



Cannock Chase Council

Council Meeting

Wednesday 9 April 2025 at 6:00pm

In the Council Chamber, Civic Centre, Cannock

Part 1

Notice is hereby given of the above-mentioned meeting of the Council, which you are summoned to attend for the purpose of transacting the business as set out below:

1. Apologies

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

To declare any interests in accordance with the Code of Conduct.

Members should refer to the guidance as included as part of this agenda.

3. Minutes

(i) To approve the Minutes of the meeting held on 26 February 2025: minute numbers 67 - 78; page numbers 69 - 74.

(ii) To approve the Minutes of the extraordinary meeting held on 13 March 2025: minute numbers 79 - 81; page numbers 75 - 76.

4. Chair's Announcements and Correspondence

To receive any announcements and correspondence from the Chair of the Council.

5. Leader's Announcements and Correspondence

To receive any announcements and correspondence from the Leader of the Council.

6. Constitution Amendments

Report of the Monitoring Officer (Item 6.1 - 6.18).

7. Comments and Questions on Part 1 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9

To receive any comments or questions submitted under Rule 9 on Part 1 Minutes of meetings of Cabinet, Committees, Sub-Committees or Panels as included in the Minutes Record circulated alongside this agenda.

A handwritten signature in black ink that reads "Tim Clegg". The signature is fluid and cursive, with a period at the end.

T. Clegg
Chief Executive

1 April 2025

Guidance on Declaring Interests at Meetings

Declaring Interests at Full Council

The Code of Conduct requires that where you have an interest in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of the interest, and you attend a meeting of the Council at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

The following interests must be disclosed where they may be affected by any matter arising at the meeting:

- (a) A **Disclosable Pecuniary Interest** is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) in respect of employment, office, trade, profession or vocation carried out for profit or gain; sponsorship; contracts; land; licences; corporate tenancies; or securities, as defined with the Localism Act, 2011.
- (b) A **Registerable Interest** includes any unpaid directorships or any body of which you are a member, or are in a position of general control, and (i) to which you are appointed by the Council, or (ii) which exercises functions of a public nature, or (iii) which is directed to charitable purposes, or (iv) one of whose principal purposes includes the influence of public opinion or policy.
- (c) A **Non-Registerable Interest** is any other matter affecting your financial interest or well-being, or a financial interest or well-being of a relative or close associate.

Where the matter **directly relates** to the interest, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

Where the matter **affects** the interest, but does not **directly relate** to it, you can remain in the meeting and take part **unless** the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision, and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

Please make the nature of the interest clear to the meeting

It would be helpful if, prior to the commencement of the meeting, Members informed the Monitoring Officer of any declarations of interest, of which you are aware. This will help in the recording of the declarations in the Minutes of the meeting.

Some items will be mentioned in the papers for full Council but are not actually being considered by Full Council. In such circumstances the Monitoring Officer's advice to Members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, Members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and/or
- Where the matter in which the Member has an interest is specifically mentioned or discussed at the Council meeting.

Cannock Chase Council
Minutes of the Meeting of the Council
Held in the Council Chamber, Civic Centre, Cannock
On Wednesday 26 February 2025 at 6:00 p.m.

Part 1

Present

Councillors:

Thornley, S. (Chair)	
Prestwood, F. (Vice-Chair)	
Aston, J.	Johnson, J.
Bancroft, J.	Johnson, T. (Leader)
Boulton, C.	Jones, V.
Bullock, L.	Lyons, N.
Craddock, R.	Mawle, D.
Dunnett, M.	Muckley, A.
Fitzgerald, A.	Page, H.
Freeman, M.	Preece, J.
Gaye, D.	Prestwood, J.
Haden, P.	Samuels, G.
Hill, J.	Thornley, S.J.
Hill, J.O.	Williams, D.
Hughes, G.	

67. Apologies

Apologies for absence were noted for Councillors L. Bishop, J. Elson, P. Fisher, O. Lyons, J. Newbury, M. Sutherland, D. Todd, and L. Wilson.

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

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

69. Minutes

Resolved:

The Minutes of the meeting held on 12 February 2025 be approved as a correct record.

70. Chair's Announcements and Correspondence

(i) Newcastle-under-Lyme Mayor

The Chair reported on the sad news of the death of the Mayor of Newcastle-under-Lyme, Councillor Barry Panter on 15 February, following a car accident two days prior.

The Chair noted the Council's thoughts were with Barry's family, loved ones and colleagues at this difficult time, and asked that all present join in observing a minutes silence as a mark of respect.

(ii) Datteln Visit - August 2025

The Chair reminded Members about the invite issued on his behalf recently to attend the Datteln Rathaus festival from 14 to 16 August 2025. Any Members interested in attending were encouraged to contact the Chair or the Leader of the Council.

71. Leader's Announcements and Correspondence

(i) Newcastle-under-Lyme Mayor

The Leader echoed the words of the Chair on the sad death of Barry Panter, noting that Barry had been a public servant, and having met him on several occasions, was sure he would be sorely missed by all who knew him.

(i) Cannock Town Centre Regeneration

The Leader advised that the Council had purchased several properties in Cannock town centre that would form part of phase two of the town centre redevelopment, these being the Forum Shopping Centre and retail properties along Market Hall Street and Church Street, including the former Barclays Bank and Boots. This would create a bigger footprint for town centre development which was part of the £20m Levelling Up Fund (LUF) monies received by the Government for redeveloping the town centre.

