



Please ask for: Matt Berry
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6 July 2022

Dear Councillor,

Cabinet

6:00pm on Thursday 14 July 2022

Meeting to be held in the Esperance Room, Civic Centre, Cannock

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

Yours sincerely,

T. Clegg
Chief Executive

To: Councillors:

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

Agenda

Part 1

1. Apologies

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

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

3. Updates from Portfolio Leaders

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

4. Minutes

To approve the Minutes of the Meeting held on 16 June 2022 (enclosed).

5. Forward Plan

Forward Plan of Decisions for July to September 2022 (Item 5.1 - 5.2).

6. Housing Revenue Account - Creation of New Post

Report of the Head of Housing and Partnerships (Item 6.1 - 6.4).

7. Local Development Scheme 2022

Report of the Head of Economic Prosperity (Item 7.1 - 7.16).

8. Treasury Management Report - Increase in Money Market Funds

Report of the Head of Finance (Item 8.1 - 8.4).

9. Recommendations from Scrutiny Committees

To consider recommendations referred from the Financially Resilient Council Scrutiny Committee held on 28 June 2022 (Item 9.1).

Cannock Chase Council
Minutes of the Meeting of the
Cabinet

Held on Thursday 16 June 2022 at 6:00 p.m.

In the Esperance Room, Civic Centre, Cannock

Part 1

Present:

Councillors:

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

1. Apologies

None.

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

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

3. Updates from Portfolio Leaders

(i) Leader of the Council

The Leader updated in respect of the following:

- **Changes to Cabinet**

The Leader welcomed Cllr. Robert Hughes to Cabinet as Portfolio Leader for Innovation and Resources.

The Leader also referenced the slight change to Cabinet Portfolios: the merger of two previous remits that naturally dovetailed together and would fall under the new remit of District and High Street Development under Cllr. Mike Sutherland as Portfolio Leader.

- **Jubilee Weekend**

The Jubilee Weekend had been a fantastic period of celebrations across the District, including beacons, street parties and celebrations in all areas.

Thanks were given to Officers; Town and Parish Councils; residents; and volunteers and a special thank you to Her Majesty, Our Queen for 70 years of dedication and service to our nation.

- **Armed Forces Day**

Saturday, 25th June, 2022 would mark national Armed Forces Day. It is a very special day that enables tribute to be paid to all those who had served the country in the Armed Forces.

Celebrations rotated around the District and this year's celebrations would be based in Hednesford, where free activities and challenges would take place across the town, in the park and at Museum of Cannock Chase.

(ii) Community Safety and Partnerships

The Portfolio Leader updated in respect of the following:

- **Staffordshire Police, Fire and Crime Commissioner**

The Commissioner, Ben Adams, had visited the district along with his Deputy, Helen Fisher, to attend a Community Safety Hub meeting. The Commissioner and Deputy Commissioner were invited to the Civic Centre to take part in the weekly meeting of the Chase Community Partnership Community Safety Hub. The Hub brings together partner organisations to discuss ongoing community safety issues in the District.

- **Staffordshire Police Public Perception Survey**

The Public Perception survey, had launched that week and it would help to determine how confident local people are in Staffordshire Police and highlight satisfaction levels around how accessible and visible the force is.

The survey would close on 26 June and findings will inform future plan priorities, highlight any challenges around reporting concerns and support local decision-making to help keep Staffordshire safe.

(iii) District and High Street Development

The Portfolio Leader updated in respect of the following:

- **Vandalism at Cannock Train Station**

Sadly, the mural images installed at Cannock train station had been vandalised and required remedial works and some reinstatement. The works would be covered by West Midlands Trains and be part covered through the original supplier's defects period.

Dates confirming reinstatement works were expected shortly, and the last part of the project, this provision of additional CCTV, would also be complete very soon.

- **Jubilee Weekend**

Congratulations and thanks were given to the Economic Development Manager and Team for taking part in the Cannock town centre celebrations on 4 June, and

for their inspired theme of 'tea and cakes with the Queen', which saw residents having their pictures taken sat on the Queen's throne in royal regalia.

Finally, beacons were lit and for all the right reasons the District beamed out light.

- **Cannock Town Centre Partnership**

Formal resignations of the Chair, Vice-Chair, and Secretary of the partnership had recently been received. The Council was now reviewing future arrangements and ongoing relationships to determine the best way forward.

- **South Staffordshire Local Enterprise Partnership Additional Capacity Grant Funding**

A £15,000 grant offer had been made to the Council to help toward funding work on the shared prosperity investment plan for the District. The plan needed to be submitted by 1 August 2022 and would define how the Council wished to allocate its £3.02 million for the next two years.

- **South Staffordshire College Planting Project**

Great work had been achieved through the Community & Education Officer and South Staffordshire College horticultural students with planting in and around the college area. It had brightened up the place with planters and it was great to see what a difference could be achieved.

- **Tourism Promotion**

An updated tourism leaflet and joint campaign with the McArthurGlen Designer Outlet West Midlands meant visitors to the District would receive through distributors and visitors packs information about to see and do in the District. Campaigns would run through much of the rest of the year, and thanks were given for the part funding received from McArthurGlen to make this financially possible.

(iv) Environment and Climate Change

The Portfolio Leader updated in respect of the following:

- **Dry Side Recycling**

A number of complaints had been received from residents who blue bins had not been emptied due to paper 'contamination', that should have gone in blue bags. Happily, in spite, of initial advance concerns that had been expressed about the size of the blue bags, i.e. not being large enough, this was not proving to be the case. Hopefully, residents would soon become accustomed to the new regime and would quickly recognise the new requirements.

Biffa had also fallen behind on collections but was managing to catch up a day or two afterwards and was working towards getting back in step as soon as possible.

- **Cutting of Grass Verges**

The large mower that was used for cutting grass verges had been broken and out of commission for a period of time, but was now working again and back out cutting the verges.

(v) **Health, Wellbeing, and Community Engagement**

The Portfolio Leader updated in respect of the following:

- **Community Engagement Event at Pye Green Community Centre**

The Council and over 20 partner agencies would be holding a community event at Pye Green Community Centre on Friday, 17 June, 2022 between 11.00am and 3.00pm.

- **Cannock Town Centre Perception Survey**

Following being awarded £20 million from the Government's Levelling Up Fund programme to transform part of Cannock town centre, the Council was engaging with residents and visitors to gather views and perceptions of Cannock town centre before any redevelopment proposals take place via survey. The closing date for the survey is 21 June 2022.

- **Animal Sculpture Trail**

The wooden sculpture trail at Cannel Mount was now open. The team involved in the trail worked with local schools, nurseries, and the Council's Sheltered Housing Scheme at Caxton Court to develop content for unique QR codes for each animal. A new challenge was available on the app so users could visit the trail and scan the six QR codes to bring the animals to life. Users would score points and receive a reward for their efforts.

- **Health in All Policies**

Work was progressing on producing a Health and Wellbeing Strategy, with the first step being to review examples of such strategies across other authorities at district, county, and metropolitan levels.

It was important that Members had an opportunity to shape the strategy, and officers had been asked to arrange workshops to enable Member input. It was expected this would happen during quarter 2, with the draft strategy being ready for consultation in quarter 3.

The Health Improvement Officer had also been talking to officers across the Council to understand the work already being undertaken by various services to support and contribute to residents' health and wellbeing. Contacts were also being made in Staffordshire to discuss shared learning opportunities. The development of a wider health impact assessment tool was also underway.

- **Cannock Chase Can**

Over the last few months, the team had been busy working on various community projects and new challenges for the app to encourage people to start or continue their wellness journeys.

