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23 November 2021

Dear Councillor,

Economic Recovery Scrutiny Committee

6:00pm, Wednesday 1 December, 2021

Council Chamber, Civic Centre, Cannock

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

Yours sincerely,

Tim Clegg
Chief Executive

To: Councillors:

Thompson, Mrs. S.L. (Chairman)
Kraujalis, J.T. (Vice-Chairman)

Dunnett, Ms. A.J.
Frew, C.L.
Haden, Mrs. P.K.
Johnson, T.B.
Lyons, N.
McCall, M.

Startin, P.D.
Sutton, Mrs. H.M.
Wilkinson, Ms. C.L.
Wilson, Mrs. L.J.
Witton, P.T.

Agenda

Part 1

1. Apologies

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

(i) 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.

(ii) To receive any Party Whip declarations.

3. Minutes

To approve the Minutes of the Economic Recovery Scrutiny Committee held on 15 September 2021 (enclosed).

4. Supporting Economic Recovery PDP Quarter 2 2021/22 Performance Update

To receive the latest performance invitation (4.1 – 4.17).

5. Local Plan Consultation Scrutiny Review - Recommendations from the Working Group

To consider the Briefing Note of the Head of Economic Prosperity outlining the recommendations of the review (Item 5.1 – 5.3)

6. Economic Recovery Scrutiny Committee Work Programme 2021-22 - update

Verbal update from the Head of Economic Prosperity

Cannock Chase Council
Minutes of the Meeting of the
Economic Recovery Scrutiny Committee
Held on Wednesday 15 September 2021 at 4:00pm
in the Civic Centre, Cannock

Part 1

Present: Councillors:

Thompson, Mrs. S.L. (Chairman)

Kraujalis, J.T. (Vice-Chairman)

Frew, C.L.

Startin, P.D.

Haden, Mrs. P.K.

Wilkinson, Ms. C.L.

Johnson, T.B.

Witton, P.T.

Lyons, N.

Also in attendance by invitation of the Chairman:

Councillor P. Hewitt (Cabinet Member for Innovation and High Streets) for agenda item 5 – Car Park Payback Initiative

7. Apologies

Apologies for absence were received from Councillors Ms. A.J. Dunnett, Mrs. H. Sutton and Mrs. L.J. Wilson.

8. Declarations of Interests of Members in Contracts and Other Matters and Restrictions on Voting by Members and Party Whip Declarations

No declarations of interests in additions to those already confirmed by Members in the Register of Members Interests were made.

9. Minutes

Resolved:

That the Minutes of the meeting held on 29 June, 2021 be approved as a correct record.

10. Quarter 1 PDP and Recovery Performance Information

Consideration was given to the Quarter 1 PDP and Recovery Performance Information for Supporting Economic Recovery (Item 4.1 – 4.15 of the Official Minutes of the Council).

The Head of Economic Prosperity and Head of Housing and Partnerships led Members through the information outlining some of the projects/actions achieved in Quarter 1 and also made reference to the Direction of Travel Indicators.

A Member expressed concern at the high vacancy rates in Cannock town centre and queried whether the street markets were affecting trade. The Head of Economic Prosperity commented that the high vacancy rates were a key concern; town centres were declining pre-pandemic and continued to do so. However, it was considered that the street markets brought footfall into the town centre.

The Member raised further concern with respect to anti-social behaviour/drug activity and lack of police presence in the town centre. The Head of Housing and Partnerships acknowledged the concerns and commented that CCTV was installed, and the Community Safety Team were aware of the issues. However, this did not fall within the remit of this Scrutiny Committee.

The Committee noted that unemployment rates continued to decline and acknowledged the processes that had been put in place to assist in bringing jobs into the area. The Head of Economic Prosperity commented that work would continue in this respect to help people get into employment. The situation would be reviewed over the coming months as the furlough scheme was due to end in September.

Members noted that the housing development at the Hawks Green Depot site was due to be completed in March 2022. They were advised that the properties had all been sold off-plan within weeks of being advertised. Members acknowledged the good news that the Council properties had been handed over.

The Head of Housing and Partnerships commented that the viability study that would inform affordable housing requirements in the Local Plan would soon be available. The Affordable Housing Scrutiny Review that was agreed at the previous Scrutiny Committee would then be able to meet. A nomination for a Chairman of this Working Group from the Members who had been appointed was sought. It was agreed that Councillor J. Kraujalis be appointed as Chairman of the Affordable Housing Scrutiny Review Working Group.

Resolved:

- (A) That the Quarter 1 PDP and Recovery Performance information be noted.
- (B) That Councillor J. Kraujalis be appointed as Chairman of the Affordable Housing Scrutiny Review Working Group.

11. Car Park Payback Initiative

Consideration was given to the Briefing Note of the Head of Economic Prosperity (5.1 – 5.8 of the Official Minutes of the Council).

Councillor P. Hewitt, Cabinet Member for Innovation and High Streets was in attendance for this item at the invitation of the Chairman.

The Head of Economic Prosperity took Members through the Briefing Note which provided a summary of how the car park payback pilot initiative operating in Cannock and Rugeley town centres had performed to date. He referred Members to the options for consideration as detailed in paragraph 3.15 of the Briefing Note.

Members were asked to comment on the options or suggest other options for consideration by Cabinet.

Members were advised that, although the pilot had been well received by local traders, the data did not indicate that the initiative had generated additional footfall. Consideration should also be given to the considerable amount of resource required to administer and monitor the scheme. Based on the available data, the pilot did not appear to offer good value for money.

The Chairman invited Councillor Hewitt to speak. He advised Members that this Briefing Note had been submitted to the Scrutiny Committee for consideration prior to going back to Cabinet. He considered that the Committee should have the opportunity to feed into the process and provide their views on what should happen.

Members welcomed the pilot which was aimed at helping businesses recover from the pandemic. A Member sought further information regarding the costs of administering the scheme and questioned which businesses had done well from the pilot. The Head of Economic Prosperity confirmed that further information in respect of costs and which businesses which had done well could be made available. Following a suggestion from another Member, he added that the data could be assessed to determine if the businesses had done better on market days.

Members considered that Cabinet on 14 October should be asked to consider the option to extend the pilot by 1 month and, based on the outcome of the data, to consider extending it until Christmas. This would assist businesses in the run up to the Christmas period.

