact with staff as the website hosts:
- a portal for online forms which automatically populate the Council's Customer Relationship Management (CRM) system, and
 - a portal for online housing services to report matters such as repairs.
- 5.3 A new website platform is needed by the Council as the current platform, Drupal version 7, will not be supported with software updates after 1 November 2023. Drupal is one of the main website platform providers. The lack of software updates would leave the current website at risk of security breaches. It is intended to procure a new website platform in the latter part of this this year so that it can be installed and operational in advance of November 2023.
- 5.4 The purchase of a new website platform will necessitate the transfer of the information from the current website. This will be used as an opportunity to update the current website content and ensure that it meets accessibility requirements before it is migrated to the new website. A review of the design of the website will also be undertaken.
- 5.5 The cost of procuring a new website platform is estimated to be £70,000.
- 5.6 A procurement process is underway to appoint a suitable supplier. The intention is to award the contract in October and the implementation of the new system will take up to six months.

6 Implications

6.1 Financial

£70,000 has been earmarked in the ICT website reserve (MG74) for the replacement of the Council's website platform. Subject to Cabinet's approval the funds will be transferred into the General Fund Capital Programme for 2022/23.

6.2 Legal

None

6.3 Human Resources

None

6.4 Risk Management

Software updates for the current website platform will cease with effect from 1 November 2023 and this would leave the Council vulnerable to a cyber-attack. Cyber-attacks are considered to be a strategic risk to the Council so mitigating this risk is essential. The risk can be minimised by replacing the website platform with new and up-to-date software.

6.5 Equality & Diversity

The website is designed to meet the needs of all customers. We follow guidance including from SOCITM and Government best practice

6.6 Climate Change

None

7 Appendices to the Report

None.

Previous Consideration

None.

Background Papers

None.