

Please ask for: Steve Partridge **Your Ref:**
Extension No: 4588 **My Ref:**
E-Mail: stevepartridge@cannockchasedc.gov.uk

6 December, 2017

Dear Councillor,

CABINET

4:00 PM ON THURSDAY, 14 DECEMBER, 2017
ESPERANCE ROOM, CIVIC CENTRE, CANNOCK

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

Yours sincerely,



T. McGovern,
Managing Director

To: Councillors:

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

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A G E N D A

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 November, 2017 (enclosed).

5. Forward Plan

Forward Plan of Decisions to be taken by the Cabinet: December, 2017 to February, 2018 (Item 5.1 – 5.2).

6. Financial Plan 2017/18 to 2020/21

Report of the Head of Finance (Item 6.1 – 6.17).

7. Hawks Green Depot Vehicle Workshop Replacement Roof – Application for Permission to Spend

Report of the Head of Housing and Partnerships (Item 7.1 – 7.3).

8. Cannock Indoor Market Hall

Report of the Head of Housing and Partnerships (Item 8.1 – 8.8).

9. Proposed Amendments to the Scheme of Delegations for Neighbourhood Planning and Supplementary Planning Documents

Report of the Interim Head of Economic Development (Item 9.1 – 9.7).

10. Exclusion of the Public

The Leader to move:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 2 and 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).

A G E N D A

PART 2

11. Former Tenants' Arrears Debt Recommended for Write-off

Not for Publication Report of the Head of Housing and Partnerships (Item 11.1 – 11.11).

This Report is confidential due to containing information which is likely to reveal the identity of an individual and information relating to the financial or business affairs of any particular person (including the Council). No representations have been received in respect of this matter.

12. Rugeley Boxing Club

Not for Publication Report of the Head of Housing and Partnerships (Item 12.1 – 12.4).

This Report is confidential due to containing information relating to the financial or business affairs or any particular person (including the Council). No representations have been received in respect of this matter.

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 16 NOVEMBER 2017 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors:

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

47. Apologies

Apologies for absence were submitted for Councillor G. Adamson, Leader of the Council.

In the Leader's absence the meeting was chaired by the Deputy Leader.

Apologies were also noted for the Managing Director who was unable to be present due to attending a meeting of the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Executive Board.

48. 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.

49. Updates from Portfolio Leaders

Crime and Partnerships

Catch 22

The Portfolio Leader advised the meeting that he had attended a briefing about Catch 22, a 'social business', i.e. a not for profit business with a social mission. Catch 22's mission was to integrate with a variety of public services at every

stage of the social welfare cycle to build resilience and aspiration in people and communities.

50. Minutes of Cabinet Meeting of 19 October 2017

RESOLVED:

That the Minutes of the meeting held on 19 October, 2017, be approved as a correct record and signed.

51. Forward Plan

The Forward Plan of Decisions for the period November, 2017 to January, 2018 (Item 5.1 – 5.8 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period November, 2017 to January, 2018 be noted.

52. Shared Services – Phase 2

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 6.1 – 6.8 of the Official Minutes of the Council).

RESOLVED:

That:

(A) Sharing of the following services be approved:

(i) Information Governance – to be led by Cannock Chase District Council, and

(ii) Pest & Dog Control – to be led by Stafford Borough Council. A further report to be submitted in due course outlining the service level agreement and seeking permission to delegate the provision of the service to Stafford Borough Council.

(B) Agreement be given to widening the scope of services to be considered for sharing to include the wider remit of Environmental Services (this will include Streetscene, Grounds Maintenance, Parks & Open Spaces and Trees).

(C) Agreement be given to commissioning an independent options appraisal jointly with Stafford Borough Council to consider all options for the future delivery of Environmental Services.

Reasons for Decisions

Following the agreement of a Memorandum of Understanding between Cannock Chase District Council (CCDC) and Stafford Borough Council (SBC) in 2009, the first phase of Shared Services commenced in 2011.

As part of the Financial Recovery Plan (FRP), as reflected in the General Fund Revenue Budget Medium Term Financial Plan, agreed by Council in February 2017, it was agreed that consideration be given to sharing further services with SBC. Officers of the two councils have been exploring this and outline business cases developed for:

- (i) Environmental Health;
- (ii) Planning Services; and
- (iii) Information Governance.

The work done so far indicated that whilst savings could be achieved from the sharing of these services, more work was necessary before a final conclusion could be reached. The main issue was the scoping of the Environmental Health Service as there were significant differences in the service profile for the two councils which made it difficult to agree the parameters of the service to be shared. It was therefore necessary to widen the scope of the services to be considered for sharing to the broader remit of Environmental Services. This would also significantly increase the opportunities for savings to be delivered for both councils and other benefits such as increased resilience in service delivery.

Given the nature and scale of Environmental Services, it was proposed that an independent options appraisal, including service delivery options, be commissioned. The costs of the options appraisal would be met jointly from the Shared Services reserves of both councils.