Councillor Hewitt thanked the Scrutiny Committee for their feedback on the pilot and for allowing it to be considered by the Committee at short notice.

Resolved:

That the following be recommended to Cabinet:

- (A) That, the additional information and data in respect of the costs of administering the scheme and which businesses had done well from the pilot, including whether the businesses had done better on market days, be made available to Cabinet.
- (B) That Cabinet consider extending the Car Park Payback Initiative pilot by 1 month and, based on the outcome of the data, to consider extending the pilot until Christmas.

12. Economic Recovery Scrutiny Committee Work Programme 2021-22 - update

Scrutiny Review - Local Plan Consultation Working Group

The Chairman invited Councillor T. Johnson who had been appointed as Chairman of the Scrutiny Review to look at the Local Plan Consultation, to provide Members with an update on the review.

Councillor Johnson provided the Committee with a detailed update on the work of the Group. He explained that the Working Group had held their first meeting on 7 September and had received a presentation from officers in respect of the consultation undertaken with regards to the Local Plan. Members had made good progress and several suggestions to improve consultation had been proposed. Members of the Working Group had been asked to consider any further ideas or suggestions to improve consultation so that these could be incorporated into the next stage of the Local Plan consultation. These ideas would be discussed at the next meeting of the Working Group, a date had yet to be arranged.

Scrutiny Review - Affordable Housing Working Group

The Chairman commented that this review had been discussed earlier in the meeting and a Chairman of the Working Group had been appointed.

The meeting closed at 5:05pm.

CHAIRMAN

Priority Delivery Plan for 2021-22
Priority 1 – Supporting Economic Recovery

PROJECTS – Summary of Performance

Delivery of Projects for Q2					
				N/A	Total Number of Projects
Action completed	Project on Target	Work in progress but project slightly behind schedule < 3months	Action more than 3 months behind schedule – specific action required to address delay	Project not yet started	
3 (7%)	35 (81%)	3 (7%)	1 (2%)	1 (2%)	43

Summary of Successes as at Quarter 2

- Full allocation of Additional Restrictions Grant (ARG) funding by the deadline of 30th July 2021 – as a result the Council received ‘top-up’ funding of £635k which will need to be spent by 31st March 2022.
- Digital Skills Academy launched on 20th September 2021.
- Completion of car parking incentive pilot scheme in Cannock and Rugeley town centres

Summary of Slippage as at Quarter 2

- Delay with disposal of Avon Road car park site
- Slight delay with production of technical report on MSCP demolition in Cannock town centre

1.1 Supporting jobs, enterprise and skills

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.1.1. Maximise the economic benefits of the opening of McArthurGlen Designer Outlet West Midlands							
Review and refresh of Economic Prosperity Strategy.	Production and consultation.			✓		Monitoring of economic indicators taking place. Initial preparatory work underway.	✓
	Present to Cabinet for approval.				✓		
Promotional leaflet production to coincide with opening of Designer Outlet.	Production and launch of leaflet.	✓				Leaflet now in circulation and PR launch carried out.	★
Work with McArthurGlen to develop a joint marketing plan to promote the District and encourage linked trips and dwell time in Cannock Chase.	Develop and implement marketing plan and identify resources.				✓	Meeting between officers and McArthurGlen held – marketing is still in launch phase at present. Progress all positive and ahead of programme on lettings.	✓
Transformational upgrade of Cannock Railway Station <ul style="list-style-type: none"> • Business case development / design • Submit bids for funding 	Work with partners to commission next stage of design and engineering work.	✓				Network Rail have been commissioned to undertake further design and feasibility work for preferred option. Work set to commence October 2021.	✓
	Report to Cabinet presenting outcome of design work, including updated cost plan and funding strategy.				✓		

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol	
1.1.2. Supporting local businesses								
Provision of advice and support to local businesses to resume operations and recover from Covid restrictions.	Support to businesses to enable them to comply with Covid regulations and guidance in line with timescales set out in Government roadmap.		✓			Covid support team has been disbanded following ending of Covid restrictions on 19 th July 2021. On-going support for local businesses is being provided by Economic Development, Food Safety and Licensing teams as part of 'business as usual' activity.	★	
Full allocation of Government funded Covid business support programmes i.e. Local Restrictions Support Grant, Additional Restrictions Grant (ARG) focusing on businesses affected by the pandemic and lockdown restrictions	Aim for full allocation of ARG by 30 th July as per MHCLG guidance.		✓			Full spend achieved. Additional top up monies awarded to Council. New ARG Policy to go live Oct 2021 Re-start grants have been paid to eligible businesses.	✓	
	Payment of Re-start grants.	✓						
	Delivery of Apprenticeship and Training initiatives in partnership with Staffordshire County Council.					✓	Apprenticeship targets and spend achieved already – nil cost training grant funding still available. Council has until March 2022 to spend full amount.	✓
Delivery of Enterprise for Success and Let's Get Started initiatives in the District to help new businesses to start up.	Promote available support to eligible local residents.					✓	Marketing of initiatives on-going.	✓

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
Expand Federation of Small Business Membership in District to help survival rates of businesses.	Promote initiative and secure new Members take up.		✓			Promotion carried out 18 memberships allocated to date (9 remaining; no time limit) – will require further PR to secure full take up.	✓
1.1.3. Support for newly unemployed residents							
Working in partnership with LEPS, DWP, Staffordshire County Council to proactively respond to redundancy announcements	Monitor through Countywide redundancy task group numbers of reported redundancies and HR1 forms from Cannock Chase employers.	✓	✓	✓	✓	Group continues to meet – no major impact being seen at present in District – may change when furlough scheme ends in September. Officers regularly reviewing unemployment data.	✓
Identify gaps in local provision and develop initiatives (if required) to further support unemployed residents.	Post furlough ending consider whether additional provision is needed to help address growing unemployment levels.			✓		Too early to give an indication as to whether additional provision will be required. Virtual jobs fair (Retail focus) is programmed for October with partners to help provide advice & guidance being given at this time.	✓
1.1.4. Increasing skills levels and access to employment opportunities							
Work with Cannock College to deliver skills and	Assist with delivery of apprenticeships linked to engineering academy and recruitment of local employers.	✓	✓	✓	✓	PR continues, take up is steady	✓