This was very timely news as it would add to the already growing interest the Council had from investors and developers, with many of them already lined up to discuss the plans in greater detail at the UK Real Estate Investment and Infrastructure Forum (UKREiF) due to take place in just over a couple of months' time. This Forum was the biggest event for property investors and developers in the UK.

Continuing with the theme of town centre regeneration, the Council had been asked to arrange a visit to Cannock for the Right Honourable Alex Norris MP, Parliamentary Under-Secretary of State for Local Growth at the Ministry of Housing, Communities and Local Government. He wanted to visit following a very productive meeting between Council officers and Government civil servants. The Minister and colleagues were very supportive of the regeneration programme and interested to hear about the vision for Cannock town centre. This augured very well for ongoing discussions with, and asks of, central government concerning the LUF project.

(ii) Aelfgar Housing Development Scheme

The Leader advised he had the pleasure of meeting the contractors for a groundbreaking event at the former Aelfgar school site in Rugeley. Work was due to start on site imminently and the Council should be proud that this would become a home for local people with 29 of the 58 properties being council houses.

Furthermore, the 29 affordable homes would be built to the Future Homes Standard (the first in the District), including air source heat pumps and solar panels, thus meaning lower living costs for the tenants a more environmentally friendly home.

(iii) Play Areas Investment

The Leader advised that Members had been updated recently regarding significant investments made to Council-owned play areas, with £140,000 being provided to refurbish Flaxley Road play area in Rugeley, and more recently, the upgrade to Laburnum Avenue play area in Cannock, which was officially opened a couple of weeks ago.

The focus now moved to proposals for Cannock Park. If Members had not yet seen the designs, they were available on the Council's website and a consultation was open until early March with feedback being sought. Additional investment was also going to be provided for a range of safety measures in the park, including lighting and CCTV.

(iv) UK Shared Prosperity Fund

The Leader advised that as the £3m UK Shared Prosperity Fund (UKSPF) Investment plan entered its final few weeks of delivery, the Council was delighted to report that the interventions had delivered well over the targets set.

Investments in Beat the Cold and the Citizens' Advice Poverty Advisory Service continued to support the most vulnerable residents. Alongside this, the Thriving Communities programme, delivered in partnership with parishes and community groups, had boosted investment in the District's high streets, supporting local infrastructure, local businesses, and events alike.

Meanwhile small and medium businesses across the District had been supported in their journey to carbon neutrality with practical advice and experience from the Net Zero Pathfinder and Go Digital schemes. The Council also invested in the West Midlands Grant Programme which had helped to fund projects that enabled existing employers to expand and grow.

Finally, the education and skills sector had benefited from UKSPF investment in the Cannock College campus Construction Excellence Initiative, the Youth Aspirations programme delivered by Young Enterprise to build confidence and work readiness for over 1000 young people to date and the Discovery Programme delivered by Jobs22 which had already supported 85 people into work.

(v) South Staffordshire College - Cannock Campus

The Leader advised that the Council should be very proud of the College and the growth it had experienced in the last couple of years, with a more than 30% increase in the number of learners choosing to study there.

They had introduced, and were introducing, more courses to equip young people with the relevant knowledge and skills for the employment market. They were also planning to offer courses specifically for adults to get them into employment.

At the same time, the Council worked with local employers to ensure their needs were being met.

It was great to hear that the College was exploring expansion opportunities to ensure that more learners could be provided with access to their courses.

This was a genuine Cannock Chase success story.

72. Treasury Management Strategy, Minimum Revenue Provision Policy, and Annual Investment Strategy 2025-26

Consideration was given to the report of the Deputy Chief Executive-Resources & S151 Officer (Item 6.1 - 6.35).

Resolved:

That the following be approved:

- (A) The Prudential and Treasury Indicators.
- (B) The Minimum Revenue Provision Policy Statement.
- (C) The Treasury Management Policy.
- (D) The Annual Investment Strategy for 2025-26.

73. Council Tax Resolution 2025-26

Consideration was given to the joint report of the Deputy Chief Executive-Resources & S151 Officer and the Head of Law & Governance (Item 7.1 - 7.7).

In accordance with Council Procedure Rule 15(4)(b), a named vote was held on the proposals:

For

Against

Abstain

Aston, J.

Craddock, R.

Bancroft, J.

Boulton, C.

Bullock, L.

Dunnett, M.

Fitzgerald, A.

Freeman, M.

Gaye, D.

Haden, P.

Hill, J.

Hill, J.O.

Hughes, G.

Johnson, J.

Johnson, T.

Jones, V.

For	Against	Abstain
Lyons, N.		
Mawle, D.		
Muckley, A.		
Page, H.		
Preece, J.		
Prestwood, F.		
Prestwood, J.		
Samuels, G.		
Thornley, S.		
Thornley, S.J.		
Williams, D.		
26	0	1

In addition, Councillors Bishop, Cartwright, Elson, Fisher, O. Lyons, Newbury, Sutherland, Todd, and Wilson were absent from the meeting.

Resolved:

That the proposed Council Tax for 2025-26, as set out in the Council Tax Resolution (report appendix 1) be approved.

74. Annual Treasury Management Report 2023-24

Consideration was given to the report of the Deputy Chief Executive-Resources & S151 Officer (Item 8.1 - 8.14).