Although it was proposed to delay the decision on sharing Environmental Health Services pending the outcome of the wider review of Environmental Services, it was proposed to proceed with the sharing of the Pest and Dog Control Service. Since CCDC's contractor, Mitie, decided to terminate its contract early, SBC had stepped in to provide the service. It was now proposed to establish this more permanently as a shared service between the two councils with SBC acting as the lead authority. This would allow greater opportunities to integrate the service provision.

A business case had been established for a shared Information Governance service on the basis that this was a specialist service with limited resources so it would seem sensible to share expertise. CCDC would act as the lead authority for this service as it had an appropriately experienced Data Protection Officer and SBC did not have an equivalent resource. SBC would contribute £20,000 per annum toward the cost of the provision of a comprehensive Information Governance service.

53. Quarter 2 Performance Report 2017-18

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 7.1 – 7.34 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The performance information relating to the Priority Delivery Plans (PDPs) as detailed in Appendices 1 to 4 of the Report be noted.
- (B) The actions which have been flagged as requiring amendment to the timescale, scope or timeline be noted.

Reasons for Decisions

Information for performance actions and indicators for Quarter 2 2017/18 was included for relevant items in Appendices 1 to 4 of the Report. The overall rankings for each Portfolio area were detailed in section 5 of the Report and

indicated that 85.1% of actions/projects had been achieved or were on target to be achieved.

54. Strategic Risk Register

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 8.1 – 8.18 of the Official Minutes of the Council).

RESOLVED:

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

Reasons for Decisions

All strategic risks and associated actions plans had been reviewed and the Council's risk profile was summarised as below:

Risk Colour	Number of Risks at 1 April 2017	Number of Risks at 1 Oct 2017
Red	1	1
Amber	5	5
Green	0	0
TOTAL	6	6

55. Publication of Part 1 Brownfield Land Register

Consideration was given to the Report of the Interim Head of Economic Development (Item 9.1 – 9.34 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) Publication of the Council's first Part 1 Brownfield Land Register be approved.
- (B) The Head of Economic Development, in consultation with the Economic Development and Planning Portfolio Leader, be delegated authority to approve any consultations related to the Brownfield Land Register and the publication of future versions of the Council's Part 1 Brownfield Land Register until such time as a Part 2 Register is produced.
- (C) The next steps in relation to producing the Part 2 Brownfield Land Register be noted, including the different approval mechanisms required and a further report being required.

Reasons for Decisions

The Housing and Planning Act 2016 introduced a requirement (Section 151) for Local Planning Authorities to produce and maintain a 'Register of Land' (Section 14A inserted into the Planning and Compulsory Purchase Act 2004). The Housing and Planning Act 2016 also introduced the ability for 'Permission in Principle' to be granted to residential-led development (Section 15) via a planning application route (for non-major development) or via a 'qualifying document' allocation i.e. within a Local Plan development document or the 'Register of Land' (Sections 58A and 59A inserted into the Town and Country

Planning Act 1990). The details followed in two sets of regulations.

The Town and Country Planning (Brownfield Land Register) Regulations 2017 (hereafter referred to as the Register Regulations) came into force on 16 April, 2017. They placed a duty on the Council to prepare, maintain and publish a register of previously developed land (commonly known as brownfield land) which was suitable for residential development. These set out the detailed requirements for Brownfield Land Registers including the requirement for a register to be kept in two parts; criteria for what sites should be entered; the information to be entered into the register; publicity, consultation and representation requirements for Part 2 of the register; exemptions from the register; and the requirement for the first Brownfield Land Register to be published by 31 December, 2017 and updated at least annually thereafter.

The Town and Country Planning (Permission in Principle) Order 2017 came into force on 15 April, 2017. In effect, this enabled sites on Part 2 of a Brownfield Land Register to be granted 'Permission in Principle' for residential development following mandatory publicity and consultation requirements being satisfied.

The Government recently published (28 July, 2017) within the National Planning Practice Guidance specific guidance to support Local Planning Authorities in the production of Brownfield Land Registers. This included a specified template for the Part 1 Register to be completed and submitted to Government, when requested.

The Council's first Part 1 Brownfield Register had been produced in accordance with the relevant regulations and guidance as detailed in Appendix 1 to the Report. The Register was recommended for approval to be published by 31 December, 2017 in order to meet the deadline set by the legislation.

The Council was not required to produce a Part 2 Register by 31 December, 2017. There was currently no deadline set for the production of Part 2. The next steps in relation to the production of a Part 2 Register were set out for information in the Report.

56. Update on Cannock Chase Community Infrastructure Levy Financial Year Report

Consideration was given to the Report of the Interim Head of Economic Development (Item 10.1 – 10.9 of the Official Minutes of the Council).

RESOLVED:

That the Community Infrastructure Levy (CIL) financial year report be noted.

Reasons for Decision

The Council approved the CIL Charging Scheduled and Regulation 123 List of infrastructure projects eligible to receive funding at its meeting on 15 April, 2015. CIL came into effect in relation to relevant chargeable development on 1 June, 2015.

CIL was intended to provide a funding stream for infrastructure needed to support the policies and proposals in the adopted Local Plan. It would partly replace funding previously obtained via Planning Obligations (Section 106 agreements and Unilateral Undertakings) which had become more limited in scope in relation to pooling of funds from 5 or more obligations as a result of the

regulations.