In September, thanks to funding from the local Cultural Education Partnership (CCCEP) and the local Special Area of Conservation (SAC) Partnership, an augmented reality challenge to promote the Chase Code would go live. In addition to this, the CCCEP had also provided funding to create a virtual format of the Heritage Trail that would also appear as a new challenge on the app. As part of the legacy of the Commonwealth Games, virtual cycling challenges were also being developed to promote the new Perry Trail.

A new useful tool that would grow in importance was the Cannock Chase Can portal that would enable the team to use the Wellness Wheel as a standalone evaluation and monitoring tool when delivering bespoke projects.

Over the next few months, the team would be working with individuals to capture their stories and document their progress.

(vi) Housing, Heritage, and Leisure

The Portfolio Leader updated in respect of the following:

- **Queen's Platinum Jubilee Beacons**

Beacons were lit across the country at 9:45pm on 2 June 2022.

Community groups, parish councils and the general public gathered together to celebrate the Queen's jubilee by lighting beacons and coming together to sing the national anthem, followed by tea and cakes. It was a special moment to see the beacons lit.

This was followed over the jubilee weekend with park and street celebrations across the District.

- **Queen's Baton Relay**

Travelling via land, sea, and air, the baton relay would be visiting 180 communities across England, on a route spanning 2,500 miles. The relay began its journey on 7 October 2021 at Buckingham Palace, when the Queen placed her message in it to the Commonwealth connecting people together. It had travelled to Commonwealth nations and territories around the world, and would arrive in Cannock Chase on 23 July, just a week before the Commonwealth Games start on 28 July until 8 August.

The relay would travel through Rugeley to Hednesford, and then on to Cannock.

- **Perry's Pedal and Play Launch**

Along with the Leader of the Council, the launch event for this facility at Birches Valley on Cannock Chase was attended on 19 May.

The Pedal and Play was designed to get people exercising, particularly cycling, from a very early age, and began with a course for balance bikes and youngsters. It then moved up the next area that had four trails to encourage children of all ages to develop their skills in cycling, by trying out different trails.

It was also very fortunate to be able to see the blue and red trails for the experienced and competitive cyclists.

Last year, there were 2.8 million visits to the Chase, which had risen to 3.83 million over the year, thus showing how people were recognising the benefits of exercising and just being outdoors.

4. Minutes

Resolved:

That the Minutes of the meeting held on 28 April, 2022 be approved.

5. Forward Plan

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

Resolved

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

6. End of Year Performance Report 2021-22 - Priority Delivery Plans

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 6.1 - 6.64).

Resolved:

That the annual progress and performance information related to the delivery of the Council's priorities as detailed in report Appendices 1a-1c and 2a-2c, be noted.

Reasons for Decisions

The performance information allowed Cabinet to monitor progress in delivery of the Council's Corporate Priorities.

7. Strategic Risk Register

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 7.1 - 7.27).

Resolved:

That the Strategic Risk Register be approved, and the progress made in the identification and management of the strategic risks be noted.

Reason for Decisions

Cabinet was required to approve the Strategic Risk Register.

8. Updating the Local Validation List for Planning Applications

Report of the Head of Economic Prosperity (Item 8.1 - 8.39).

Resolved:

That:

- (A) Subject to decision (B), below, the updated local validation list, together with national requirements, be published as a combined document, setting out Cannock Chase Council's overall validation requirements to become effective from 1 September 2022.
- (B) Any minor changes arising from the consultation exercise (commencing in July 2022 for a period of six weeks), and any minor future changes necessary to keep the document up-to-date, be determined by the Head of Economic Prosperity in consultation with the District and High Street Development Portfolio Leader.

Reasons for Decisions

Legislation required the Council to regularly review its validation requirements. The proposed update would provide an opportunity to respond to the following:

- The Town and Country Planning (Development Management Procedure) (England) Order 2015.
- The revised National Planning Policy Framework (NPPF) published in July 2021.
- Updated Planning Policy Guidance in the NPPF.

In addition to the statutory obligations identified above, it was clearly in the interests of the efficient and effective operation of the Council's Development Control processes to have a set of well explained, relevant information requirements tailored to the scale and complexity of applications.

It was also advantageous to provide applicants / agents consistent guidance on how to prepare their applications and enabled the specialist information needs of statutory consultees to be satisfied.

It also enabled the community to have sufficient information to make informed comments on applications.

Finally, it ensured that Members had the appropriate information in addition to the content of officers' reports where Planning Control Committee was the decision maker.

9. Asset Management Strategy for Land and Property 2022-26

Consideration was given to the Report of the Head of Economic Prosperity (Item 9.1 - 9.22).

Resolved:

That the Asset Management Strategy for Land and Property 2022-26, as included at Appendix 1 of the report, be approved.

Reasons for Decisions

Property was a long-term investment, which for best effect should be strategically managed as a corporate resource.

The development of a new Asset Management Strategy and programme of strategic asset reviews would ensure that all asset management decisions were affordable, enabling property to be maintained at a good standard, and provide best value for the Council.

A strategic approach would also ensure that money was not wasted on maintaining and managing surplus property that could otherwise be repurposed or sold to further help meet corporate priorities.

By establishing a corporate strategic Asset Management Group (AMG), strategic property decisions would review the whole impact of a decision on the remaining property portfolio, whilst also aligning the decision to the overall corporate priorities and operational requirements.

10. Proposed Play Area Refurbishments and Access Arrangements - Open Space at Wellington Drive, Cannock

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 10.1 - 10.10).

Resolved:

That:

- (A) Approval be granted to proceed with the proposed improvements to the play area and open space at Wellington Drive, Cannock, as set out in the report and the indicative plan attached as Appendix A to the report.
- (B) Approval be granted to proceed with the proposal to replace and upgrade safety gates on various play areas across Cannock Chase District.
- (C) Permission to spend £168,000 be granted to deliver both the Wellington Drive proposals and the replacement gate proposals projects as set out in the report.
- (D) Council, at its meeting to be held on 20 July 2022, be recommended to include £118,000 from existing S106 funds into the Capital Programme for 2022-23.

Reasons for Decisions

The site at Wellington Drive occupied an area of 0.9 hectares and needed upgrading, thereby providing an opportunity to not only install new, modern play equipment, but to also enhance and improve the open space, making it a more useable and pleasant site.

Wellington Drive play area sat within a deprived area of Cannock and Staffordshire, with above average childhood obesity, and above the Staffordshire average number of children in deprived income families.

Councils had a major role in the provision of good quality parks, fully inclusive play areas and public open spaces that were both sustainable and met the needs of the community.

A contribution of £40,343 from the Council's S106 fund, collected from the residential development on the former Parker Hannifin site, had been identified that could be used *'for improvements and/or maintenance of Council owned public space at Laburnum Avenue, Cannock, and/or Wellington Drive, Cannock, and/or Cannock Park, Stafford Road'*. The remaining S106 contribution of £77,656 would come from the development of the land west of Pye Green Road, which had been identified could be used for *'provision of off-site open space, sports, recreation and health facilities within a catchment area which includes the development of the type to be provided as defined by the Council's open space strategies from time to time and any subsequent revision of them'*.

11. Staffordshire Sustainability Board

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 11.1 - 11.10).

Resolved:

That:

- (A) The contents of the report be noted.
- (B) The recommendations of the Staffordshire Sustainability Board be agreed, and the Board's vision and baseline pledge be signed up to.
- (C) The allocation of £5,000 per annum revenue funding, as a contribution toward the shared sustainability officer's post, hosted by Staffordshire County Council, be agreed.

Reasons for Decisions

In 2019, this Council passed a motion to work toward the entire District becoming carbon neutral by 2030. Due to the complexities involved, this was considered an extremely ambitious target and was one of the highest in Staffordshire.

Working alongside neighbouring Staffordshire authorities was seen as essential to tackle the global issue of climate change, especially given the size of the issues and the potential investment required. It was also in line with the principles established within the recent Staffordshire Deal.