Resolved:

- (A) The annual treasury management report for 2023-24 be noted.
- (B) The actual 2023-24 prudential and treasury indicators as set out in report appendix 1 be approved.

75. Treasury Management Mid-Year Report 2024-25

Consideration was given to the report of the Deputy Chief Executive-Resources & S151 Officer (Item 9.1 - 9.15).

Resolved:

That the report, treasury activity, and prudential indicators for 2024-25 be noted.

76. Localism Act 2011 - Pay Policy Statement 2025-26

Consideration was given to the report of the Head of Transformation & Assurance (Item 10.1 - 10.10).

Councillor Muckley advised that a '0' figure needed deleting from the band 9 pay range shown in the table on page 10.6, so that it would read '£199,701 or above'.

Resolved:

That the Pay Policy Statement for 2025-26, as set out in report appendix 1, be approved, subject to the above amendment.

(Councillor Mawle requested that his name be recorded as abstaining on the vote on this item.)

77. Calendar of Meetings 2025-26

Consideration was given to the report of the Chief Executive (Item 11.1 - 11.11).

Councillor Gaye noted that the end of report paragraph 1.1 needed amending to read '2025-26 municipal year', not 2024-25 as set out.

Resolved:

(A) The calendar of meetings for 2025-26, as included at report appendix 1, be approved.

(B) The Chief Executive, in consultation with the Chair of the Council, relevant Chairs of Committees and / or Leader of the Council, as appropriate, be authorised to amend the calendar of meetings, through convening additional meetings, or the postponement / cancellation of meetings if required.

78. Comments and Questions on Part 1 and Part 2 Minutes of Cabinet, Committees, Sub-Committees and Panels under Rule 9.

None received.

Meeting closed 6:28pm

Chair

Cannock Chase Council
Minutes of the Extraordinary Meeting of the Council
Held in the Council Chamber, Civic Centre, Cannock
On Monday 17 March 2025 at 6:00 p.m.

Part 1

Present

Councillors:

Thornley, S. (Chair)	
Prestwood, F. (Vice-Chair)	
Aston, J.	Lyons, N.
Bishop, L.	Lyons, O.
Boulton, C.	Mawle, D.
Cartwright, S. (arrived 6:21pm)	Muckley, A.
Dunnett, M.	Preece, J.
Elson, J.	Prestwood, J.
Fisher, P.	Samuels, G.
Fitzgerald, A.	Sutherland, M.
Haden, P.	Todd, D.
Hill, J.	Thornley, S.J.
Hill, J.O.	Williams, D.
Johnson, T. (Leader)	Wilson, L.
Jones, V.	

Prior to the commencement of the formal business of the meeting, the Chair made the following announcements:

- Welcome to C. Lamb, Legal Services Manager (and Deputy Monitoring Officer) to her first Cannock Chase full Council meeting, deputising for the Head of Law & Governance.
- The Chair's charity dinner would be taking place on Thursday 10 April at The Gurkha's Dine, Chads Moor. Tickets were £20 each and would be available to purchase in the next couple of days.
- Welcome back to Councillor O. Lyons following the recent birth of her child.

79. Apologies

Apologies for absence were noted for Councillors J. Bancroft, L. Bullock, R. Craddock, M. Freeman, D. Gaye, G. Hughes, J. Johnson, and H. Page.

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

Member	Interest	Type
Haden, P.	Agenda Item 3 - Local Government Reorganisation <i>Member was also a member of Staffordshire County Council - the County Council had also considered this matter at a full Council meeting held on 13 March.</i>	Personal
Sutherland, M.	Agenda Item 3 - Local Government Reorganisation <i>Member was also a member of Staffordshire County Council - the County Council had also considered this matter at a full Council meeting held on 13 March.</i>	Personal

81. Local Government Reorganisation

Consideration was given to the report of the Chief Executive (Item 3.1 - 3.12 + Appendix 1).

(Councillor Cartwright arrived at the meeting during the debate on this item.)

Resolved:

That:

- (A) Authority be delegated to the Leader of the Council, in consultation with the Deputy Chief Executive (Resources), to submit to Government the interim outline proposal set out in report appendix 1, or a joint proposal for a Southern Staffordshire unitary authority together with other councils, if a draft was agreed by Leaders that was in accordance with the Council's position as set out in report paragraphs 7.12 to 7.23.
- (B) Subject to agreement of (A), above, authority be delegated to the Deputy Chief Executive (Resources), in consultation with the Leader of the Council, to amend as necessary and finalise the interim outline proposal set out in report appendix 1 and to submit this to Government by the 21 March 2025 deadline, working in collaboration with the other local authorities in Staffordshire.
- (C) Authority be delegated to the Chief Executive, in consultation with the Leader of the Council and the Deputy Chief Executive (Resources)/S151 Officer, to commission expert advice and support as required to optimise the Council's position, including commissioning or cost sharing with other authorities as required.
- (D) The governance arrangements as set out in report section 10 for oversight of the further development of the proposals prior to the final submission by 28 November 2025 be noted.
- (E) A report be commissioned on the setting up of a town council for Cannock and the other areas of the District without parish or town councils to understand what this would entail and the associated costs.

Meeting closed 6:42pm

Chair

Constitution Amendments

Committee:	Council
Date of Meeting:	9 April 2025
Report of:	Monitoring Officer
Portfolio:	Leader of the Council

1 Purpose of Report

- 1.1 To present to Council for consideration proposed amendments to the Constitution.