The Council was legally required to produce a financial year report on CIL receipt and spend in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) (the CIL Regulations). This was the second financial report since the adoption of CIL and it provided a summary of CIL receipts and expenditure for the financial 2016-17.

The meeting closed at 4.20 p.m.

LEADER

FORWARD PLAN OF DECISIONS TO BE TAKEN BY THE CABINET: DECEMBER 2017 – FEBRUARY 2018

A key decision is defined as an Executive decision which is likely to:

- Result in the Council incurring expenditure or making savings which are significant having regard to the Council’s budget for the service or function to which the decision relates; or
- Be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Council’s area.

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

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

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
Financial Plan 2017/18 to 2020/21	Head of Finance / Leader of the Council	14/12/17	No	No		
Hawks Green Depot Vehicle Workshop Replacement Roof – Application for Permission to Spend	Head of Housing & Partnerships / Housing Portfolio Leader	14/12/17	No	No		
Cannock Indoor Market Hall	Head of Housing & Partnerships / Town Centre Regeneration Portfolio Leader	14/12/17	No	No		
Proposed Amendment to the Scheme of Delegations for Neighbourhood Planning and Supplementary Planning Documents	Head of Economic Development / Economic Development and Planning Portfolio Leader	14/12/17	No	No		
Former Tenants’ Arrears Recommended for Write-off	Head of Housing & Partnerships / Housing Portfolio Leader	14/12/17	No	Yes	The report contains information which is likely to reveal the identity of an individual and relating to the financial or business affairs of any particular person (including the Council).	
Rugeley Boxing Club	Head of Housing & Partnerships / Economic Development and Planning Portfolio Leader	14/12/17	No	Yes	The report contains information relating to the financial or business affairs of any particular person (including the Council).	

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representation Received
General Fund Revenue Budget and Capital Programme 2018-19 to 2020-21	Head of Finance / Leader of the Council	25/01/18	No	No		
Housing Revenue Account Budgets 2017-18 to 2020-21	Head of Finance and Head of Housing & Partnerships / Housing Portfolio Leader	25/01/18	No	No		
Housing Revenue Account Business Plan	Head of Finance and Head of Housing & Partnerships / Housing Portfolio Leader	25/01/18	Yes	No		
Housing Revenue Account Capital Programme 2017-18 to 2020-21	Head of Finance and Head of Housing & Partnerships / Housing Portfolio Leader	25/01/18	No	No		
Treasury Management Strategy, Minimum Revenue Provision Policy and Annual Investment Strategy 2018-19	Head of Finance / Leader of the Council	25/01/18	No	No		
Private Sector Housing – Financial Penalties and Rent Repayment Orders	Head of Environment and Healthy Lifestyles / Environment Portfolio Leader	25/01/18	No	No		
Revised Local Development Scheme and Local Plan Review	Head of Economic Development / Economic Development & Planning Portfolio Leader	25/01/18	No	No		
Rugeley Power Station Supplementary Planning Document (SPD)	Head of Economic Development / Economic Development and Planning Portfolio Leader	25/01/18	No	No		
Housing and Homelessness Strategy 2018-23	Head of Housing and Partnerships / Housing Portfolio Leader	25/01/18	No	No		
Application for Permission to Spend – Mill Green	Head of Economic Development / Economic Development and Planning Portfolio Leader	25/01/18	Yes	No		

Report of:	Head of Finance
Contact Officer:	Bob Kean
Telephone No:	01543 464334
Portfolio Leader:	Leader of the Council
Key Decision:	No
Report Track:	Cabinet: 14/12/17

CABINET
14 DECEMBER 2017
FINANCIAL PLAN 2017-18 TO 2020-21

1 Purpose of Report

- 1.1 To present an updated financial forecast for the Council for the next three years together with a forecast outturn for 2017/18.

2 Recommendations

2.1 That:

- (a) the Financial Plan 2017-18 to 2020-21 be noted;
- (b) the forecast outturn for 2017-18 be approved;
- (c) the General Fund working balances be determined as part of the Risk Analysis undertaken in finalising the preparation of the 2018-19 budget;
- (d) the draft Capital Programme 2017-18 to 2020-21 and resources available be noted;
- (e) the principles set out in the Council's Financial Plan be adopted in finalising preparation of the 2018-19 budget.

3 Key Issues and Reasons for Recommendation

- 3.1 The report sets out the Council's forecast financial position for the next three years incorporating anticipated spending pressures and savings already identified. Financial resources available to the Council over the three year period are also set out. The Financial Plan reflects the Government's current Funding Regime.
- 3.2 Council at its meeting on the 8 February 2017 approved the General Fund Revenue Budget and Capital Programme for 2017-18 to 2019-20. The General Fund Revenue Budget reflected the implementation of the comprehensive Financial Recovery Plan to set a balanced Budget by 2019-20. A small deficit of £0.181 million was forecast for 2019-20 however a number of saving strands existed to address this deficit.