12. Leisure & Culture Concession Scheme

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 12.1 - 12.6).

Resolved:

That:

- (A) The proposed amendments to the Leisure and Culture Concession Scheme, as set out in report paragraphs 5.14 to 5.21, be endorsed.
- (B) Specifically, that residents of the District who were in receipt of any of the following benefits shall qualify for a concessionary membership:
 - Housing Benefit
 - Income Support
 - Job Seekers' Allowance
 - Working Families Tax Credit
 - Carers Allowance
 - Universal Credit
 - Disability Access
 - Refugee Status (UNCHR 1951)
- (C) In addition to the above, the concession scheme be open to 18-to-25-year-old residents of the District who were care leavers.
- (D) The existing interim arrangements for residents who were serving members H.M. Armed Forces to have access to the concessionary scheme be made permanent.
- (E) The proposals to create new membership packages for residents over the age of 60, or under the age of 18, be noted.
- (F) The existing concessionary arrangements for Cannock Chase Council staff be retained.

- (G) Nominal one-off fees be introduced for those who did not live in the District of Cannock Chase to access concessionary rates for activities / services.
- (H) Concession memberships for all those that entered into a volunteering agreement with Inspiring Healthy Lifestyles, in exchange for a number of hours of service, be approved.

Reasons for Decisions

Providing a concessionary pricing scheme would meet the strategic objectives of improving local health through increased participation in physical activity.

Repurposing of the concession scheme was necessary to take into consideration the impact of the SARS-CoV-2 pandemic, and the Council's support measures introduced through the Covid Deed of Variation.

The concession membership offer for those undertaking volunteering duties would enable opportunities to reward people who invested their time and skills to Inspiring Healthy Lifestyles services, voluntarily, to meet District priorities.

13. Private Sector Housing Strategy 2022-27

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 13.1 - 13.33).

Resolved:

That:

- (A) The Private Sector Housing Strategy 2022-27 ("the Strategy"), as set out in Appendix A of the report, be approved, and adopted.
- (B) The Head of Environment and Healthy Lifestyles be authorised to implement the Strategy and to keep the Strategy under review, making any amendments necessary in the interests of operational efficiency and / or due to changes in legislation or government guidance.

Reasons for Decisions

The Strategy had been updated to reflect changes in service delivery and the priorities of residents in the District who required safe homes in which to live. Since the previous Strategy was adopted, the private rented sector had grown significantly, with tenant demand for accommodation extremely high. The Council therefore sought to take a more proactive approach in delivering a quality private rented sector offer.

Adoption of the Strategy would provide Officers with the necessary framework for administration of statutory requirements and outlined to those operating in this sector the Council's short to medium term strategy.

14. Cabinet Appointed Representatives on Outside Bodies 2022-23

Consideration was given to the Report of the Chief Executive (Item 14.1 - 14.5).

Resolved:

That:

- (A) The appointment of Cabinet representatives to outside bodies for 2022-23, be approved (a copy of the agreed appointments is included as an Annex to these Minutes).
- (B) The Chief Executive, in consultation with the Leader of the Council, be authorised to make appointments to additional outside bodies and amendments to any existing outside bodies, as necessary, throughout the municipal year, that would otherwise be determined by Cabinet.

Reasons for Decisions

To reflect the wishes of the Cabinet with regard to which Members to appoint to those outside bodies listed in Appendix 1 of the report.

For practical purposes, Cabinet was also requested to delegate authority to the Chief Executive, in consultation with the Leader of the Council, to make appointments to any additional outside bodies, and amend existing appointments.

15. Exclusion of the Public

Resolved:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraph 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

Cannock Chase Council
Minutes of the Meeting of the
Cabinet

Held on Thursday 16 June 2022 at 6:00 p.m.

In the Esperance Room, Civic Centre, Cannock

Part 2

16. Permission to Spend - Cannock Town Centre-Levelling Up Fund

Consideration was given to the Not for Publication Report of the Head of Economic Prosperity (Item 16.1 - 16.11).

Resolved:

That:

- (A) The award of the Multi-Disciplinary Contract (valued at approximately £1.9 million) to Tetra Tech Ltd for services to support delivery of the Levelling Up Fund Cannock project during 2022-2025, be approved.
- (B) Permission to spend monies of £1.9 million, associated with the Cannock town centre Levelling Up Fund project, in accordance with the Contract awarded, be approved.
- (C) Authority be delegated to the Head of Economic Prosperity, in consultation with the Levelling Up Fund Project Board, to monitor the approved project spend in accordance with an agreed set of project milestones and deliverables.

Reasons for Decisions

The Council had secured £20 million from the Levelling Up Fund to support the regeneration of Cannock town centre. The Council needed to progress the delivery of the project during 2022/23, and permission to spend from Cabinet was sought to pay for costs associated with the letting of the Multi-Disciplinary Contract.

Approval was also needed from Cabinet to provide the appropriate delegations to oversee the monitoring and management of the project expenditure.

The meeting closed at 7:25 p.m.

Leader

Cannock Chase Council

Cabinet Appointed Representatives to Outside Bodies for 2022-23

Notes:

- All the below listed positions are appointed on an annual basis at the first Cabinet meeting after Annual Council.
- All bodies have one seat available unless otherwise stated.

Name of Body	Appointed Representative(s)
Cannock Chase AONB Joint Management Committee	Environment and Climate Change Portfolio Leader Substitute - Housing, Heritage and Leisure Portfolio Leader
Cannock Park Golf Club Committee	Housing, Heritage, and Leisure Portfolio Leader
Greater Birmingham & Solihull LEP Board	District and High Street Development Portfolio Leader Substitute - Deputy Leader and Community Safety & Partnerships Portfolio Leader
Greater Birmingham & Solihull LEP Supervisory Board	District and High Street Development Portfolio Leader Substitute - Deputy Leader and Community Safety & Partnerships Portfolio Leader
Local Government Association General Assembly	Leader of the Council Substitute - Deputy Leader and Community Safety & Partnerships Portfolio Leader
Local Strategic Partnership (Chase Community Partnership)	<ul style="list-style-type: none"> • Leader of the Council • Deputy Leader of the Council and Community Safety & Partnerships Portfolio Leader • Health, Wellbeing, and Community Engagement Portfolio Leader • Housing, Heritage, and Leisure Portfolio Leader • Leader of the Opposition
Norton Canes Community Partnership	Health, Wellbeing, and Community Engagement Portfolio Leader
PATROL (Parking and Traffic Regulations Outside London) Joint Committee	Environment and Climate Change Portfolio Leader
Poplars Landfill Site Liaison Committee	Environment and Climate Change Portfolio Leader
Staffordshire Destination Management Partnership	District and High Street Development Portfolio Leader (or Head of Economic Prosperity as nominee)

Name of Body	Appointed Representative(s)
Staffordshire Police, Fire and Crime Panel	Deputy Leader and Community Safety & Partnerships Portfolio Leader Substitute - Health, Wellbeing, and Community Engagement Portfolio Leader
Staffordshire and Stoke-on-Trent Joint Waste Management Board	Environment and Climate Change Portfolio Leader Substitute - Deputy Leader and Community Safety & Partnerships Portfolio Leader
Staffordshire Playing Fields Association	Housing, Heritage, and Leisure Portfolio Leader
West Midlands Employers	Leader of the Council

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

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

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

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

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

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

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
July 2022						
Housing Revenue Account - Creation of New Post	Head of Housing and Partnerships / Housing, Heritage, and Leisure Portfolio Leader	14/07/22	No	No		N/A
Local Development Scheme 2022	Head of Economic Prosperity / District and High Street Development Portfolio Leader	14/07/22	No	No		N/A
Treasury Management Report - Increase in Money Market Funds	Interim Head of Finance / Innovation and Resources Portfolio Leader	14/07/22	No	No		N/A
August 2022						
Climate Emergency - Costed Action Plan	Head of Environment and Healthy Lifestyles / Environment and Climate Change Portfolio Leader	11/08/22	Yes	No		N/A
Economic Prosperity Strategy Refresh	Head of Economic Prosperity / District and High Street Development Portfolio Leader	11/08/22	No	No		N/A