2 Recommendations

- 2.1 That the proposed amendments to the Constitution, as detailed in Appendix 2, be approved.

Reasons for Recommendations

- 2.2 To ensure the Constitution remains up to date, Council is recommended to approve the proposed amendments detailed in Appendix 2 of this report.

3 Key Issues

- 3.1 Under section 12 of the Constitution (Review and Revision of the Constitution) the Monitoring Officer, in conjunction with the Constitution Working Group, is required to monitor and review the Constitution on an annual basis.
- 3.2 The Constitution Working Group met on 10 February and 3 March 2025 to undertake its latest review. The amendments considered and agreed by the Working Group are detailed in Appendices 1 and 2.

4 Relationship to Corporate Priorities

- 4.1 The Constitution provides for the proper governance of the Council and cuts across all priorities.

5 Report Detail

- 5.1 The process for reviewing the Constitution on an annual basis was adopted as part of the review undertaken in 2015 to ensure that it remained up to date and allowed for amendments to be made in a timely manner if the need was identified during the year.
- 5.2 The latest review undertaken by the Monitoring Officer, in conjunction with the Constitution Working Group, considered several amendments to the Constitution, along with the reasons for why the amendments had been put forward. The proposals are detailed in report Appendix 1, and the required changes to the Constitution are detailed in report Appendix 2.

- 5.3 Any updates made to the Scheme of Delegations approved separately by Council or the Cabinet since May 2024 will also be inserted into the Constitution as part of this update.

6 Implications

6.1 Financial

None.

6.2 Legal

Keeping the Constitution under regular review ensures that it complies with any relevant legal requirements currently in force.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equalities and Diversity

None.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix 1: Proposed changes to the Constitution.

Appendix 2: Tracked changes amendments to the Constitution.

8 Previous Consideration

None.

9 Background Papers

None

Contact Officer: Matt Berry
Telephone Number: (01543) 464 589
Report Track: Council: 09/04/25

Proposed Changes to the Constitution

Part / Section to be Reviewed	Pages and Paragraphs to be Reviewed	Proposed Wording to be Inserted / Deleted / Amended	Reasons for Proposed Changes
Part 3, Section 16 - Scrutiny Committees' Terms of Reference	Page 3-16-2 Paragraph 16.9 - <i>Attendance by Non-Committee Members</i>	<p>Delete text in red and insert text in bold:</p> <p>Any member of the Executive may, if invited by the Chair, attend a meeting of a Scrutiny Committee for a specific item. They may answer questions and at the invitation of the Chair, speak. The member of the Executive shall only attend for that specific item and shall leave the meeting at the conclusion of that item.</p> <p>If the Cabinet member attends to speak on a specific item, they may leave at the conclusion of that item, but are welcome to remain at the Chair's discretion.</p>	<p>To support enhancement of the working relationship between Scrutiny and the Executive, by providing greater flexibility of Executive members' attendance at scrutiny committees.</p> <p>It may also be beneficial for Executive member(s) to remain in the meeting to understand more about what matters were being discussed.</p>
Part 3, Section 26 - Scheme of Delegations	Page 3-26-14 Paragraph 26.8.11 - <i>Head of Economic Development and Planning Delegations</i>	<p>Delete text in red and insert text in bold:</p> <p>To make and (within the powers of the Council) confirm:</p> <p>Tree Preservation Orders:</p> <p>(a) emergency or temporary tree preservation orders (TPOs).</p> <p>(a) to deal with any unopposed applications to lop, top or fell legally protected trees and trees within conservation areas, and give grant aid therefore pursuant to Council policy.</p> <p>(b) determine applications to fell or do works to trees that are subject of a TPO.</p> <p>(c) make TPOs, and, where there are no objections, to confirm them when dealing with planning related matters, and</p>	Emergency or temporary TPOs are not used.

Part / Section to be Reviewed	Pages and Paragraphs to be Reviewed	Proposed Wording to be Inserted / Deleted / Amended	Reasons for Proposed Changes
		(d) to exercise powers to dispense with or to enforce the duty to replace trees which are the subject to a Tree Preservation Order.	
Part 3, Section 26 - Scheme of Delegations	Page 3-26-15 Paragraph 26.8.16 - <i>Head of Economic Development and Planning delegations</i>	<p>Delete text in red and insert text in bold:</p> <p>“The following matters shall be reported to the Planning Control Committee for determination:</p> <p>(b) All Planning Applications which in the reasonable opinion of the Officer(s) duly authorised by the Chief Executive to determine planning applications (the Authorised Officer(s)):</p> <p>(i) Is a major application which although complying with all policy requirements generates/leads to significant public opposition.</p> <p>(ii) Has been made by a serving Member of the Council or an employee of the Council.</p> <p>(iii) Is a major application and has been made by or on behalf of the Council.</p> <p><i>(continued on the next page)</i></p> <p>(iv) Relates to a telecommunications development which involve the erection or installation of new masts to which there has been recorded public opposition and are not proposed to be refused by officers; and/or</p> <p>(v) Results in a request being received from an objector or the applicant seeking to address the Planning Control Committee in connection with the determination of the Planning Application.</p>	<p>Referral to the Planning Control Committee should not be automatic otherwise potential for applicants to call in every application marked for refusal.</p> <p>This impacts on timeframes for decision-making and performance.</p> <p>Alternative could be to retain reserve power for Head of Economic Development and Planning to refer an application to Committee where they considered appropriate</p>