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
apprenticeships opportunities to local residents	Aide the roll out of a new digital skills hub in Cannock and promote the local offer to local employers.	✓	✓	✓	✓	New digital academy was officially opened in Sept 2021 and courses are starting to be rolled out.	✓
1.1.5. Ensure sufficient supply of employment land and workspace for small businesses							
Explore feasibility of encouraging more managed workspace in the District	Work with key partners to identify potential locations for future sites.				✓	Managed workspace/ incubation proposal included as part of Cannock Town Centre Levelling Up Fund bid. Officers continue to assess potential other sites.	✓

1.2 Reshaping our town centres

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.2.1. Identify external funding / investment opportunities							
Identify external funding opportunities	Submit a business case for the Levelling Up Fund for Cannock Town Centre	✓				Bid for Cannock Town Centre submitted on 18 th June – decision expected in autumn 2021.	✓
	Fully commit and spend the Council's Welcome Back Fund to support re-opening of town centres				✓	Full spend on target to be achieved by 31 st March 2022. Wide coverage of support provided across District.	✓

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
Develop a pipeline of projects to reshape our town centres and provide focus for future bidding opportunities	Develop an investment plan to include pipeline of projects			✓	✓	On schedule to appoint consultants to assist with development of Investment Plan during October 2021.	✓
1.2.2. Regeneration / reshaping of Cannock Town Centre							
Cannock Town Centre Prospectus	Engagement with private sector with the aim of securing investment for identified Cannock Prospectus sites	✓	✓	✓	✓	Ongoing discussions with local developers	✓
Land disposal at Avon Road	Agree Heads of Terms for disposal	✓				Issue with establishing a secondary access – may affect delivery of overall scheme. Alternative options for access being explored with prospective purchaser. Awaiting Staffs County Council (highways) guidance.	✗
	Planning application to be submitted by purchaser		✓			See above comment	
Business case for demolition of MSCP and Indoor Market site to Cabinet	Report to Cabinet setting out business case for demolition including options appraisal		✓			Originally Q2, now on track for Q3. Draft report received from the Demolition Consultant providing advice on options for demolition; this report will be finalised during October 2021.	▲

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
						When the outcome of the Levelling Up fund bid is known (expected Autumn 2021), a report will be presented to Cabinet with recommendations for demolition options.	
Develop a Cannock Masterplan	Procure consultants to undertake masterplan production					GBSLEP advised no funding available at present time to support production of masterplan – alternative sources of funding need to be identified. Furthermore, masterplan is on hold pending Levelling Up fund bid decision.	
	Prepare specification / undertake procurement			✓			
	Award contract				✓		
1.2.3. Reshaping Rugeley Town Centre and surrounding areas – capitalising upon the re-development of Rugeley Power Station							
Identify options for the Rugeley Market Hall and adjoining land	Undertake an options assessment				✓	Officers continue to explore options for future of Market Hall site. Limiting factor is terms of existing lease. Existing offer to attract new tenants i.e., 6 month free rental expired at end of September. Limited take up so offer will not be renewed.	
Identify options for addressing vacant units in Rugeley Town Centres	Undertake a Baseline assessment of vacant units including engagement with private landlords and partners				✓	Vacant units in town centres continue to be monitored.	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.2.4. Review the Council's car parking strategy							
Undertake parking review across the District	Undertake pilot car parking initiative in Cannock & Rugeley Town Centres	✓	✓	✓		Pilot initiative ended on 21 st September.	✓
	Report to Cabinet setting out outcome of Pilot and options for future			✓		Cabinet to consider evaluation of Pilot and options for extensions utilising ARG top up funding at meeting on 14th October.	✓
	Review of car parking across District - Procure consultants - Undertake review			✓	✓	Scope for appointment of consultants being developed by officers.	✓

1.3 Increasing affordable housing

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.3.1. Investment of £12.9m to deliver in the region of 100 new Council properties for rent							
Hawks Green – complete development	Completion of handover of Council Houses			✓		Handover of Council homes commenced in Q1.	✓
	Completion of Hawks Green Development by 31 March 2022				✓	Scheme in progress and on target to complete by 31 March 2022	
Aelfgar Development Scheme	Completion of land sale		✓			Land sale completed in Q2.	✓
	Seek outline planning permission		✓			Outline planning permission issued Q2.	

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
	Completion of procurement exercise and selection of contractor			✓		Initial actions with framework in progress.	
	Start on site				✓		
Chadsmoor development	Submission of Cabinet report for scheme approval		✓			Pre-planning consultation completed Q2 and report prepared and considered at August Cabinet briefing. Scheme approval report to be submitted following planning approval.	✓
	Planning application submission			✓		Planning application submission work is in progress.	
1.3.2. Ensure the Local Plan includes the necessary provisions for affordable housing contributions							
Emerging Local Plan will update affordable housing contributions with new viability evidence	Viability Study to be available Summer 2021 that will inform affordable housing requirements in Reg 19 Local Plan.			✓		Viability Study still progressing and expected November 2021.	✓
Undertake revision of affordable housing policies in line with Local Plan timetable	To be undertaken on receipt of viability study and incorporated into policies in Reg 19 version of Local Plan.			✓		See above.	✓
1.3.3. Work with partners / Affordable Housing Registered Providers							
Set up and deliver an annual Stakeholder Event to make strategic links and build strong relationships with key registered providers	Arrange first meeting since pandemic, to be held virtually.	✓				An operational meeting has taken place to discuss on-going issues	✓