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
Cannock Chase Local Plan 2018-2039: Regulation 19 Consultation	Head of Economic Prosperity / District and High Street Development Portfolio Leader	11/08/22	No	No		N/A
Bridge Replacement Works - Permission to Spend	Head of Economic Prosperity / Innovation and Resources Portfolio Leader	11/08/22	No	No		N/A
Elmore Park Public Toilets - Feasibility Study and Options Appraisal	Head of Economic Prosperity / Innovation and Resources Portfolio Leader	11/08/22	No	No		N/A
Deed of Gift Agreement	Head of Economic Prosperity / District and High Street Development Portfolio Leader	11/08/22	No	No		N/A
Levelling Up Fund - Compulsory Purchase Order	Head of Economic Prosperity / District and High Street Development Portfolio Leader	11/08/22	No	Yes	Information relating to the financial or business affairs of any particular person (including the Council).	
September 2022						
Lawn Tennis Association Proposal - Improvements to Tennis Courts Provision	Head of Environment and Healthy Lifestyles / Housing, Heritage, and Leisure Portfolio Leader	15/09/22	No	No		N/A

Report of:	Head of Housing and Partnerships
Contact Officer:	Craig Royall
Telephone No:	01543 456 829
Portfolio Leader:	Housing, Heritage, and Leisure
Key Decision:	No
Report Track:	Cabinet: 14/07/22

Cabinet
14 July 2022
Housing Revenue Account - Creation of New Post

1 Purpose of Report

- 1.1 To seek Cabinet approval for the creation of a new post within the Housing Maintenance Team.

2 Recommendation(s)

- 2.1 That Cabinet consider and approve the request for the new Electrical Qualified Supervisor role to be created and funded by the HRA.

- Electrical Qualified Supervisor – Salary Grade H; 37 hours per week (£43,960 – including on costs)

This post will ensure compliance by focusing on the mitigation of risks which could lead to fines, imprisonment, injuries, and deaths.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 The Housing Department currently manages 5,096 properties across the District (as of 31st March 2022). Of these, there are 35 blocks of flats with communal areas and 4 sheltered schemes.
- 3.2 Previously the Senior Electrical Officer role was shared between Housing Maintenance and Housing Property Services, specifically covering the responsibilities of the Electrical Qualified Supervisor for Housing Maintenance. Due to the demand of work required in the Housing Property Services team, and the additional projects to upgrade electrical appliances and technology within the housing stock, Housing Property Services required the role on a full-time basis.

- 3.3 The Housing Maintenance Manager has currently undertaken the duty holder role, which has been relinquished by the former Electrical Qualified Supervisor, to ensure the health and safety of electricians and the work they undertake is monitored, and the HASAWA 1974 is adhered to. However, this can only be a short-term solution as it is a fundamental part of the Electrical Qualified Supervisor role.
- 3.4 There has been recent electrical legislation introduced to further protect tenants residing in Council properties, by ensuring the installation of hard-wired carbon monoxide detectors, heat detectors and smoke alarms, along with multi sensor detectors in lofts where PV inverters are installed. An Electrical Qualified Supervisor is required to be in post to ensure the training of CCDC Electricians is up to date and that any introduced legislation is being adhered to.

Reasons for Recommendations

- 3.5 The Housing Maintenance team is currently understaffed to ensure the electrical safety of its employees and tenants. It is essential to recruit to a new Electrical Qualified Supervisor position so that the safety of CCDC employees and tenants is not compromised, and Housing Maintenance is adequately staffed to deliver its full array of services.
- 3.6 The introduction of this role will allow the duty holder responsibilities to be returned to the Electrical Qualified Supervisor, from the Housing Maintenance Manager, and will provide added resilience into a team where resources have been stretched to capacity due to a huge increase in disrepair claims.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) The Council has a responsibility to ensure that it provides safe and sustainable Housing stock.
 - (ii) The Council will develop its workforce to ensure that they are suitably skilled.

5 Report Detail

- 5.1 Housing Maintenance currently undertakes all maintenance and repair works in the housing stock of 5,096 properties, which includes the following identified areas:
- i. Voids
 - ii. Planned Maintenance
 - iii. Responsive Repairs

Each of these areas of work has an amount of associated electrical work, which the Council employs four full time electricians to undertake.

To ensure that the work in these areas can be completed compliantly and safely, the Council requires a full time Electrical Qualifying Supervisor to be in post.

5.2 Electrical Qualified Supervisor

The creation of this role will ensure:

- CCDC employed electricians can be fully utilised in all repair and maintenance areas of work.
- The validation of all internally completed electrical works, including the validating of electrical certification and the recording of certification on CCDC systems.
- The supervision of the electrical team on a daily basis including health and safety supervision.
- Compliance with IEE Wiring Regulations (current edition) at all times, and that the appropriate materials are used.
- That training is updated in line with electrical regulations in a timely manner.
- CCDC retains its NICEIC Approved Contractor status.

5.3 There is insufficient budget within the HRA staffing budget to fund the creation of this post. Cabinet is requested to approve an additional budget allocation of £43,960 (including on costs) to fund this key post within the Housing section.

6 Implications

6.1 Financial

The principal on which the HRA budgets are based is that any amount above the minimum working balance is contributed as a Revenue Contribution to Capital Outturn (RCCO). This is then used to fund capital works to dwellings. Therefore, any additional staffing cost will reduce the amount contributed to fund capital works.

Job Title	Hours/Week	Grade S.C.P	Gross Pay	E.R.C	Super	Total
Electrical Qualifying Supervisor	37	H30	£34,460	£3,540	£5,960	£43,960

6.2 Legal

As a landlord, Cannock Chase District Council has a responsibility to ensure all the above is adhered to in line with the Health and Safety at Work Act 1974. In addition, under section 11 of the Landlord and Tenant Act 1985 a landlord of residential rented accommodation in England is obliged to keep in repair and proper working order the various installations in its properties, including the supply of electricity. There is also a requirement under the Homes (Fitness for Human Habitation) Act 2018 for landlords to ensure that their properties are fit for human habitation throughout the term of the tenancy. Thus, it is essential that regular inspections are carried out to ensure compliance with this legislation.

Compliance to regulations requires good, centralised management, focus and engagement due to the health and safety risk to occupants within the housing stock, to the people working in these properties, the general public and the subsequent implications to those managing the properties.

6.3 Human Resources

Subject to agreement to this request, the post can be advertised externally (or internally only if preferred). The recruitment exercise itself can take up to 3 months from date of advertisement to a new employee starting in post. This additional timescale and its impact on service delivery also needs to be factored into the working arrangements in respect of our Electricians who will need to continue working on alternative tasks until the post holder is appointed and can sign off on new / altered wiring.

6.4 Risk Management

The HRA manages 35 blocks of flats and 4 Sheltered Schemes with communal areas. In recent history, the Grenfell Tower fire in 2017 evoked 'The Independent Review of Building Regulations and Fire Safety' Report (May 2018) highlighting recommendations from Dame Judith Hackett. Particular recommendations with regard to the responsibilities of the duty holder and on producing a reformed building safety regulatory system add further depth to the Council's role in complying.

6.5 Equality & Diversity

None

6.6 Climate Change

None

7 Appendices to the Report

None

Previous Consideration

None

Background Papers

None

Report of:	Head of Economic Prosperity
Contact Officer:	Sushil Birdi
Telephone No:	01543 464326
Portfolio Leader:	District and High Street Development
Key Decision:	No
Report Track:	Cabinet 14/07/22 Council 20/07/22

**Cabinet
14 July 2022
Local Development Scheme 2022**

1 Purpose of Report

- 1.1 To update the Local Development Scheme (LDS) for the period July 2022 to April 2025.