Part / Section to be Reviewed	Pages and Paragraphs to be Reviewed	Proposed Wording to be Inserted / Deleted / Amended	Reasons for Proposed Changes
		When a Parish/Town Council has objected to an Application with a valid planning reason which Officers are not intending to refuse under delegated powers.”	Similar to above - a call-in should require a valid planning reason.
Part 3, Section 26 - Scheme of Delegations	Page 3-26-16 Paragraph 26.8.16 - <i>Head of Economic Development and Planning delegations</i>	Delete text in red : “The following matters shall be reported to the Planning Control Committee for determination: (d) All formal enforcement actions under the Town & Country Planning Acts, or decisions to make Tree Preservation Orders (TPO) and there is an unresolved objection to the proposed TPO or an unresolved complaint about the planning enforcement matter where officers are not recommending formal enforcement action. ”	This adds delay to the process for talking enforcement action and delegation is provided in 26.8 of the Constitution (3-26-13). Enforcement cases potentially all lead to prosecution and therefore should these not be considered in private session?
Part 3, Section 26 - Scheme of Delegations	Page 3-26-19 Paragraph 26.9.18 - <i>Head of Housing and Corporate Assets’ delegations</i>	Delete text in red and insert text in bold : “In accordance with the Housing Services Compensation Policy, compensation can paid at the discretion of the appropriate section of Service Manager up to the amounts detailed below: <ul style="list-style-type: none"> Team Leader: up to £30 £100 Service Manager: up to £200 £500 Head of Service: up to £500 £1,500”	To ensure the amounts contained in the scheme of delegations align with the Housing Services Compensation Policy as agreed by Cabinet in September 2024.
Part 3, Section 26 - Scheme of Delegations	Page-3-26-30 <i>Annex 4 - Legislation-Economic Development and Planning</i>	Under the list of Planning related legislation, add ‘Anti-Social Behaviour Act 2003’.	To ensure the correct legislative reference is included under the Head of Economic Development and Planning’s delegations in respect of matters related to High Hedges

Part / Section to be Reviewed	Pages and Paragraphs to be Reviewed	Proposed Wording to be Inserted / Deleted / Amended	Reasons for Proposed Changes
Part 4, Section 27 - Council Procedure Rules	Page 4-27-10 Rule 4(D) - Petitions	Delete text in red : (e) A petition properly presented under this rule shall be reported to the appropriate Cabinet Portfolio Leader for consideration.	To suggest that petitions instead be referred to a formal Cabinet meeting so that they are given due consideration by the Cabinet and there is a record of them doing so.
Part 4, Section 27 - Council Procedure Rules	Page 4-27-7 Rule 8(2) - <i>Questions by Members-Questions on Notice at full Council,</i> and Rule 8(4) - <i>Questions by Members-Notice of questions.</i>	Insert text in bold : Rule 8(4) the member who submitted the original question wishes to ask one supplementary question on any matter arising out of the original question or response then they may do so.	This would bring it in line with the policy surrounding questions asked by the public and would also enable full understanding and opportunity for clarification in respect of answers given.
Part 4, Section 27 - Council Procedure Rules	Page 4-27-9 Rule 10(4) - <i>Content and length of speeches</i>	Insert text in bold and delete in red : Rule 10: 10(4) Content and length of speeches Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 10 5 minutes without the consent of the Chair of the Council.	To review the length of time allowed for speeches to be made
Part 4, Section 27 - Council Procedure Rules	Page 4-27-10 Rule 10(8) - <i>Rules of Debate for Council Meetings-Amendments to motions</i>	Insert text in bold : 10(8) Amendments to motions (a) An amendment to a motion must be relevant to the motion and will either be: (i) to refer the matter to an appropriate body or individual for consideration or reconsideration. (ii) to leave out words.	Instances have recently arisen whereby extremely lengthy amendments have been submitted without any opportunity for councillors to consider, research, digest and understand prior to being expected to vote.

Part / Section to be Reviewed	Pages and Paragraphs to be Reviewed	Proposed Wording to be Inserted / Deleted / Amended	Reasons for Proposed Changes
		<p>(iii) to leave out words and insert or add others, or</p> <p>(iv) to insert or add words.</p> <p>as long as the effect of (ii) to (iv) is not to negate the motion.</p> <p>(b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of in accordance with Rule 15. Amendments will be considered in the order upon which they are received.</p> <p>(c) Except as set out in Rule 10(11) below, and as provided for in Rule 10(8)(d), no amendment to a motion (including an amendment to refer back any business for further consideration) shall be moved at any meeting of the Council unless notice thereof in writing setting out the amendment and signed by the Member giving it, has been received by the Chief Executive no later than 10 am on the second working day preceding the day of the meeting.</p> <p>(d) If a Member wishes to move a second or further amendment and has not given due notice thereof where required in accordance with Rule 10(8)(c) the Member shall give notice of the proposed amendment during the discussion on the first or other earlier amendment and, subject to the consent of the Chair (whose decision shall not be open to discussion), may move this amendment at such time as the Chair shall decide. Subject to this, all amendments shall be considered in the order in which notice has been given.</p>	