1.4 Well designed communities

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.4.1 Adoption of a new Local Plan for the District by the end of 2023							
New Local Development Scheme (LDS) 2021 to set out timetable for delivery by 2023	New LDS adopted April 2021 which sets out timetable for Local Plan Review and adoption before end 2023.	✓				<ul style="list-style-type: none"> ▪ LDS adopted April 2021. ▪ Preferred Option consultation completed April 30th 2021 	✓
	Regulation 19 Local Plan – Winter 2021/22 Consultation			✓	✓	Cabinet report scheduled February 2022 for authority to consult.	
1.4.2 Ensure our Local Plan policies achieve higher design and environmental standards with new housing developments							
Local Plan 'Greener Futures' policy in preparation that will include higher environmental and design standards applied to new housing developments.	Preferred Option introduces Greener Futures Policy. Consultation responses and Viability Study will be considered in potential revisions to the policy.	✓				Further policy refinement to take place once Viability Assessment has been provided and consultations responses have been compiled and considered	★
1.4.3 Support our towns and parishes to plan their neighbourhoods							
Progress current and future Neighbourhood Plans within the district.	Continue to work with Parish Councils and Neighbourhood Planning Groups to progress Neighbourhood Plans.				✓	On-going liaison with Town / Parish Councils	✓
1.4.4 Ensure our local communities secure benefits from new developments and investment in local infrastructure							
Emerging Local Plan will prioritise new sustainable development allocations with emphasis on supporting infrastructure.	Regulation 19 Draft Local Plan scheduled Winter 2021.			✓		Cabinet report scheduled February 2022 for authority to consult.	✓

1.5 Clean and green recovery

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.5.1 Support our clean growth ambition by encouraging green jobs and investment							
Identify and support businesses, supply chains and investors that are seeking to create green jobs in our District.	Investigate potential opportunities to attract new businesses or grow existing businesses to create new jobs				✓		✓
1.5.2 Work with public bodies and site owner to regenerate the Rugeley Power Station site and deliver 'zero carbon' ambitions							
Work with Engie to progress plans for the site.	Completion of demolition of site	✓	✓			Demolition of cooling towers took place on 6 th June 2021. Demolition programme expected to fully complete by end of 2021 and remediation works complete by end of 2022.	✓
	Planning application for Riverside Park and spine road				✓	Planning application for Riverside Park received in July 2021.	
Zero Carbon Rugeley – completion of Pilot project for Smart Local Energy System and dissemination of findings.	Disseminate findings of project and work with Engie to identify implementation options				✓	Senior officers represent the Council on the Zero Carbon Rugeley Advisory Board. The design and research phase of the project is on track to complete by Q4 2021/22.	✓

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
1.5.3 Work towards developing zero carbon homes (Passivhaus standard) on Council housing developments							
Aelfgar Development Scheme – undertake a design and build procurement based on Passivhaus principles	Outline planning permission granted		✓			Land sale completed in Q2. Outline planning permission granted Q2.	
	Completion of land sale		✓			Completed	
	Completion of procurement exercise and selection of contractor			✓		Initial actions with framework in progress.	
	Start on site				✓		
1.5.4 Produce a funded retrofit (carbon zero) programme for the Council's housing stock and commence implementation							
Stock Condition Survey – Commission survey to establish stock condition for 20% of stock and produce 5 year cyclical programme to establish and monitor 100% of stock	Develop Asset Management system to record and report on asset data	✓				Asset Management system built, go live occurred in August.	
	Completion of procurement exercise and selection of service provider		✓			Procurement team workload and internal resource delaying work. Slipped to Quarter 3.	
	Completion of Surveys			✓			
	Annual update of 30yr business plan						

Item No. 4.13

Projects	Actions and Milestones	Q1	Q2	Q3	Q4	Progress	Symbol
Development of strategy to deliver carbon neutral housing stock and development of retro fit work programme	Procurement of Housing Climate Change Action Plan		✓			This work has been added to the wider piece of work to develop a costed action plan for delivering the Council's targets re carbon neutrality. A provider has been appointed	✓
	Production of the Housing Climate Change Action Plan			✓			
	Produce Housing Asset Management Plan				✓		
	Develop work programme to incorporate Climate Change Actions	2022-23					
	Participate in a joint bid to pilot retrofit of properties to gain an understanding of new technologies and measures required for CCDC stock						
EPC – Carry out programme over 5 years to establish Energy Performance for the stock	Completion of procurement exercise and selection of service provider			✓			N/A
	Record EPC's in Asset Management system annually for reporting purposes				✓		

Priority Delivery Plan for 2021-22
Priority 1 – Supporting Economic Recovery

DIRECTION OF TRAVEL INDICATORS

Improved situation	Situation worsened	No change
		
6	0	0

Direction of Travel Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Trend
Objective 1.1 - Supporting jobs, enterprise and skills								
Unemployment rate	Q		Aim to keep below WM rate					
• Cannock Chase		5.4%		5%	4.2%			
• West Midlands		7.4%		7%	6.1%			
Youth unemployment	Q		Aim to reduce gap to reach WM average					
• Cannock Chase		11.2%		10.7%	7.2%			
• West Midlands		10.3%		9.6%	7.8%			
NVQ 3 attainment rates	A	46.9% Jan 2020- Dec 2020	To increase levels year on year					
NVQ 4 attainment rates	A	28.3% Jan 2020- Dec 2020	To increase levels year on year					

Direction of Travel Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Trend
Objective 1.2 - Reshaping our town centres								
Town Centre vacancy rates (measured as % of total units)	Q		Keep vacancy rate under 10%					
Cannock		25.8%		26.6%	21.1%			↑
Hednesford		4.3%		4.3%	3.2%			↑
Rugeley		5.6%		5.6%	4.8%			↑
Combined		n/a		13%	10.4%			↑
Objective 1.3 - Increasing affordable housing								
Number of Affordable Housing units delivered per annum	A	60	231					
Objective 1.4 Well-designed communities								
Housing completions	A	New indicator	*					
Employment land developed	A	New indicator	*					
Neighbourhood Plans adopted	A	New indicator	*					

* New indicator – baseline to be established to set target for next year

PERFORMANCE MEASURES

Summary of Performance as at Q2			
			
Target Exceeded	Target Achieved	Performance Slightly Below Target	Performance Significantly Below Target
0	2	1	0

Performance Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Target Achieved?
Objective 1.1 - Supporting jobs, enterprise and skills								
Number of businesses supported	A	60 for each LEP	n/a					
Number of enrolments on Digital Academy and Engineering Academy at Cannock Campus of South Staffordshire College	A	New indicator for 21-22	*					
Objective 1.2 - Reshaping our town centres								
Number of residential units consented / completed in Town Centre	A	New indicator for 21-22	*					
Commercial and non-retail floorspace consented / completed	A	New indicator for 21-22	*					

Performance Indicator	Reporting Frequency (Q or A)	Last year's outturn	Target	Q1	Q2	Q3	Q4	Target Achieved?
Objective 1.3 - Increasing affordable housing								
Number of Council homes delivered	Q	0	22	4	8			
Objective 1.4 Well-designed communities								
Amount of CIL funds secured	Q	£461k	N/a	£37k	£90k			n/a
Amount of S106 funds secured	Q	£191k	N/a	£621k	£0			n/a
Major Planning Applications determined within time	Q	100%	> 60% within 13 weeks	50%	100% Within 13 weeks			
Number of Major Planning Applications	Q	n/a	n/a	2	3			n/a
Non-major Planning Applications determined within time	Q	75%	> 70% within 8 weeks	62%	75%			
Number of Non-Major Planning applications	Q	n/a	n/a	98	88			n/a
Number of Planning Applications	Q	n/a	n/a	107	114			n/a
Number of Enforcement Cases	Q	n/a	n/a	56	52 (new cases)			n/a

*New indicator – baseline to be established this year on which to base target for future year.