2 Recommendation(s)

- 2.1 That Cabinet recommends to Council that the revised Local Development Scheme in Appendix 1 covering the period July 2022 to April 2025 is approved and that it can be brought into effect on 1st August 2022.

3 Key Issues and Reasons for Recommendations

- 3.1 Local Planning Authorities have a statutory duty to prepare an up-to-date Local Development Scheme under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The LDS sets out the Local Development Documents that will be prepared over the LDS timeframe including details of the subject matter, geographical area referred to and timetable for production.
- 3.2 The LDS should be kept up to date to reflect the Council's progress as well as to inform residents and stakeholders of each stage of the Local Plan review and opportunities to participate.
- 3.3 The LDS in Appendix A provides details of the next stages of the Local Plan Review to allow interested parties to keep track of progress and reflect the requirements of the Regulations.

- 3.4 A number of factors have delayed the progress of the Local Plan Review as set out in LDS 2021. The Planning Policy team has carried a key vacancy whilst the Planning Policy Manager has been seconded into the Planning Services Manager role, as a consequence the Planning Policy Manager role is covered by the Principal Planner and Planning Services Manager. Staff capacity issues were experienced in other parts of the authority that have delayed the timely delivery of critical evidence documents to support the Local Plan Review.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- (i) Priority 1 - Economic Prosperity - attract investment to develop the District's economy, rejuvenate our town centres
 - (ii) Priority 2 - Health and Wellbeing - provide opportunities for residents to lead healthy and active lifestyles and recognise the importance of mental health and wellbeing.
 - (iii) Priority 3 - The Community - ensure our communities are well designed, accessible, and inclusive environments.

5 Report Detail

- 5.1 The Local Plan Part 1 was adopted in 2014 consisting of Section 1 Core Strategy. Section 2 formed the Rugeley Town Centre Area Action Plan. Local Plan Part 1 sets out the strategy for growth including the scale, quantum and distribution of development as well as policies for delivery. Part 2 was intended to contain site allocations and safeguarding of land for future development beyond the plan period including a possible need for a Green Belt review. The issues arising from the housing shortfall across the HMA would also be considered in Part 2.
- 5.2 Cabinet approved an Issues and Options consultation on 15th December 2016 being the first element of Part 2 as well as initial elements of the Cannock Town Centre Area Action Plan. A Regulation 18 consultation was carried out following Cabinet Approval on 22nd September 2016 on Cannock Town Centre Area Action Plan consultation procedures. A report on the outcomes of the consultation on Local Plan Part 2 and Cannock Town Centre Area Action Plan Issues and Options Consultation was presented to Cabinet 24th August 2017.
- 5.4 It was becoming clear that the Local Plan Part 1 would soon be out of date in view of proposed changes to government policy as well as the evolving Housing Market Area shortfall, areas which could only be amended through Part 1 as they were key strategic policies. The LDS was revised in 2018, approved by Cabinet 25th January 2018 and adopted by Council on 21st February 2018. Work on Part 2 of the Local Plan ceased at this point in order to prioritise a new Local Plan Part 1. The LDS was further revised in 2019 and adopted by Council 6th November 2019.
- 5.5 The Council had previously agreed, through Local Plan Part 2, to test whether there may be capacity to accommodate further growth to assist the HMA shortfall. This was compounded by changes that were proposed to the National Planning Policy Framework in particular, the introduction of a standardised methodology for

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calculating housing need in an area which would increase Cannock Chase District's housing requirement. The adopted Local Plan Part 1 sets the requirement of 5,300 homes to 2028 (241 dwellings per annum) with a further 500 being delivered in Lichfield District. The new standard methodology calculation currently puts this figure at 276 dwellings per annum. The government has also confirmed that a Local Planning Authority will have to revert to the standardised figure where there is no Local Plan, or the Local Plan is considered out of date (more than 5 years old). These regulations came into force on 6th April 2018 alongside a new requirement on councils to review their Local Plans and Statements of Community Involvement every 5 years. The current Local Plan Part 1 became out of date in June 2019 and therefore work on Part 2 would only have been delivering detail for an out-of-date plan.

- 5.6 Work is continuing across the Greater Birmingham and Black Country Housing Market Area to clarify the housing shortfall following the Strategic Growth Study publication in early 2018 commissioned jointly by the 14 authorities within the HMA. The study defined 'Areas of Search' for strategic development that could potentially accommodate growth taking into account considerations relating to Green Belt, landscape, non-Green Belt areas, infrastructure and delivery issues.
- 5.7 The first stage of consultation pertaining to the Local Plan review consisted of the Issues and Scope consultation that was subject to comments from 2nd July 2018 to 28th August 2018. The Issues and Options consultation ran from 13th May 2019 to 8th July 2019 and responses were reported to Cabinet October 2019. The Preferred Option consultation took place from 19th March to 30th April 2021 and were reported 16th December 2021 to Cabinet.
- 5.8 The Local Development Scheme 2022-2025 will proceed on the timetable anticipated below:

Document	Preparation Stage	LDS Target Date
New Local Plan	<i>Issues & Options consultation</i>	<i>May/June/July 2019</i>
	<i>Preferred Option Consultation (non-statutory stage)</i>	<i>March/April 2021</i>
	Pre-Submission (Regulation 19) consultation	AUTUMN 2022
	Submission	SPRING 2023
	Examination in Public	SUMMER 2023
	Adoption	SPRING 2024

- 5.9 The LDS 2022-2025 identifies the risks to achieving the timetable proposed and highlights the current staffing situation. There currently exist 2 vacant posts which have impacted on team capacity. The LDS assumes full team capacity and successful recruitment into vacancies. However, there is a risk that recruitment may be problematic due to severe shortages of experienced planning officers. Risks associated with the duty to co-operate, changes to national policy, planning inspectorate timetable, legal challenge and the political process are also referred

to. There are planned reforms as part of the Government's Levelling Up Bill and their impact will need to be assessed when further guidance is available.

6 Implications

6.1 Financial

There are no direct financial implications for the Council as a result of this report any additional costs will need to be contained within approved budgets.

6.2 Legal

Legal implications are set out within the report.

6.3 Human Resources

The Local Plan Review timetable assumes full staffing levels and an equitable distribution of workload to provide an expected level of focus on the Local Plan, expressed as a percentage of each officer's time. The Planning Policy is not currently fully staffed and should recruitment be successful a period of time will be required for new staff to get up to speed with the Local Plan Review. The national and regional policy context also has a bearing on Local Plan progress and could impact on staff resources.

6.4 Risk Management

An update to the LDS is required as detailed within the report. The update will ensure that the Council complies with the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011. The risks identified within the report relate to finance and staff resources alongside measures to manage these risks.

6.5 Equality & Diversity

No specific issues however the Local Plan is subject to an Equality Impact Assessment.

6.6 Climate Change

No specific issues at this stage however, the Local Plan will prioritise Climate Change objectives within the emerging policies.

7 Appendices to the Report

Appendix 1: Local Development Scheme 2021-2024

Previous Consideration

Revised Local Development Scheme - Cabinet - 17 October 2019.