Part / Section to be Reviewed	Pages and Paragraphs to be Reviewed	Proposed Wording to be Inserted / Deleted / Amended	Reasons for Proposed Changes
		<p>(e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.</p> <p>(f) After an amendment has been carried, the Chair of the Council will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.</p> <p>(g) No amendments to the motions may be moved in respect of the Council determination of the Budgetary Framework as specified in Part 4, Section 29.</p> <p><i>[Advisory Notes: Not to be produced in the constitution: [NB: Rule 10(11)(b) would also need to be deleted (as it allows amendments to be put without notice).] [NB: Rule 10(8)(d) would only allow new amendments to be moved without notice if an amendment had already been tabled by notice] [NB: Rule 10(7) would still allow the mover of a motion to alter their own motion at the meeting if they get the consent of the meeting]]</i></p>	
Part 4, Section 27 - Council Procedure Rules	Page 4-27-14 Rule 17 - <i>Appointment of Chairs and Vice-Chairs of Committees, Sub-Committees, and Other Bodies</i>	<p>Insert new paragraph 17A:</p> <p>Chairs of Scrutiny Committees</p> <p>The Chair of a Scrutiny Committee shall, where the Council is divided into political groups so far as possible be appointed according to the following principles:</p> <p>(a) where the Executive comprises Members of one or more groups the combined membership of which comprise less than 24 members of the Council the Chair of the Scrutiny Committees shall be allocated</p>	Chairs of the scrutiny committees should be appointed from the opposition groups on the Council to provide a clearer distinction between the roles of the Administration and the Overview & Scrutiny function.

Part / Section to be Reviewed	Pages and Paragraphs to be Reviewed	Proposed Wording to be Inserted / Deleted / Amended	Reasons for Proposed Changes
		<p>to the groups not having members on the Executive in proportion to the number of Members in those groups.</p> <p>(b) where the Executive comprises Members of one or more groups the combined membership of which comprise 24 or more Members of the Council the Chair of the Scrutiny Committees shall be allocated to the groups in proportion to the number of Members in the groups.</p> <p>(c) the Chair of a Scrutiny Committee shall not be a member of the same political group as the Cabinet Member whose portfolio corresponds wholly or mainly with the terms of reference of the Scrutiny Committee.</p> <p><i>(NB - It will not be possible to comply with this rule in all circumstances where rule (b) applies) for the purpose of rules 17A(a)-(c) only, any Members of the Council who are not members of a political group shall be deemed collectively to be a political group.</i></p>	
Part 5, Section 39 - Local Protocol for Planning Decision Making	Page 5-39-9 Paragraph 7.6 - <i>Decision Making Procedures</i>	<p>Delete text in red:</p> <p>The procedures at Planning Control Committee provide for the applicant, a maximum of two objectors, Ward Councillors, and a representative of a Parish Council to address the Committee before it makes a decision on a planning application, TPO or enforcement case. Full details of the operating rules for people to address the Committee are set out in Annex 'A'.</p>	Earlier point where enforcement could lead to prosecution therefore should this be in private session?

Part / Section to be Reviewed	Pages and Paragraphs to be Reviewed	Proposed Wording to be Inserted / Deleted / Amended	Reasons for Proposed Changes
Part 5, Section 39 - Local Protocol for Planning Decision Making	Page 5-39-9 Paragraph 7.8 - <i>Site Inspections by members of the Planning Control Committee</i>	Delete text in red and insert text in bold : “Inspections can be made to sites which are the subject of planning applications or TPOs or enforcement cases in the following circumstances:...”	This reference should be removed if enforcement matters are now delegated to officers.
Part 5, Section 39 - Local Protocol for Planning Decision Making	Page 5-39-14 Annex A - <i>Protocols for Public Speaking at Planning Control Committee</i>	Delete text in red : (iii) In relation to planning enforcement cases: (a) A person or representative of a person making a complaint about a planning enforcement matter. (b) A person or representative of a person responsible for the alleged unauthorised development. (c) A Ward Councillor(s) (d) A representative of the Parish Council.	Enforcement cases could result in prosecution and therefore should be considered in private session.
Part 5, Section 39 - Local Protocol for Planning Decision Making	Page 5-39-19 Annex A - <i>Protocols for Public Speaking at Planning Control Committee-Officers Contact Details</i>	Delete text in red and insert text in bold : “Planning Policy Manager Development and Policy Manager Sushil Birdi Tel. (01543) 464 326 e-mail: sushilbirdi@cannockchasedc.gov.uk Interim Development Management Team Leader Claire Faulkner Tel. (01543) 464 337 e-mail: clairefaulkner@cannockchasedc.gov.uk Customer Services Assistant	To ensure the officer contact details in the protocol are up to date.

Part / Section to be Reviewed	Pages and Paragraphs to be Reviewed	Proposed Wording to be Inserted / Deleted / Amended	Reasons for Proposed Changes
		<p>Julie Purle</p> <p>Tel. (01543) 464 485</p> <p>e-mail: juliepurle@cannockchasedc.gov.uk</p> <p>Amanda Webster</p> <p>Tel. (01543) 464 315</p> <p>e-mail: amandawebster@cannockchasedc.gov.uk</p>	

Tracked Changes Amendments to the Constitution

Part 3, Section 16 Scrutiny Committees' Terms of Reference

16.9 Attendance by Non-Committee Members

Any member of the Executive may, if invited by the Chair, attend a meeting of a Scrutiny Committee ~~for a specific item~~. They may answer questions and at the invitation of the Chair, speak. ~~The member of the Executive shall only attend for that specific item and shall leave the meeting at the conclusion of that item.~~

If the Cabinet member attends to speak on a specific item, they may leave at the conclusion of that item, but are welcome to remain at the Chair's discretion.