- 3.3 A great deal of uncertainty existed at the time of the Budget Report in relation to the Governments Funding Regime and this still remains the same as at today. In particular the proposed 100% Business Rates Retention Scheme, which was originally planned for implementation in 2019-20, is not included in the current legislative programme of Government whereas the New Homes Bonus Scheme is subject to annual review. Further clarification is being sought on the timeline for changes to the Local Government Funding however it is likely that the current regime will remain in place until 2020-21 at the earliest.
- 3.4 The Financial Plan therefore represents a refresh of the assumptions as contained in the Approved Financial Plan (Council 8 February 2017) taking into account the outturn for the last financial year and the first seven months of the current financial year.
- 3.5 In accordance with the Financial Plan a balanced budget now exists in 2020-21, pending any changes to the Governments Funding Regime, with a contribution from working balances required in 2018-19 and 2019-20.
- 3.6 Subject to approval, the Financial Plan, together with the current Council's Budget Strategy, will provide the framework for the preparation of detailed budgets for consideration by Cabinet in January 2018.

4 Relationship to Corporate Priorities

- 4.1 The revenue budget and capital programme reflect the Council's priorities.

5 Report Detail

5.1 Background

- 5.1.1 The Financial Plan sets the framework for the determination and setting of the budgets for Revenue and Capital and ultimately arriving at the level of Council Tax to be set for the next Financial Year.
- 5.1.2 The Financial Plan for 2018-19 to 2020-21 is somewhat different from previous years in the sense that uncertainty still exists in relation to the future of the Business Rates Retention Scheme and the determination of Baselines following the ongoing Fair Funding Review. It was originally intended that the new regime would be introduced in 2019-20 however it is more likely to be 2020-21 at the earliest.

5.2.1 The Current Approved Financial Plan

- 5.2.1 Council adopted its current Financial Plan at its meeting on 8 February 2017.
- 5.2.2 The Budget/Financial Plan, in accordance with the approved Financial Recovery Plan of the Council, was based upon delivering a minimum of £1.6 million of savings with effect from 1 April, 2019 to provide an ongoing sustainable budget with the use of working balances to offset any shortfall in 2017-18 and 2018-19.
- 5.2.3 The recommendation from Cabinet, as adopted by Council, set the revenue and capital budget for 2017-18, together with indicative budgets for 2018-19 and

2019-20. The Financial Plan now requires the forecast financial position to be determined for 2020-21.

- 5.2.4 The annual budget setting process now sets details budgets, based upon the Councils' approved budget strategy, for each of the three years of the Financial Plan period, with a balanced budget set in February for 2017-18 and 2018-19, with a residual deficit in 2019-20 as shown in Table 1.

Table 1 – Approved Budget as at 8 February 2017			
	2017-18	2018-19	2019-20
	£'000	£'000	£'000
Budget Requirement	10,041	10,524	10,524
Funding Resources	(9,533)	(9,953)	(10,343)
Use of Balances	(508)	(571)	
Deficit			181

5.3 2018-19 to 2020-21 Financial Plan - Revenue

- 5.3.1 In refreshing the current Financial Plan account has been made to changes in the provision for inflation; cost pressures together with additional income generated.

Inflation

- 5.3.2 The Financial Plan has been updated to reflect the current rate of Inflation in relation to CPI for 2017-18 and this therefore represents an additional ongoing cost. No changes have been made to CPI forecasts for 2018-19 to 2020-21 and these have been assumed to remain at 2%. No other material changes have been made to the inflation assumptions and although the 1% cap on public sector workforces may be lifted in 2018-19 this remains unaffordable to Local Government unless additional government funding is provided.

- 5.3.3 In relation to funding the September RPI increase of 3.85% shows a marked increase from last years assumption. The index determines the NNDR multiplier for 2018-19, and hence impacts on the Business Rates retained by the Council. The actual multiplier for 2018-19 is yet to be determined and in the past if a lower figure is set a compensating grant is made by Government. The Chancellors Autumn Budget however announced that the proposed change to the basis for increasing the multiplier, from RPI to CPI, from 2020 would be implemented from 1 April 2018 and as indicated above confirmed that Local Government would be fully compensated. Business rate Income and the associated Tariff has there fore been increased by 3% with an additional Section 31 Grant of 0.085%.

Spending Pressures

- 5.3.4 The detailed budgets have been refreshed to reflect the outturn for 2016-17 and latest spending patterns. No additional, material, cost pressures have been identified to date.
- 5.3.5 The 2020-21 budget makes provision for Employer Contributions to increase by a further 2% as a result of the next triennial Actuarial Valuation of the Pension Fund; the Management fee profile for the Leisure Management Contract; and additional costs of demographic growth.

Income Pressures

5.3.6 Income from Car Parks is lower than anticipated with a potential shortfall of £0.044 million at the year end, whereas income from Markets is similarly down with a potential shortfall of £0.36 million. Incomes from Cemeteries and Recycling Credits are currently down but have been partly offset by additional income from Social Alarms.

Available Revenue Resources

5.3.7 The Council's revenue budget covers day to day spending on the services provided by the Council. It is currently financed from the following sources:

- Central government grant called Revenue Support Grant (RSG);
- Business Rates Retention Scheme
- New Homes Bonus Grant
- Council Tax income; and
- Use of reserves - both general and earmarked.