Briefing Note of:	Head of Economic Prosperity
Contact Officer:	Dean Piper
Telephone No:	01543 464 223

Economic Recovery Scrutiny Committee
1 December 2021
Review of the Local Plan Consultation Process

1 Purpose of Briefing note

- 1.1 The purpose of this briefing note is to provide Members with details of the work carried out by the Scrutiny Review Group - Local Plan Consultation and to outline the Group's recommendations.

2 Key Issues

- 2.1 At the meeting of the Economic Recovery Scrutiny Committee held on 29th June 2021 Members agreed to a review of the consultation in respect of the Local Plan. Members acknowledged that due to the pandemic, it had not been possible to engage in traditional consultation methods therefore the review would look at what consultation methods had been used during the restrictions and consider how future consultations could be improved.
- 2.2 A separate smaller group of Members was established forming a Working Group to carry out the review. The Working Group met on 7th September 2021 and 11th November 2021.

3 Detail

- 3.1 A Working Group of six Members chaired by Councillor Tony Johnson was established to carry out a review into the Local Plan consultation methods. The Working Group would then bring its findings back to a future meeting of the Economic Recovery Scrutiny Committee.
- 3.2 The Working Group met on two formal occasions. Agendas, papers and minutes are included as appendices to this Briefing Note.
- 3.3 At the Working Group meeting held on 7th September, Members received a presentation on the Local Plan Consultation from the Planning Policy Manager and Principal Planning Officer. There was then an opportunity for Members to ask questions. Members were tasked with considering what could be done to increase and improve consultation in the future and to bring ideas back to the next meeting of the Working Group.

- 3.4 At the Working Group meeting held on 11th November 2021 Members were asked to feed back any further ideas to increase and improve consultation.
- 3.5 The Working Group determined that the following suggestions to improve consultation be recommended to the Economic Recovery Scrutiny Committee for consideration:
- (a) consideration be given to having a stand at public events such as the local farmers markets that take place throughout the District.
 - (b) consultation be directed to areas in the District where higher levels of development were taking place.
 - (c) make better use of social media by setting up a dedicated Facebook page for the Local Plan consultation; this could then be shared/promoted by all political groups.
 - (d) Councillors should be encouraged to liaise and engage with residents to seek their views, particularly in areas where significant development was taking place.
 - (e) Improve the communication between Officers and Ward Members in order to share knowledge of any development activities in a particular area.
 - (f) To look at using virtual consultation methods similar to those used for the Levelling Up Fund – build this into the next stage of the consultation process.
 - (g) That the non-technical document be circulated to Members of the Group for them to review and feedback any comments to officers.
 - (h) To look at how the Council publish the information in respect of the Local Plan – do something different to capture the interest of the public when consultation was launched.
 - (i) The need for better engagement with Parish Councils – suggest Officer attendance at Parish Council meetings to outline the consultation process and advise how the public can get involved.
 - (j) The need for the provision for gypsy/traveller families in the Local Plan – although this was a key theme in the Local Plan it was considered this could be highlighted better in the consultation process.

4 Implications (if applicable)

- 4.1 Not applicable.

5 Appendices

Appendix 1: Local Plan Scrutiny Review Working Group Full Papers - 7 September 2021.

Appendix 2: Local Plan Scrutiny Review Working Group Full Papers - 11 November 2021.

Appendix 3: Minutes of the Local Plan Scrutiny Review Working Group - 11 November 2021.

Agenda



Local Plan Scrutiny Review Working Group

Appendix 1

Time: 4:00pm

Date: Tuesday 7 September, 2021

Venue: Remote meeting via zoom

1. Appointment of Chairman

2. Apologies

3. Declarations of Interest from 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.

4. Review of Local Plan consultation

The Group will receive a presentation from the Planning Policy Manager and Principal Planning Officer - Enclosed

Councillors:

Johnson, T.
McCall, M.
Startin, P.
Sutton, Mrs. H.
Thompson, Mrs. S.
Witton, P.

Officers:

D. Piper	Head of Economic Prosperity
S. Birdi	Planning Policy Manager
H. Hollins	Principal Planner
W. Rowe	Senior Committee Officer

Date Despatched: 1 September 2021



Local Plan Scrutiny Review Working Group

Local Plan Consultation

7th September 2021

Context

- Public participation and consultation lie at the heart of the statutory planning process

Background

- Planning and Compulsory Purchase Act 2004

- Statement of Community Involvement

- Section 18 of the Planning and Compulsory Purchase Act 2004 (“the 2004 Act”). Section 18(2) provides:

“The statement of community involvement is a statement of the authority's policy as to the involvement in the exercise of the authority's functions under sections 19, 26 and 28 of this Act and Part 3 of the principal Act of persons who appear to the authority to have an interest in matters relating to development in their area.”

How the Local Authority intends to promote community involvement in the preparation of Local Development Documents.

- Town and Country Planning (Local Planning) (England) Regulations 2012
- Neighbourhood Planning (General) Regulations 2012 (as amended)
- National Planning Policy Framework (NPPF) 2012, 2018, 2019, 2021 (as amended)
- National Planning Policy Guidance (NPPG) (as amended).