A Scrutiny Committee may require any member of the Cabinet, the Head of Paid Service, or any Head of Service to attend before it to explain in relation to matters within their remit:

- (i) any particular decision or series of decisions,
- (ii) the extent to which the actions taken implement Council policy, and/or
- (iii) the performance of the service delivered,

and it is the duty of those persons to attend if so required.

The Scrutiny Committee and its panels/working groups may invite other people, external to the organisation, such as residents, stakeholders and members, officers, and employees from other public sector organisations, to discuss issues of local concern and/or answer questions.

Part 3, Section 26 Scheme of Delegations

26.8 Head of Economic Development and Planning Planning (Tree Preservation Orders)

26.8.11 ~~To make and (within the powers of the Council) confirm:~~

- ~~(a) emergency or temporary tree preservation orders (TPOs).~~
- (a) to deal with any unopposed applications to lop, top or fell legally protected trees and trees within conservation areas, and give grant aid therefore pursuant to Council policy.
- (b) determine applications to fell or do works to trees that are subject of a TPO.
- (c) make TPOs, and, where there are no objections, to confirm them when dealing with planning related matters, and
- (d) to exercise powers to dispense with or to enforce the duty to replace trees which are the subject to a Tree Preservation Order.

Planning

26.8.16 The following matters shall be reported to the Planning Control Committee for determination:

- (a) All Planning Applications which in the reasonable opinion and judgement of the Officer(s) duly authorised by the Chief Executive to determine planning applications (the Authorised Officer(s)) should be approved despite not fully complying with applicable Council policies, shall be reported to the Planning Control Committee for determination (whether or not any objections are received).
- (b) All Planning Applications which in the reasonable opinion of the Officer(s) duly authorised by the Chief Executive to determine planning applications (the Authorised Officer(s)):
 - (i) Is a major application which although complying with all policy requirements generates/leads to significant public opposition.
 - (ii) Has been made by a serving Member of the Council or an employee of the Council.
 - (iii) Is a major application and has been made by or on behalf of the Council.
 - (iv) Relates to a telecommunications development which involve the erection or installation of new masts to which there has been recorded public opposition and are not proposed to be refused by officers; and/or
 - ~~(v) Results in a request being received from an objector or the applicant seeking to address the Planning Control Committee in connection with the determination of the Planning Application.~~
 - (v) When a Parish/Town Council has objected to an Application **with a valid planning reason** which Officers are not intending to refuse under delegated powers.
- (c) All Planning Applications where a Member of the Council has made a formal written request (using the necessary referral form available from the Council's Planning Section), which must:
 - (i) set out the clear and relevant material planning reasons for why the request is being made for the Planning Application to be referred to the Planning Control Committee for determination, and
 - (ii) be received by the Council's Planning Section within the initial 21-day consultation period.
- (d) All ~~formal enforcement actions under the Town & Country Planning Acts, or decisions to make Tree Preservation Orders (TPO) and there is an unresolved objection to the proposed TPO or an unresolved complaint about the planning enforcement matter where officers are not recommending formal enforcement action.~~

26.9 Head of Housing and Corporate Assets

Housing Revenue Account

26.9.18 In accordance with the Housing Services Compensation Policy, compensation can be paid at the discretion of the appropriate section of Service Manager up to the amounts detailed below:

- Team Leader: up to ~~£30~~ **£100**
- Service Manager: up to ~~£200~~ **£500**
- Head of Service: up to ~~£500~~ **£1,500**

Annex 4

Legislation - Economic Development and Planning

Planning

- Anti-Social Behaviour Act 2003

Part 4, Section 27 Council Procedure Rules

4D. Petitions

- (a) At a meeting of the Council any member of the Council may present a petition to the Chair. The petition must be signed by at least 10 residents of the District, other than members of the Council (to assist with the verification of their status as residents, petitioners must print their name and address). The Member presenting the petition shall satisfy themselves that the petition complies with this rule.
- (b) A petition may be on any matter related to the Council's functions except an application for a licence, permission, or certificate to be considered under the Council's regulatory functions.
- (c) A Member wishing to present a petition shall give notice of their intention to do so to Head of Law & Governance or the person presiding at the meeting before the start of the meeting at which they wish to present it.
- (d) On presentation of the petition the Member may read out or summarise the request of the petition, indicate the number of and description of the signatories but may not speak otherwise.
- (e) A petition properly presented under this rule shall be reported to ~~the~~ **appropriate** Cabinet ~~Portfolio Leader~~ for consideration.

8. Questions by Members

(4) Notice of Questions

A member may only ask a question under Rule 8(2) or 8(3) if either:

- (a) they have given at least 7 clear working days notice in writing of the question to the Proper Officer, or

- (b) the question relates to urgent matters, and they have the consent of the Chair of the Council to the question being asked provided that such request is received not less than four hours before the start of the meeting. The relevant Portfolio Holder, Leader, or Committee Chair shall respond at the Council meeting.

If the Member who submitted the original question wishes to ask one supplementary question on any matter arising out of the original question or response, then they may do so.

10. Rules of Debate for Council Meetings

(4) Content and length of speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed ~~10~~ 5 minutes without the consent of the Chair of the Council.