Revised Local Development Scheme and Local Plan Review - Cabinet - 25 January 2018

Background Papers

- Local Development Scheme 21st April 2021 and previous iterations can be viewed at www.cannockchasedc.gov.uk/planningpolicy
- Planning and Compulsory Purchase Act 2004 [Planning and Compulsory Purchase Act 2004 \(legislation.gov.uk\)](http://legislation.gov.uk)
- Localism Act 2011 [Localism Act 2011 \(legislation.gov.uk\)](http://legislation.gov.uk)
- Local Plan Part 1 and Rugeley Town Centre Area Action Plan (adopted June 2014) [local_plan_part_1_09.04.14_low_res.pdf \(cannockchasedc.gov.uk\)](http://cannockchasedc.gov.uk)

Cannock Chase Council
Local Development Scheme
July 2022

Local Development Scheme July 2022

1. Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires Cannock Chase Council to prepare, maintain and publish a Local Development Scheme (LDS) for the District. The LDS represents the Council's 3-year project plan detailing the main stages in the preparation of the Local Plan to inform members of the public, stakeholders, and external organisations of the main opportunities to get involved in the planning making process. This LDS updates the previous LDS published 21st April 2021.
- 1.2 This LDS reflects the progress made in preparing Local Plan documents since the last LDS was published. It also provides information on future Development Plan Documents that the Council intends to produce and the timetable for their production.
- 1.3 The LDS will be published and kept up to date on the Council's website: www.cannockchasedc.gov.uk/planningpolicy

2. Key Changes to the Planning System

- 2.1 The Localism Act (2011) changed and reformed the planning system to reflect the localism agenda. One of the key provisions in the Act is the preparation of Neighbourhood Plans. Neighbourhood Plans give local people the opportunity to decide the future of the places where they live and work with a focus on guiding and positively informing development rather than stopping it. Neighbourhood Plans need to conform to planning policies and guidance at a local, national, and European level and meet the Neighbourhood Planning regulations. There is no statutory duty for communities to prepare Neighbourhood Plans, only a right to do so if they wish. Cannock Chase Council has 6 designated Neighbourhood Plan Areas as at May 2022 and other parishes are also considering designation. The designated areas are the parishes of Brereton and Ravenhill, Hednesford, Norton Canes, Rugeley, Cannock Wood and Heath Hayes and Wimblebury. The most up to date information can be seen on the Council's web pages at www.cannockchasedc.gov.uk/planningpolicy
- 2.2 Upon being made (adopted), a Neighbourhood Plan will become a statutory plan carrying equal weight to the Local Plan¹ and be part of the suite of documents that guide development. This will mean that it will be used in making decisions on planning applications by Cannock Chase Council.
- 2.3 The Localism Act does not change the basic plan making structure which remains intact with local plans continuing to be at the heart of the planning system. The form and content of each plan will be shaped to a large degree by the National Planning Policy Framework (NPPF).

¹ Neighbourhood Plans have statutory weight and considered to be part of the Development Plan but are not classified as DPDs.

2.4 The NPPF was originally published on 27 March 2012. A revised version of the NPPF was published in July 2018 to which minor clarifications were made and a further version published in February 2019. The latest NPPF is dated July 2021. The revised NPPF has replaced previous national guidance in the form of Planning Policy Statements (PPSs), Planning Policy Guidance Notes (PPGs) and various planning circulars. The NPPF and National Planning Practice Guidance (Plan-making, Update July 2020) confirms that the planning system continues to be ‘planned’ which means that planning applications have to be determined in accordance with the Development Plan unless material considerations indicate otherwise. The NPPF also confirms that the policies in emerging plans will gather more weight as development plans progress towards adoption.

2.5 On publication of this LDS July 2022, the Development Plan comprises:

- The Waste Local Plan for Staffordshire and Stoke-on-Trent (2010 - 2026), adopted by Staffordshire County Council and Stoke-on-Trent City Council on 22nd March 2013.
- The Minerals Local Plan for Staffordshire (2015 - 2030), adopted by Staffordshire County Council on the 16th February 2017.
- Local Plan Part 1 (Core Strategy and Rugeley Town Centre Area Action Plan) adopted by Cannock Chase Council 11th June 2014.

3. The New Local Plan

3.1 Planning legislation introduced through the Planning and Compulsory Purchase Act 2004 required all local planning authorities to produce a new style of Local Plan, called a Local Development Framework (LDF). In 2011, following the introduction of the Localism Act, planning reforms deemed that the term Local Plan would replace the Local Development Framework.

3.2 There is still a requirement to produce a portfolio of documents that either support Local Plan preparation or are used in the determination of planning applications. In addition to the Local Development Scheme, the portfolio of documents includes the following²:

Type of document	Decision Taking	Support plan preparation	Mandatory
Development Plan Documents (DPDs) incl. Area Action Plans (AAPs)	✓		✓
Supplementary Planning Documents (SPD)	✓		
Statement of Community Involvement (SCI)		✓	✓
Local Authority Monitoring Report (AMR)		✓	✓

² A glossary of terms is provided in Appendix E of this document.

- 3.3 The Planning and Compulsory Purchase Act 2004(as amended) requires the Council to produce a 'Statement of Community Involvement' (SCI) which sets out how the Council intends to achieve continuous community involvement in the preparation of plans and decision making for planning applications. The Statement of Community Involvement was approved for adoption at the 13th December 2018 Cabinet meeting. This was amended to include minor changes and update March 2022. The current SCI will need to be reviewed within 5 years from the date of adoption.
- 3.4 The NPPF states that Local Plans are key to delivering sustainable development and that local authorities should produce a Local Plan for their area. The Local Plan can then be reviewed in whole or in part to respond flexibly to changing circumstances. This LDS is the Council's commitment to the preparation of a new Local Plan (a Local Plan Review) which will replace Local Plan Part 1 when adopted and will also cover the more detailed elements which would have been contained in Local Plan Part 2 the work on this now having ceased³.
- 3.5 The Town and Country Planning (Local Development) (England) Regulations 2012 clarify that the term Local Plan applies to DPDs only. The Local Plan is therefore the collection of DPDs which may be one document or it may be several.
- 3.6 Supplementary Planning Documents (SPDs) are not part of the Local Plan, nor are they considered to be development plan documents as they supplement adopted policy. Therefore, information on their production is not set out within the LDS. Instead, such information can be found on the Council's website. A programme for the development of new SPD's will emerge as the new Local Plan evolves.

4. Local Plan Timetable

New Local Plan (Local Plan review)

Adoption Target 2024: A full timetable for the production of the Local Plan can be seen in Figure 1.

Coverage: Cannock Chase District (Map at Appendix A)

Conformity: The document will be produced in conformity with the NPPF.

Scope: The new Local Plan will replace the adopted Local Plan Part 1 and previously intended Local Plan Part 2, will set the context for delivering growth, set out and describe a spatial strategy, present strategic and detailed planning policies to manage change, will allocate and safeguard land for different types of development and establish a monitoring framework.

³ Council, 21st February 2018

Figure 1: Local Plan Preparation Timetable

Document	Preparation Stage	LDS Target Date
New Local Plan	Issues & Options consultation	May/June/July 2019
	Preferred Option Consultation (non-statutory stage)	March/April 2021
	Pre-Submission (Regulation 19) consultation	Autumn 2022
	Submission	Spring 2023
	Examination in Public	Summer 2023
	Adoption	Spring 2024

- 4.1 Setting out a future timetable is not straight forward. For example, the time it takes to move from Pre-Submission to Submission depends upon the level and complexity of objections, and therefore the length of time it will take to process them, which cannot be quantified until after the plan has been consulted upon. At the point of Submission of the plan to the Secretary of State the plan timetable is in the hands of the Planning Inspectorate and will depend upon on a range of factors which are outside of the control of the local authority. These factors include the need for a pre-hearing meeting, the availability of an inspector to examine the plan and the length and complexity of the hearing process.
- 4.2 The revised timetable takes into account the best information available at this time and reflects lead in times to obtain consents and approvals to move between different stages of the Local Plan Review. Further changes may need to be made to the timetable again depending on what transpires.
- 4.3 Appendix B sets out a risk register which identifies risks to the delivery of the Local Plan. These risks will be kept under review to ensure that risks are addressed quickly if they arise.
- 4.4 Appendix C sets out the resources in relation to Local Plan production.
- 4.5 Missed milestones from the previously published LDS in 2021 have been due to various factors including:
- The Team has carried vacancies since the last LDS was published. The Planning Policy Manager has been seconded into an Interim Service Manager role. The Planning Policy Manager role is overseen by the Interim Service Manager and Principal Planner which has reduced the team's capacity. The Planning Policy Manager role could not be filled immediately as part of the interim arrangements within the service.
 - The Coronavirus Pandemic and national lockdowns continued to impact on the progress of the Local Plan.
 - There have been delays in obtaining key evidence documents to support the Local Plan some of which has been outside of the control of the Team.