Statement of Community Involvement



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

Harder to reach groups

- the elderly, • young people, • people with learning difficulties, • the blind, • the deaf, • ethnic minority groups, which are relatively small, • the disabled and those who have long term limiting illnesses.
- These groups may be found concentrated in certain areas within local communities, particularly in the more deprived areas within the District.
- Appropriate and more intensive methods of communication will be required to ensure that ‘hard to reach’ groups are involved in planning processes.
- Recent experience in progressing the Local Plan for the District has indicated that the elderly and young people are potentially less hard to reach than some of the other groups by using methods of engagement such as workshops in schools or appropriate community events.
- Other groups remained harder to target.

S.C.I. Requirements

- Place relevant documents on the Council website together with any supporting information needed to enable people to understand what they are being asked to comment on and state where and when documentation can be inspected.
- Make available all relevant material for inspection at the Council Civic Centre in Cannock for the period during which comments are being sought. Additionally libraries and other public venues within the District will be used where appropriate.
- Contact specific, general and other consultees who may have an interest in the document and invite to make representations, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations.

- Issue adverts and/or press releases to local newspapers circulating in the area, as appropriate, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations, and use the Council's website, Chase Matters magazine and social media channels to raise awareness of consultation events.
- Make available Plain English summary documents and/or leaflets as appropriate.
- Provide appropriate advice and information to the public as requested.
- Produce a report summarising consultation methods, representations made and Council responses (whether requiring a change to the plan or not) and make available on the Council's website before proceeding with a subsequent version of the plan and/or further consultation.

Local Plan Stages



- Regulation 18 of the Town and Country Planning (Local Planning) Regulations 2012 is a public consultation at an early stage of the plan.
- A local authority will consult on the initial Issues and Options that will define their draft plan going forward. This will have followed extensive gathering and review of data, evidence and information on key issues.
- It requires that various bodies and stakeholders be notified that the council is preparing a plan. It invites them to comment about what that plan ought to contain.
- Para 31 of the NPPF states that the preparation and review of all policies in a Local Plan should be underpinned by relevant and up-to-date evidence. This should be adequate and proportionate to support and justify the policies concerned.

Issues and Options Consultation



- Consultation took the form of meetings, consultation events, social media campaigns and targeted letters and emails.
- Community consultation took place throughout the consultation period at a number of community venues including evening events to maximise participation.
- Venues chosen were at nil cost and easily accessible and distributed across the District.
- Letters and emails were sent to @**1,000** people/organisations registered on the extensive Local Plan consultation database, as well as harder to reach groups that are not recorded on the database. (Support Staffordshire).
- Separate meetings were held with Parish Councils, Duty to Co-operate partners and the voluntary sector.
- The Council website hosted banners on the front page and press releases were issued at the start and halfway through the consultation.
- A social media campaign advertised the consultation and specific consultation events. Data indicates that the campaign reached **46,300** people, however very few linked through to the actual consultation pages.

- In total, 25 individual meetings were held during this period for consultation with Duty to Co-operate partners, Parish Councils, voluntary sector and community events.
- Meetings took place across the District and were held at different times of the day at various venues to reach as many people as possible and staff were in attendance to record comments.
- Of the 19 community events, 192 people attended which ranged from 0 people to 36 people at any one event.
- The 4 Parish Council meetings attracted 53 people.
- In total 107 representations were received, which when broken down into the corresponding Issues and Options questions provided 684 individual responses, plus another 16 separate representations on the Habitats Regulations Assessment and Sustainability Appraisal.

Interest Groups	Number of Responders
Resident or Individual	48
Developers/Landowners/Land Promoter	24
Duty to Cooperate	2
Local Authority (Inc. councillors, Parish Council)	11
Public Service Provider e.g. education	1
Public Body/Agency/Organisation	2
Infrastructure Provider	7
Statutory Consultee	3
Community or other Organisation	4
Charity	4
Land & Property Agent or Surveyor	1
Total	107

MHCLG Planning Update Newsletter – March 2020

Plan-making

- We understand that local planning authorities may also be concerned about the implications of COVID-19 on their capacity to prepare and progress local plans and support neighbourhood planning. We encourage all local planning authorities to continue, as much as possible, to work proactively with their community and other stakeholders to progress plans, even if some adjustments to timetables are necessary.

The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020

- Local Authorities were also advised to review their Statement of Community Involvement and incorporate temporary changes that would control the spread of the virus and protect the health of communities and Local Authority officers but allow the process of plan making to continue and maintain the Council's decision making processes

SCI Addendum

December 2020



- The Council will temporarily suspend the practice of making available all relevant material for inspection at the Council Civic Centre in Cannock or at libraries and other public venues.
- The Council's website will be the primary source for consultation documents and an email address and phone number for the Planning Policy Team will be provided for visitors to the website to obtain further information or assistance.
- The Council will endeavour to provide alternative methods of engagement including (where appropriate technology is available), virtual presentations and telephone appointments and video conferencing with individuals. In addition, where social distancing is observed, meetings with organisations can be arranged where each individual participant is in a secure, safe and Covid19 compliant location.



Preferred Option Consultation

- A non-statutory stage falling under Regulation 18 and part of the evidence gathering and early stage of plan making.
 - Seek consensus in emerging planning policy position via discussion with partners and in existing forums/groups and in events and/or workshops.
 - Arrange events and/or workshops to discuss issues and proposals, as appropriate.
 - Organise ‘face-to-face’ discussions if requested and appropriate
- In total 518 individual responses received
- Twitter reach 42,642, Facebook 5,222
- TOTAL 47,864 (46,300)

Interest Groups	Number of Responders	Issues & Options
Resident or Individual	34	48
Business	0	8
Developer or Investor	11	
Landowner	5	
Planning Agent or Consultant	14	24
Land & Property or Surveyor	0	1
Community or other Organisation	3	4
Local Authority	7	11
Public service provider e.g. education, health etc.	3	1
Public/agency organisation	2	2
Statutory Consultee	6	3
Charity	4	4
Duty to co-operate	4	2
Other (inc. Cllrs)	6	In LA
Total	99	107

Regulation 19 Local Plan Pre-submission



- **Consultation scheduled Winter 2021/22**
- Send a statement of the representations procedure and a statement of the fact that the proposed submission documents are available for inspection and the times at which they can be inspected to all of the consultees that were invited to comment in earlier plan making stages.
- Publish for a minimum six weeks consultation period.
- Seek views on whether the document is legally compliant and sound.
- Discuss outstanding issues with partners and existing forums/groups.
- Organise 'face-to-face' discussions if requested and appropriate.