(8) Amendments to motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration.
 - (ii) to leave out words.
 - (iii) to leave out words and insert or add others, or
 - (iv) to insert or add words.

as long as the effect of (ii) to (iv) is not to negate the motion.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of in accordance with Rule 15. **Amendments will be considered in the order upon which they are received.**

~~(c) If an amendment is not carried, other amendments to the original motion may be moved.~~

- (c) **Except as set out in Rule 10(11) below, and as provided for in Rule 10(8)(d), no amendment to a motion (including an amendment to refer back any business for further consideration) shall be moved at any meeting of the Council unless notice thereof in writing setting out the amendment and signed by the Member giving it, has been received by the Chief Executive no later than 10 am on the second working day preceding the day of the meeting.**

- (d) **If a Member wishes to move a second or further amendment and has not given due notice thereof where required in accordance with Rule 10(8)(c) the Member shall give notice of the proposed amendment during the discussion on the first or other earlier amendment and, subject to the consent of the Chair (whose decision shall not be open to discussion), may move this amendment at such time as the Chair shall decide. Subject to this, all amendments shall be considered in the order in which notice has been given.**

- ~~(d)~~(e) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- ~~(e)~~(f) After an amendment has been carried, the Chair of the Council will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.
- ~~(f)~~(g) No amendments to the motions may be moved in respect of the Council determination of the Budgetary Framework as specified in Part 4, Section 29.

(11) Motions which may be moved during debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion.
- ~~(b) to amend a motion.~~
- ~~(e)~~(b) to proceed to the next business.
- ~~(c)~~(c) that the question be now put.
- ~~(e)~~(d) to adjourn a debate.
- ~~(f)~~(e) to adjourn a meeting.
- ~~(g)~~(f) that the meeting continue beyond five hours in duration.
- ~~(h)~~(g) to exclude the public and press in accordance with the Access to Information Rules.
- (h) to not hear further a member named under Rule 11.3 or to exclude them from the meeting under Rule 11.4, and
- (j) ia requisition for a named vote under Rule 15.5.

17A. Chairs of Scrutiny Committees

The Chair of a Scrutiny Committee shall, where the Council is divided into political groups so far as possible be appointed according to the following principles:

- (a) where the Executive comprises Members of one or more groups the combined membership of which comprise less than 24 members of the Council the Chair of the Scrutiny Committees shall be allocated to the groups not having members on the Executive in proportion to the number of Members in those groups.
- (b) where the Executive comprises Members of one or more groups the combined membership of which comprise 24 or more Members of the Council the Chair of the Scrutiny Committees shall be allocated to the groups in proportion to the number of Members in the groups.
- (c) the Chair of a Scrutiny Committee shall not be a member of the same political group as the Cabinet Member whose portfolio corresponds wholly or mainly with the terms of reference of the Scrutiny Committee.

Part 5, Section 39
Local Protocol for Planning Decision Making

7. Decision Making Procedures

- 7.6 The Planning Control Committee normally meets once every 4 weeks. It considers reports prepared by planning officers which make an assessment of all the relevant planning issues, summarise all comments received and make a recommendation to approve or refuse the application with appropriate reasons based on national and local planning policies.

A recommendation of approval may include conditions to ensure that the proposed development meets with the appropriate planning requirements. It may also require the applicant to complete a planning obligation (S106 of the Town & Country Planning Act 1990) to deal with the effects of the development on the local area in a way which cannot be controlled by a planning condition (see Section 8 below). The Committee decides whether or not to accept the recommendation. It may defer consideration of the application to seek further information or to enable a site inspection to take place (see 7.8 below).

The procedures at Planning Control Committee provide for the applicant, a maximum of two objectors, Ward Councillors, and a representative of a Parish Council to address the Committee before it makes a decision on a planning application, TPO ~~or enforcement case~~. Full details of the operating rules for people to address the Committee are set out in Annex 'A'.

7.7 Site Inspections by members of the Planning Control Committee.

- 7.8 Inspections can be made to sites which are the subject of planning applications, TPOs ~~or enforcement cases~~ in the following circumstances:
- (i) When officers recommend an inspection in advance of producing a report so that if the Chair, or in their absence, the Vice-Chair, of the Committee agrees, the inspection can take place on the day the Committee meets to consider the report on the application.
 - (ii) When the Committee decides it needs to defer a decision on an application in order for a site inspection to take place.

Annex A

Protocols for Public Speaking at Planning Control Committee

1. Protocols

1.1 Who is Entitled to Speak

- (i) In relation to a planning application:
 - (a) The applicant or a person representing the applicant.
 - (b) A supporter of the application.
 - (c) An objector who is acting on their behalf or on behalf of a group of objectors or a person representing objectors. Normally, only one person will be permitted to speak on behalf of all objectors unless it can be demonstrated that there are significantly differing points of view that are wished to be expressed when a maximum of two people will be permitted to speak.

- (d) A Ward Councillor(s).
- (e) A representative of the Parish Council.
- (ii) In relation to Tree Preservation Orders:
 - (a) A person or representative of a person supporting the making of an order.
 - (b) A person or representative of a person objecting to the making of an order.
 - (c) A Ward Councillor(s)
 - (d) A representative of the Parish Council.
- ~~(iii) In relation to planning enforcement cases:~~
 - ~~(a) A person or representative of a person making a complaint about a planning enforcement matter.~~
 - ~~(b) A person or representative of a person responsible for the alleged unauthorised development.~~
 - ~~(c) A Ward Councillor(s)~~
 - ~~(d) A representative of the Parish Council.~~

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