5.3.8 The Department for Communities and Local Government published a Technical Consultation on the 2018-19 Settlement on the 14 September 2017. The consultation covered:-

- the multi-year settlement
- the method for distributing New Homes Bonus funding following implementation of reforms announced at the time of the 2017-18 provisional settlement and a proposal for further incentives to support the delivery of housing growth
- Council tax referendum principles for 2018-19
- the approach being taken for adjusting business rates tariff and top-ups to cancel out, as far as is practicable, the impact of the 2017 business rates revaluation on local authorities' income

5.3.9 In relation to Central Government Grant (RSG & Business Rates Baseline) no changes have been made to the assumptions and figures approved in February of this year. The Council in not accepting the four year settlement is still subject to an annual determination process in accordance with the Local Government Finance Settlement. The actual settlement is unlikely to be known until mid/late December. The Formula Grant figures included in the Financial Plan are however in line with the Governments indicative figures for this Council with the Revenue Support Grant element disappearing in 2019-20.

5.3.10 The uncertainty in relation to the funding of Local Government is discussed in more detail in Section 5.4 – Medium Term Financial Outlook and hence at this stage the Financial Plan reflects a continuation of existing funding regimes.

5.3.11 The current Business Rates Financing projections therefore continue to reflect the 50% Business Rates Scheme. Income has been updated to reflect the

anticipated increase in the 2017 September Retail Price Index (RPI) of 3.85% and the finalisation of the Tariff Adjustments arising from the 2017 Revaluation. The 2017-18 settlement included an adjustment to the Tariff (amount to be paid to Government to achieve the notional baseline funding) to mitigate the impact of the 2017 Business Rates Revaluation. The adjustment ensured that as far as is practicable, the retained income is the same after revaluation as immediately before. Details of the Business Rates Multiplier and final Tariff adjustment are however still awaited. The forecasts have also been updated to reflect the anticipated completion dates for growth as determined through the planning application process.

5.3.12 A number of changes were announced in the Autumn Budget relating to

- Switch from RPI to CPI from 1 April 2018
- Continuing the £1,000 discount for public houses for one year
- increasing the frequency with which the VOA revalues non-domestic properties by moving to revaluations every three years following the next revaluation, currently due in 2022

However the Budget stated that Local government will be fully compensated for the loss of income as a result of these measures

5.3.13 An application for a Staffordshire & Stoke-on-Trent Business Rates Pilot was submitted on the 27 October 2017. At the time of writing the report no announcement had been made by DCLG in relation to whether this application was successful or not. It is believed 22 Applications were submitted with only between 4 to 6 likely to be approved.

5.3.14 The New Homes Bonus grant is a now a four year rolling programme that commenced in 2011-12. The scheme was originally based upon a six year programme but will be reduced to 4 years in 2018-19 with the current year representing a transitional 5 year allocation. The cumulative level of grant for 2017-18 amounts to £0.974 million with the approved 2018-19 forecast of £0.959 million. The latest estimates based upon the Council Tax Base as at the beginning of October indicates that New Homes Bonus will now amount to £1.012 million, an increase of £0.053 million over the original estimate The Government is undertaking further consultation on reducing payments for developments granted on appeals. In addition to reconsidering reductions based upon the actual number of homes allowed on appeal a further proposal is being considered based upon the ratio of successful appeals to residential planning decisions over an annual period?

5.3.15 A key risk to the Financial sustainability of the Council is its current dependency on New Homes Bonus. As highlighted previously this remains the main funding stream that is subject to annual review by Government and by its rolling programme funding basis will plateau and eventually become time expired. The ongoing budget is currently underpinned by £1.2 million of New Homes Bonus and in order to ensure that the Council is Financially Resilient it is recommended that the amount allocated to fund service provision is now reduced by 10% per annum. It is proposed that the residual grant received each year is used to provide a source of capital funding for investment /invest to save initiatives and

in addition provide potential transitional funding if a fundamental change in the grant regime occurs over the duration of the Financial Plan.

- 5.3.16 The latest Council Tax Base , including the full year effect of housing growth, together with projections for growth in 2018/19 , reflects an increase of 3% with a Council tax Base of 28,397 provisionally indicated for 2018-19
- 5.3.17 Working Balances as at 31 March 2017 amounted to £2.434 million with a minimum requirement as per the 2017-18 Financial Plan of £0.856 million leaving as a minimum £1.578 to support the budget.

Level of Council Tax

- 5.3.18 A key factor in the 2018-19 budget and subsequent budgets will be the level of Council Tax increases levied. The level of Council Tax is financially determined by the Medium Term Financial Plan and the Council Tax referendum principles.
- 5.3.19 The 2018-19 Technical Consultation document proposes no changes to the Council Tax Referendum principles with shire district councils being allowed increases of less than 2% or up to and including £5, whichever is higher.
- 5.3.20 The Financial Plan currently reflects the assumption as contained in the Budget approved by Council in February that Council Tax will increase by 1.95% per annum..