Regulation 22



SUBMISSION OF LOCAL PLAN FOR EXAMINATION Scheduled Summer 2022

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

Consultation Outcome

- Legally compliant – YES
- Fair and met expectation:
 - Did not comply with adopted SCI but Complied with SCI Addendum
 - Overall – Fair and met expectation
- Electronic communication – effective?

Critique

- Representations - meaningful
- Interest
- Breadth of documents and evidence base
- Technical detail
- Timescales
- Methods of engagement
- Reach
- Cost
- Staff resources

Risk

- SCI Legal Challenge
- Retain flexibility
- Reduce risk to Local Plan
- Scrutiny role
- Cabinet role
- Revision to SCI

AGENDA



Local Plan Consultation Scrutiny Review Working Group

Appendix 2

Time: 4:00pm

Date: 11 November, 2021

Venue: Remote meeting via zoom

1. APOLOGIES

2. DECLARATIONS OF INTERESTS FROM 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. MINUTES

To note the minutes of the meeting held on 7 September 2021 (attached).

4. LOCAL PLAN CONSULTATION REVIEW

- To receive any additional ideas and suggestions from Members to improve consultation in relation to the Local Plan
- To consider the next stage of the review
- To determine any recommendations to the Economic Recovery Scrutiny Committee on 1 December 2021.

Councillors:

Johnson, T. (Chairman)
McCall, M.
Startin, P.
Sutton, Mrs. H.
Thompson, Mrs. S.
Witton, P.

Officers:

D. Piper	Head of Economic Prosperity
S. Birdi	Interim Planning Services Manager
H. Hollins	Principal Planner
W. Rowe	Senior Committee Officer

Date Despatched: 3 November 2021

CANNOCK CHASE COUNCIL
NOTES OF THE
SCRUTINY REVIEW WORKING GROUP - LOCAL PLAN CONSULTATION
TUESDAY 7 SEPTEMBER 2021 AT 4.00 P.M.
REMOTE MEETING VIA ZOOM

Present:

Councillor T. Johnson (Chairman)
Councillor P. Startin
Councillor Mrs. H. Sutton
Councillor Mrs. S. Thompson
Councillor P. Witton

Officers: D. Piper, Head of Economic Prosperity
S. Birdi, Interim Planning Services Manager
H. Hollins, Principal Planner
W. Rowe, Senior Committee Officer

1. Appointment of Chairman

It was agreed that Councillor T. Johnson would be Chairman of the Working Group.

2. Apologies

No apologies were received.

3. Declarations of Interests from Members

Nothing declared.

4. Local Plan Scrutiny Review

Sushil Birdi, Interim Planning Services Manager, provided Members with a presentation in relation to the Local Plan consultation. The presentation covered the areas as outlined in the slides that were attached to the agenda. Members were afforded the opportunity to ask questions in respect of the presentation.

A Member asked whether consideration could be given to having a stand at public events, such as the local farmers markets that take place throughout the District. She suggested that the consultation could be directed to areas in the District where higher levels of development were taking place. She also considered that a dedicated Facebook page for the Local Plan consultation could be set up; this would be non-political and each of the Groups could promote/share it via their own Facebook pages.

The Chair acknowledged and supported the need to contact hard to reach groups and the use of Plain English. Consultation had been carried out as best it could have given the circumstances surrounding the pandemic.

Members noted the need for social housing and asked if the Working Group could do anything about this. The Interim Planning Services Manager advised that the matter was being considered through the Local Plan and an update of the viability evidence. An update could be provided on this issue outside of the Working Group.

Members made reference to travellers and the need to provide appropriate sites for them within the District. Heidi Hollins, the Principal Planner confirmed that a paper was being prepared in this regard which would identify in the Local Plan how the needs of travellers could be met in the short and long term. The Group agreed that it was important that potential sites for travellers be identified in the District and these be included in the Local Plan.

Another Member suggested that, to increase participation in the consultation, the documents on the website should be simplified and more easily accessible. Many people who accessed the website gave up as the documents were too technical. It was important to ensure that anyone who visited the website to view the documents then actually contributed by responding to the consultation. It was suggested that the Communications Team could assist with this so that there was better engagement with the public on social media platforms. It was noted however, that the public only responded if something contentious was happening in a particular area.

Members acknowledged that they had a role to play in highlighting areas where significant development was taking place and they should be engaging with residents in these areas to seek their views.

Members discussed the design/style of new buildings and noted that there was a shortage of social housing and a shortage of land to develop. It was suggested that building higher buildings in the future may assist in this respect as this took up less land. However, it was noted that subsidence issues within the District may limit the height of buildings and that there may be some resistance to building higher than 3 storeys.

Dean Piper, Head of Economic Prosperity commented that, in addition to the information provided in the presentation, the Group should be mindful that changes to the Planning system were coming and the Group should have regard to the Government's reform of the Planning system. A White paper was published last year which looked to streamline the development of the Local Plan making it a quicker process. It also suggested improvements to the way the Council engaged with residents, in particular, young people, using better technology (website and social media platforms such as Facebook). It was expected that a Planning Bill would be published late this year/early next year.

The Interim Planning Services Manager added that any changes to enable better participation would rely on better technology and this would have a cost

implication. Investment should only be made if it resulted in a better outcome.

The Principal Planner commented that for the next consultation it was proposed that IT would provide a link for people to click on so they could find out what was happening in their area.

The Head of Economic Prosperity commented that Members had discussed the Local Plan in general during the meeting but the review topic for the Working Group was focused on consultation. Members had received a detailed presentation and had noted the consultation methods used so far which had achieved mixed results. He asked Members to consider what could be done better to increase consultation in the future and he sought suggestions and ideas from Members on how to engage better. Members could bring their ideas to the next meeting and these could be incorporated into the next stage of the consultation.

It was agreed:

(A) That the following suggestions to improve consultation put forward at today's meeting be noted:-

- (i) consideration be given to having a stand at public events such as the local farmers markets that take place throughout the District;
- (ii) consultation be directed to areas in the District where higher levels of development were taking place;
- (iii) make better use of social media by setting up a dedicated Facebook page for the Local Plan consultation; this could then be shared/promoted by all political groups.
- (iv) Councillors should be encouraged to liaise and engage with residents to seek their views, particularly in areas where significant development was taking place.