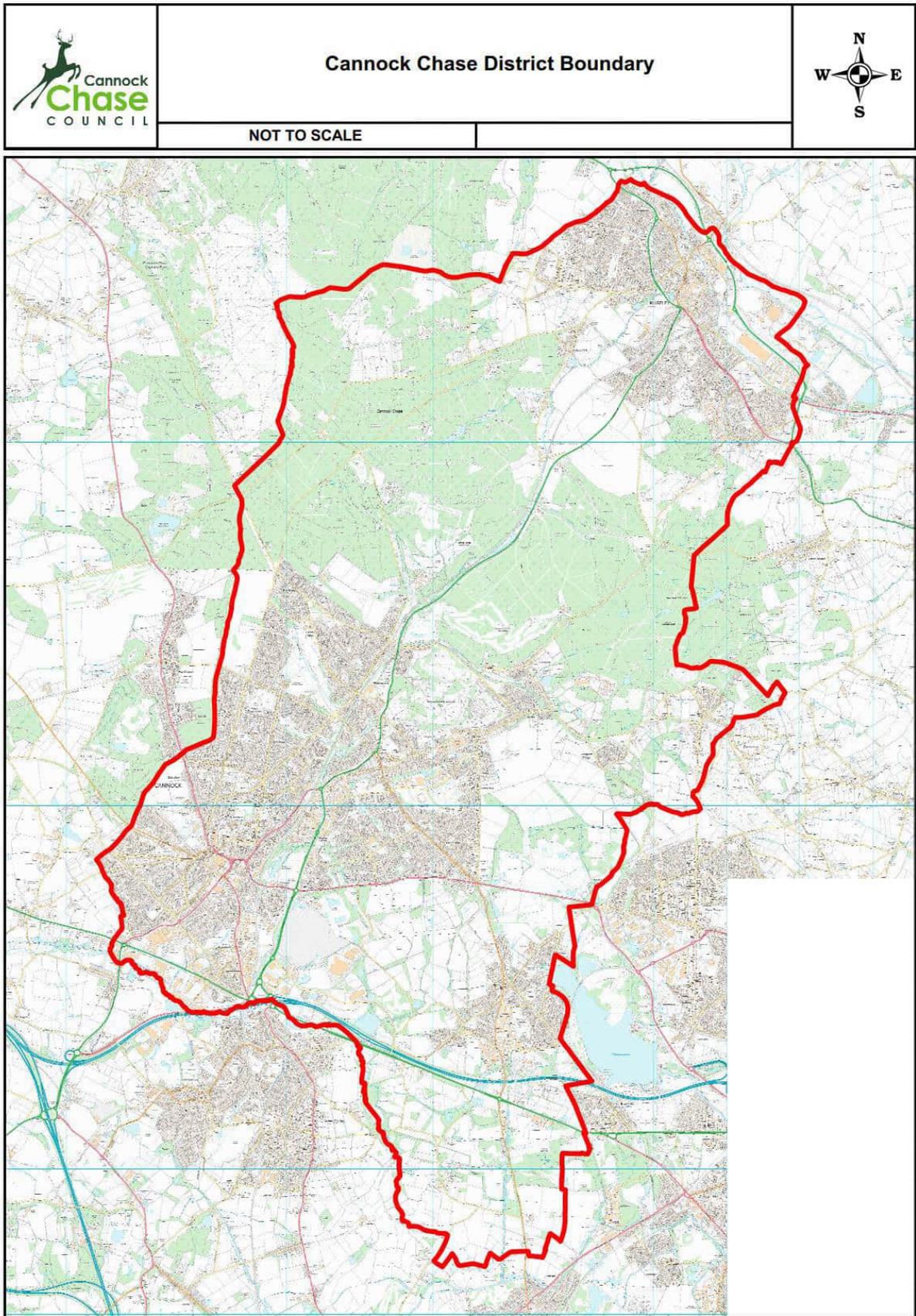
5. Progress Reporting

- 5.1 The Council produces the Authorities Monitoring Report (AMR) each year, covering the 'monitoring year' (of the preceding April-March period). The AMR sets out the list of documents that are included within the LDS, their timetable for preparation, the stage they are currently at, and if they are behind schedule the reasons for this. This is published on the website.

6. Review of the Local Development Scheme

- 6.1 The Planning and Compulsory Purchase Act 2004 (as amended) states that local authorities can revise their LDS at such times as they consider appropriate. The Council's website will be updated to set out if the LDS has been subject to further revision. A new LDS must be approved by Council.
- 6.2 In terms of changes to the previous LDS, the details can be seen at www.cannockchasedc.gov.uk/planningpolicy The LDS page also provides a link to the relevant Cabinet Report (Cabinet 14th July 2022 and Council 20th July 2022). The scheme has been amended to reflect what is legally required of a LDS and streamlined accordingly to set out the project plan for the Development Plan Documents which are being produced by the District Council i.e., the Local Plan.

Area Covered by the New Local Plan



Risk

The Council has produced a business plan approach to service delivery and identifies some of the key risks directly related to the development plan preparation process. These include officer time and financial implications. Subsequent paragraphs identify key risks to the Development Plan process, those in **RED** being high risk and those in **BLUE** considered moderate.

- **STAFFING AND RESOURCES** - One of the most important factors in the production of the Development Plan is that of staffing. The timescales for preparation identified are based on an assumption of full staffing. Furthermore, consultants are relied upon for production of the evidence base where specialist expertise is needed, and the plan is dependent upon consultants meeting required deadlines. It is important to use resources effectively and efficiently, having clear priorities which are supported corporately.
- **THE POLITICAL PROCESS** - The active involvement of Members is important to the successful progression of the Development Plan. A cross party Local Plan Working Group works jointly with officers to help progress the Local Plan through its various stages and helps to ensure early understanding of and buy-in to the plan along with helping to anticipate some of the challenges which might occur and where possible to mitigate accordingly.
- **DUTY TO CO OPERATE** – with the increasing emphasis on partnership working across wider housing market areas to deliver a cumulative shortfall, many different local authorities with different political balances are having to work together to address strategic issues in the absence of a higher tier of planning (i.e., the former ‘region’). This has proven complex and whilst the Government is seeking solutions this matter has not yet been resolved. To mitigate for this the Council needs to be proactive and engage positively in cross boundary discussions and actions.
- **NATIONAL POLICY CHANGE** – The Government could propose further changes to the national planning system and depending on the extent of these changes this may require further revision to the timetable should further evidence etc be required.
- **PLANNING INSPECTORATE** – The timetabling and requirements of the planning inspectorate are beyond the Council’s control and the Council will have to be reactive once the plan is submitted for examination.
- **ASSESSMENT OF ‘SOUNDNESS’ OF DPDs** - As the ‘soundness of the plan’, will be tested at Examination, the Council will seek to have a ‘health check’ of its plan at appropriate stages.
- **LEGAL CHALLENGE** - Every effort will be made to minimise the risk of Legal Challenge by ensuring robust community involvement throughout the process, through compliance with the regulations, the Statement of Community Involvement and ensuring the “soundness” of the DPDs. However, any challenge through the High Courts or Judicial Review could affect the defined timescales.