Refreshed Financial Plan

- 5.3.21 Council at its meeting of the 8 February 2017 set a Balanced Budget for 2017-18 and proposals that ensured an indicative balanced budget for 2018-19 with a residual deficit of £0.181 million in 2019-20. The updated position is shown in **APPENDIX 1** and although a deficit still occurs in 2019-20 a forecast surplus is now envisaged in 2020-21, pending any changes to the Governments funding regime.
- 5.3.22 A comparison of the previous position as at the 8 February 2017 together with the latest Financial Plan is shown in the Table below. An analysis of the changes to date is detailed in **APPENDIX 2**

Table 2 – Forecast Surplus as per 10 December Financial Plan				
	2017-18 £'000	2018-19 £'000	2019-20 £'000	2020-21 £'000
Use of Balances	508	571		
Residual Deficit			180	180
Changes to date	(855)	(436)	348	(447)
Financial Plan –Use of Balances	(347)	135	529	
Surplus				(266)

Detailed Revenue Budget 2018-19

- 5.3.23 In refreshing the current budgets and compiling the 2020-21 budget the starting point is the base budget for the 2017-18 financial year and indicative budgets for 2018-19 and 2019-20. Thus reflecting the current level of services provided by the Council and spending on its priorities.

5.3.24 The detailed budget for each of the three years covered by the Financial Plan will be refreshed based upon the outturn for 2016-17; monitoring up to 31 October 2017 and any other known changes that have arisen since last years detailed budgets were prepared. It is essential that the Council is diligent in reviewing its budgets and in particular any potential underspends or efficiency savings are identified.

5.4 Medium Term Financial Outlook

5.4.1 The Financial outlook for Local Government remains very uncertain from a funding perspective and in particular the future for business rates is far from clear.

5.4.2 The Chancellor of the Exchequer announced a series of major reforms to Local Government Finance on 5 October 2015. These included:-

- That by the end of the Parliament, local government will be able to retain 100% of local taxes – including all £26 billion of revenue from business rates.
- The government will abolish the Uniform Business Rate and give local authorities the power to cut business rates to boost economic activity in their areas.
- Local areas which successfully promote growth and attract businesses will keep all of the benefit from increased business rate revenues.
- The core grant from Whitehall will be phased out, and local government will take on new responsibilities.

5.4.3 The retention of 100% business rates was reaffirmed as part of that years Autumn Statement and further indicative measures outlined including:-

- The system of top-ups and tariffs which redistributes revenues between local authorities will be retained.
- The Uniform Business Rate will be abolished and any local area will be able to cut business rates as much as they like.
- The 100% retention of business rates will come with additional responsibilities and empower local authorities to deliver services in a way that is right for their area. For example, the government will consider transferring responsibility for funding the administration of Housing Benefit for pensioners, TfL's capital projects to local government and will also consult on options to transfer responsibility for funding public health.
- plans to consult on changes to the local government finance system including to rebalance support to those authorities with social care responsibilities.

5.4.4 A series of consultations have taken place since that date focusing on “Fair Funding: Needs and Distribution” and “Self Sufficient Local Government: 100% Business Rates Retention”. Joint working groups were established between the Local Government Association (LGA)/DCLG and CIPFA to progress the scheme

with the scheme to be implemented before the end of (the previous Administration) Parliament.

- 5.4.5 The Local Government Finance Bill 2016-17 was introduced to the House of Commons in January 2017 to provide the framework for the implementation of 100% Business Rates Retention. The Bill had reached Report Stage within the House of Commons, as part of its progress to Royal Assent, when the General Election was called and the Bill fell within that Parliament.
- 5.4.6 The Bill was expected to be resurrected under the new Government following the General Election but was not included in the legislative programme as detailed in the Queen's Speech.
- 5.4.7 Great uncertainty exists in relation to how, when and if the 100% Scheme will be introduced and the LGA are seeking clarification from Government on this. Although no specific reference was contained in the Chancellors Autumn Budget statement the Government stated it will continue to pilot additional business rates retention for councils across England.
- 5.4.8 Work in relation to Fair Funding, which will determine the needs allocation or core funding baselines for the new system, is still progressing. In relation to the latter it is evident this Review will undoubtedly see a movement in resources towards Adult Social Care that will impact upon the Business Rates Retained Baseline and the share of business rates growth between the County Council and the Borough.
- 5.4.9 Regardless of the above the greatest risk to the Council at present is its dependency on New Homes Bonus as detailed in paragraph 5.3.15 and the measures proposed in that paragraph will reduce that exposure .

5.5 Reserves and Balances

- 5.5.1 Reserves and Balances comprise the Council's general reserves, the working balance, and earmarked reserves. The general strategy for using unallocated reserves is that they are used to meet shortfalls in the net budget during the year. This is particularly important in the current economic circumstances when sources of income are particularly volatile.