(B) That, in addition to (A) above, Members of the Working Group give consideration to any ideas or suggestions to improve consultation in relation to the Local Plan prior to the next meeting, and these be incorporated into the next stage of the consultation.

(C) That a date for a further meeting of the Working Group be arranged in consultation with the Chairman.

The meeting ended at 5.25pm.

CANNOCK CHASE COUNCIL
NOTES OF THE
SCRUTINY REVIEW WORKING GROUP - LOCAL PLAN CONSULTATION
THURSDAY 11 NOVEMBER 2021 AT 4.10 P.M.
REMOTE MEETING VIA ZOOM

Present:

Councillor T. Johnson (Chairman)
Councillor P. Startin (arrived at 4.15pm)
Councillor Mrs. H. Sutton
Councillor Mrs. S. Thompson

Officers: D. Piper, Head of Economic Prosperity
S. Birdi, Interim Planning Services Manager
H. Hollins, Principal Planner
W. Rowe, Senior Committee Officer

(The meeting started a little later to enable Members to join).

1. Apologies

No apologies were received.

2. Declarations of Interests from Members

Nothing declared.

3. Local Plan Consultation Scrutiny Review

Members were asked whether they had any further suggestions or ideas to improve consultation in relation to the Local Plan in addition to the suggestions made at the previous meeting.

A Member raised concern that construction workers were present on the Taylor Wimpey development site at Wimblebury Road but residents had not been made aware of this. The Interim Planning Services Manager confirmed that notification had been received from Taylor Wimpey on Thursday/Friday that work was to commence on site on Monday. This meant it was very late to advise residents. He suggested that a news item could be posted on the Council's website to clarify the situation. The Principal Planner suggested that the Communications Team could be asked to post an update on the Council's social media platforms. The Head of Economic Prosperity commented that when Officers/Members became aware that developers were looking to survey sites there should be some form of communications to Members so that they could advise residents of any activities in their Wards. The Group agreed that better communication between Officers

and Ward Members would improve the situation going forwards.

A Member considered that many people did not understand what the Local Plan was and asked whether an easy-to-understand article could be posted on social media platforms to advise residents what the Local Plan was and how they could be involved. The Group agreed that when the consultation was launched it was necessary to do something different to capture the interest of the public.

The Head of Economic Prosperity confirmed that there was a lot of information on the Council's website but this information could be quite technical and difficult to understand by the general public. He suggested that Members may wish to take a look at the non-technical document that was produced by officers so that they could review it and feedback any suggestions to improve it.

He made reference to the successful bid as part of the Levelling up Fund and advised that a virtual consultation had been launched in respect of this. He asked the Group whether they considered this was a good way to engage the public and whether something similar could be used for the Local Plan. The Interim Planning Services Manager commented that using visuals was a good way to consult the public. However, the one used for the Levelling up Fund was quite costly. He could look at using a more interactive method of consultation for the next stage of the Local Plan consultation process and would liaise with Lichfield District Council who had used interactive methods.

The Group was pleased to note that an article was being placed in the Chase Matters magazine next month encouraging people to get involved in the Local Plan consultation process – this goes to all households in the District.

A Member referred to Parish Council meetings where misinformation could sometimes be discussed. Better engagement with Parish Councils in terms of the Local Plan consultation would be helpful and it was considered that Officers should attend Parish Council meetings to advise accordingly.

The Group noted the need for the provision for gypsy/traveller families in the Local Plan. Although this was a key theme in the Local Plan the focus was mainly on housing and employment land. It was considered that the provision for gypsy/traveller families could be highlighted better in the consultation process. The Interim Planning Services Manager advised that landowners were invited to put forward potential gypsy/traveller sites for inclusion in the Local Plan. The Group noted that this issue would be discussed further at the Local Plan Member meeting being held next week.

It was agreed:

That, after the two Working Group meetings, the following suggestions to improve consultation be recommended to the Economic Recovery Scrutiny Committee on 1 December for consideration:

- (a) consideration be given to having a stand at public events such as the local farmers markets that take place throughout the District.

- (b) consultation be directed to areas in the District where higher levels of development were taking place.
- (c) make better use of social media by setting up a dedicated Facebook page for the Local Plan consultation; this could then be shared/promoted by all political groups.
- (d) Councillors should be encouraged to liaise and engage with residents to seek their views, particularly in areas where significant development was taking place.
- (e) Improve the communication between Officers and Ward Members in order to share knowledge of any development activities in a particular area.
- (f) To look at using virtual consultation methods similar to those used for the Levelling Up Fund – build this into the next stage of the consultation process.
- (g) That the non-technical document be circulated to Members of the Group for them to review and feedback any comments to officers.
- (h) To look at how the Council publish the information in respect of the Local Plan – do something different to capture the interest of the public when consultation was launched.
- (i) The need for better engagement with Parish Councils – suggest Officer attendance at Parish Council meetings to outline the consultation process and advise how the public can get involved.
- (j) The need for the provision for gypsy/traveller families in the Local Plan – although this was a key theme in the Local Plan it was considered this could be highlighted better in the consultation process.

The meeting ended at 4.45pm.

- (b) consultation be directed to areas in the District where higher levels of development were taking place.
- (c) make better use of social media by setting up a dedicated Facebook page for the Local Plan consultation; this could then be shared/promoted by all political groups.
- (d) Councillors should be encouraged to liaise and engage with residents to seek their views, particularly in areas where significant development was taking place.
- (e) Improve the communication between Officers and Ward Members in order to share knowledge of any development activities in a particular area.
- (f) To look at using virtual consultation methods similar to those used for the Levelling Up Fund – build this into the next stage of the consultation process.
- (g) That the non-technical document be circulated to Members of the Group for them to review and feedback any comments to officers.
- (h) To look at how the Council publish the information in respect of the Local Plan – do something different to capture the interest of the public when consultation was launched.
- (i) The need for better engagement with Parish Councils – suggest Officer attendance at Parish Council meetings to outline the consultation process and advise how the public can get involved.
- (j) The need for the provision for gypsy/traveller families in the Local Plan – although this was a key theme in the Local Plan it was considered this could be highlighted better in the consultation process.

The meeting ended at 4.45pm.