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- **PANDEMIC** – The recent Coronavirus Pandemic could not have been foreseen and has had an impact on plan preparation processes. Whilst it is unlikely that there may be further period of restrictions to control the spread of the virus or deal with new strain, this risk cannot be dismissed entirely.

Resources

The Departmental Structure involving officers' time in the production of the Development Plan (including SPDs, monitoring, evidence base) is approximately as follows:-

Officers	Full / Part time	% time spent on the Local Plan
Planning Services Manager	Full time	40%
Planning Policy Manager	Full time - vacant	70%
Principal Planning Officer	Full time	70%
Senior Planner	Full time	80%
Senior Planner	Full time	60%
Planning Obligations (CIL/S106 Officer)	Full time	10%
Technical Assistant	Full time - vacant	60%

Glossary

Term	Acronym	Definition
Adoption		The final stage in the preparation of a planning document.
Area Action Plan	AAP	A Development Plan Document (DPD) that may be used by the local planning authority to provide a planning framework for areas of significant change or conservation. Intended to deal with specific areas and specific requirements.
Authorities Monitoring Report	AMR	A required report undertaken by a local planning authority that reports on the implementation of the Local Plan and to what extent and effectiveness policies are being achieved.
Development Plan Document	DPD	A term used to describe the statutory components of the Local Plan.
Local Development Scheme	LDS	A public project plan identifying which documents will be produced within the Local Plan, in what order and when.
Local Plan		A term used to describe either a single DPD or a collection of DPD's which together comprise the Local Plan.
National Planning Policy Framework	NPPF	Published in 2012 this document streamlines national guidance into one document.
Statement of Community Involvement	SCI	A document setting out how and when stakeholders and other interested parties will be consulted and involved in the preparation of the Local Plan and development management.
Supplementary Planning Document	SPD	A Supplementary Planning Document can give further guidance on specific policy topic areas such as affordable housing provision, that have been identified in policies embedded within DPD's or give detailed guidance on the development of specific sites in the form of a master plan framework plan or development brief. SPDs are not part of the statutory plan but are a material consideration.

Report of:	Head of Finance
Contact Officer:	Emma Fullagar
Telephone No:	01543 464 334
Portfolio Leader:	Innovation and Resources
Key Decision:	No
Report Track:	Cabinet: 14/07/22 Audit & Governance Cttee: 27/07/22 Council: 07/09/22

Cabinet
14 July 2022
Treasury Management Report - Increase in Money Market Funds

1 Purpose of Report

- 1.1 To update members on treasury management activity and to request an increase to the monetary limits with MMFs (Money Market Fund's) from £6m to £9m.

2 Recommendation(s)

- 2.1 To increase monetary limits with Money Market Funds from £6m to £9m.

3 Key Issues and Reasons for Recommendations

- 3.1 As the cash balances are increasing, increasing the limits on the MMF's will allow greater cashflow management and avoid any breaches to the Treasury Management Strategy Statement (TMSS).

4 Relationship to Corporate Priorities

- 4.1 Treasury management and investment activity link in with all of the Council's priorities and their spending plans.

5 Report Detail

Proposal

- 5.1 In order to allow the Council to maintain and deliver an effective and well managed Treasury service, we are recommending that we increase the monetary limit from £6,000,000 to £9,000,000 per Money Market Fund (MMF).

Background

- 5.2 The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low-risk counterparties, providing adequate liquidity initially before considering optimising investment return.
- 5.3 Due to the increased cash balances that the Council has built up over the past few years and the decline in counterparties available with a strong credit rating, the Council needs to increase its monetary limits through its current counterparty list. The Covid 19 pandemic and major capital projects means we are holding higher cash balances than projected. Government grants have also contributed to higher cash balances in the short term to medium term. It should be noted that none of this larger cash balance relates to additional budget, as all the cash is committed to future spending.
- 5.4 In order to mitigate this issue, avoid any breaches to the TMSS and to keep the level of credit risk low a prudent approach to this would be to increase monetary limits of the MMF's.
- 5.5 A review of the current investments and options was conducted with the Council's external treasury advisor Link Asset Services. They agreed that this option presented the most feasible solution to deal with the high cash balances. The reasoning is detailed below:
- AAA rated MMFs are among the lowest-volatility types of investments with a key objective to provide investors with security of capital and daily liquidity together with an investment return which is comparable to normal sterling denominated money market interest rates
 - MMFs are appropriate investment assets for liquidity managements due to their enhanced diversification, short maturities and minimal credit risk.
- 5.6 The current investment list is detailed below as of 31st May 2022.

Counterparty	Start Date	Maturity	Value (£)	Rate (%)
National Bank of Kuwait	19/10/2021	19/07/2022	4,000,000	0.40
Al Rayan Bank Plc	15/02/2022	15/08/2022	2,000,000	1.10
Nationwide B/S	23/01/1900	20/06/2022	2,500,000	0.59
Al Rayan Bank Plc	21/03/2022	19/09/2022	4,000,000	1.41
Helaba Bank	21/03/2022	20/06/2022	4,000,000	0.91

Counterparty	Start Date	Maturity	Value (£)	Rate (%)
Nationwide B/S	14/04/2022	14/10/2022	2,500,000	0.88
National Bank of Kuwait	19/04/2022	19/10/2022	2,000,000	1.56
Helaba Bank	19/05/2022	19/12/2022	2,000,000	1.40
*Deutsche		*MMF	6,000,000	0.83
***Handelsbanken		***Call	6,000,000	0.02
*Morgan Stanley		*MMF	1,500,000	0.92
*Federated Prime Fund Class 3		*MMF	3,500,000	0.84
*Aberdeen GBP Liquidity Fund		*MMF	6,000,000	0.89
*Invesco STIC Global Sterling		*MMF	6,000,000	0.89
**Santander UK		**Call180	3,500,000	0.87
			55,500,000	

*MMF - Money Market Fund (instant access)

**Call 180-day notice account

***Call account no notice

6 Implications

6.1 Financial

The financial implications have been referred to throughout the report.

6.2 Legal

The legal implications have been referred to throughout the report.

6.3 Human Resources

There are no human resource implications arising from this report.

6.4 Risk Management

The risk management implications have been referred to throughout the report.

6.5 Equality & Diversity

There are no identified implications arising from this report.

6.6 Climate Change

None.

7 Appendices to the Report

None.

Previous Consideration

None

Background Papers

None

Report of:	Head of Economic Prosperity
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Report Track:	Cabinet: 14/07/22

Cabinet
14 July 2022
Recommendations from the Financially Resilient Council Scrutiny Committee held on 28 June 2022

1 Purpose of Report

- 1.1 That Cabinet considers the recommendations of the Financially Resilient Council Scrutiny Committee held on 28 June 2022, in respect of the review undertaken by the Committee's 'Review of Council Asset's' Task & Finish Group.

2 Recommendation(s)

- 2.1 That:
- (A) Consideration be given to the procurement of a dedicated Asset Management database for use by the Corporate Assets team, with an appropriate budget identified to ensure a bid could be developed.
 - (B) That proactive discussions should take place with Stafford Borough Council to look at the purchase of a single database which could be utilised for the benefit of both Councils.
 - (C) That the Council's structure for the management of its assets be reviewed with consideration towards adopting a 'Corporate Landlord' approach.
 - (D) That a dedicated Asset Management Group be re-established to undertake strategic asset reviews.
 - (E) On a wider basis, that the Council should actively focus on better shared / cross departmental working and move away from teams operating in silos.

Background Papers

A copy of the accompanying report can be viewed on the Council's website at [Financially Resilient Council Scrutiny Committee - 28th June 2022 | Cannock Chase District Council \(cannockchasedc.gov.uk\)](https://www.cannockchasedc.gov.uk/financially-resilient-council-scrutiny-committee-28th-june-2022).