The Working Balance

- 5.5.2 The General Fund balance at 1 April 2017 was £2.434 million. The Council's policy is to retain a minimum General Fund balance of 5.5% of net expenditure, or the calculated risk factor whichever is the greater to cover contingencies and emergencies. This is currently estimated to be a minimum of £0.639 million for 2018-19 rising to £0.659 million by 2020-21.
- 5.5.3 The projections as contained in this report indicate that £0.135 million and £0.529 million will be required to balance the budget in 2018-19 and 2019-20, however this is almost offset by anticipated contributions to Working Balances of £0.347 million and £0.266 million in 2017-18 and 2020-21 respectively. This effectively leaves a balance of £1.724 million, above the minimum requirement, to support the Revenue Budget.
- 5.5.4 The Chartered Institute of Finance and Accountancy (CIPFA) guidance states that a well-managed authority with a prudent approach to budgeting should be

able to operate with a relatively low level of general reserves and that, in assessing the level of reserves, the Section 151 officer should take into account the strategic, operational and financial risks facing the authority. **Appendix 4** highlights the risk areas that need to be taken into consideration when deciding on the minimum level of the General Fund balance.

Earmarked Reserves

- 5.5.5 The Council maintains a number of earmarked reserves which have been set aside for specific risks, for known future spending requirements or for specific projects.
- 5.5.6 Earmarked Reserves as at 31 March 2017, amounted to £9.041 million (excluding the business rates reserve) and based on the Financial Plan assumptions, are expected to reduce to £4.74 million by March 2021. The actual level will vary as the utilisation of Ring Fenced Grants and General Earmarked Reserves are approved over the duration of the Financial Plan. A full review is to be undertaken as part of the preparation of the 2018-19 and subsequent year's budget and will form part of Cabinets Budget recommendations.

5.6 Capital Programme 2017-18 – 2020-21

- 5.6.1 Council approved the current capital programme in February 2017 and the list of schemes included in the programme is set out in **APPENDIX 5** for information. The programme has been reviewed to reflect slippage from the 2016-17 financial year, as well as changes in circumstances that have impacted on schemes in the Programme.
- 5.6.2 No Provision has been made for any new schemes at this stage with the Capital Programme subject to detailed review as part of the Budget Process.
- 5.6.3 Potential available resources have increased as a result of the Mill Green Retail Outlet Centre and the anticipated receipt in relation to the Lease re Rugeley Leisure Centre. In accordance with the Draft Corporate Plan the receipts have been earmarked for a District Investment Fund, the use of which will only be committed following actual receipt.
- 5.6.4 The estimated level of uncommitted capital resources, before the inclusion of new schemes, as at 31 March 2021 is currently estimated to be £0.495 million (**APPENDIX 6**)
- 5.6.5 Currently uncertainty exists as to both the resource position and demand for disabled facilities grants from 2018-19. It is not known with any certainty when the announcement on Better Care Funding will be made and whether the existing passporting of funding back from Staffordshire County Council will continue and at what level.

6 Implications

6.1 Financial

The Financial Implications have been referred to through out the report. The outcome of the Local Government Finance settlement together with Potential

changes to the funding of Local Government will impact on the validity of the Financial Plan and hence the current plan can only be an interim statement.

The Financial Plan however represents the Financial Position of the Council based upon all known facts as at this date and is in line with assumptions of other councils; the Local Government Association and professional advisors within the Public Sector.

6.2 Legal

None

6.3 Human Resources

None

6.4 Human Rights Act

None

6.5 Section 17 (Crime Prevention)

None

6.6 Data Protection

None

6.7 Risk Management

A separate Appendix exists in relation to Risk Management with other references included throughout the report.

6.8 Equality and Diversity

The Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

7 Appendices to the Report

Appendix 1:	Draft Financial Plan – Revenue, December 2017
Appendix 2:	Revenue Known Variations to Approved Budget
Appendix 3:	Draft Financial Plan – Earmarked Reserves and Balances, December 2017
Appendix 4:	Working Balances – Financial Risks Facing the Authority
Appendix 5:	Capital Programme 2017-18 to 2020-21

Appendix 6: Draft Financial Plan – Capital Resources, December 2017

Previous Consideration

None

Background Papers

File available in Financial Services

ITEM NO. 6.

DRAFT FINANCIAL PLAN- REVENUE DECEMBER 2017

		2017-18	2018-19	2019-20	2020-21
		£'000	£'000	£'000	£'000
Line					
Nb.	Portfolio spending				
1	Base (Council 8 February 2017)	10,879	11,145	11,363	11,363
2	Pay inflation				107
3	Other inflation		35	35	224
4	Income				-140
5	Recharges				-56
6		10,879	11,180	11,398	11,498
7	Known variations	-208	9	-46	147
8		10,671	11,189	11,352	11,645
9	Investment Income/Technical Items	349	532	532	654
10	Net spending	11,020	11,721	11,884	12,299
	Financed By				
11	Formula Grant	-776	-384	54	54
12	Section 31 Grant	-41	-102	-102	-102
13	Business Rates Retention	-3,661	-3,929	-3,978	-4,903
14	Reserves	-140			
15	New Homes Bonus Grant	-974	-1,012	-1,087	-1,171
16	Special grant – Council Tax freeze				
17	Council Tax	-5,759	-6,047	-6,242	-6,443
18	Collection Fund	-16	-112		
19	Net financing	-11,367	-11,586	-11,355	-12,565
20					
21	Efficiency Requirement		135	529	
22	Surplus Ref to Working Balances	-347			-266

REVENUE KNOWN VARIATIONS TO APPROVED BUDGET

		2017-18	2018-19	2019-20	2020-21
		£'000	£'000	£'000	£'000
Line No.	Known Variations				
	<u>Approved Variations</u>				
1	Shared Services - SBC		-92	-92	-92
2	FRP Severances (Paid 2016/17)	-247			
3		-247	-92	-92	-92
	<u>Potential Variations</u>				
4	Actuarial Valuation				193
5	Income Variations	56	56	56	56
6	Insurance Renewal	-80	-80	-80	-80
7	Revenue Impact of Capital Programme	35	55		
8	Other	28	70	70	70
9		39	101	46	239
10	Total Known Variations	-208	9	-46	147
11	<u>Inflation</u>	0	35	35	135
	<u>Investment & Technical</u>				
12	Outturn provision	33	52	71	71
13	Capital financing				-12
14	Earmarked Reserve N-B		101	217	351
15	Net spending	-175	197	277	692
	Financed By				
	<u>Potential Variations</u>				
16	Inflation		-133	-133	-340
17	Business Rates Growth/ Tariff adj	-680	-233	354	-486
18	Government Funding				
19	Council Tax Base		-102	-106	-184
20	New Homes Bonus		-53	-44	-129
21	Collection Fund		-112		
22	Net financing	-680	-633	71	-1,139
23	Surplus Ref to Working Balances	-855	-436	348	-447
R1	As approved By Council	508	571	181	181
R2	Variations	-855	-436	348	-447
R3	Revised	-347	135	529	-266

DRAFT FINANCIAL PLAN - EARMARKED RESERVES AND BALANCES DECEMBER 2017

	01-Apr-17	01-Apr-18	01-Apr-19	01-Apr-20	01-Apr-21
	£000	£000	£000	£000	£000
Working Balances	606	606	639	642	658
Revenue surplus	1,828	2,174	2,006	1,473	1,723
Balances	2,434	2,780	2,645	2,115	2,381
Contingency	336	336	336	336	336
Building Mfce	441	241	241	241	241
Ring Fenced Grants	71	71	71	71	71
Section 106	1,130	871	871	871	612
Service Specific Grants	70	70	70	70	70
Commuted sums	215	200	185	170	155
Partner	181	181	181	181	181
Bond	182	204	224	244	264
Shared Services	358	358	358	358	358
Rollovers	429	0	0	0	0
Corporate	359	284	234	234	234
Service Capital	794	594	594	594	594
Service General	1,004	837	825	825	825
New Homes Bonus			101	319	670
Budget support	392	53	41	36	31
RCCO	3,119	2,802	180	1	0
Grants	4	98	98	98	98
Business Rates Equalisation	446	0	0	0	0
Earmarked Reserves	9,531	7,200	4,610	4,649	4,740

APPENDIX 4

Working Balance - Financial Risks facing the Authority		
RISK	Level of risk	Explanation of risk/justification for cover
Inflation	Medium	Inflation has been included in the Financial Plan in accordance with Government policy.
Investment interest	Medium	The amount earned depends on the prevailing interest rates and the level of cash balances held.
Major income sources:		
• Planning fees	Medium	Dependent on economic conditions.
• Land charges fees	Medium	Dependent on the housing market / basis of determining recoverable expenses/ proposed transfer to Land Registry.
• Car parking	Medium	Certain amount of volatility based on demand.
• Markets	Medium	Dependent on occupancy levels.
• Licensing	Low	Licensing income dependent on renewals.
• Cemeteries	Low	Dependant upon capacity of cemeteries.
Spending pressures:		
• Waste and recycling targets	Medium	The Council will need to reach recycling targets in order to maximise income from recycling credits and avoid penalties. Recycling Credit regime operated by County Council. The scheme is currently subject to review as part of the MTFS of the County Council.
Funding Sources		
• New Homes Bonus	Medium	Although allocations for 2018-19 can be predicted accurately, the future level of funding is dependant upon completions of new properties and how much of the New Homes Bonus is subject to top slicing within overall (Govern. Funding).
• Volatility in Business Rates	Medium	The Council will be exposed to volatility or reduction in its business rates due to the failure or temporary closure of a key industry and successful back dated appeals against Rateable Values. Although this gives councils greater freedoms and removes dependency on central funding it passes on greater risks core funding will reduce if Business Rates contracts.

<u>Appendix 5</u>			
<u>Capital Programme 2017-18 to 2020-21</u>			
	Total Programme	General Fund	Section 106
	£	£	£
HOUSING GF			
Private Sector Housing	135	135	-
Disabled Facility Grants	3,270	3,270	-
Affordable Housing	644	644	-
Total Housing General Fund	4,049	4,049	0
ENVIRONMENT			
Additional Cemetery Provision	984	984	-
Stile Cop Cemetery	6	6	-
Home Security Grants	180	180	-
Wheelie Bin Replacement	620	620	-
Replacement -Vehides- cleansing	400	400	-
Wolseley Road POS Improvements (s106)	20	-	20
Total Environment	2,210	2,190	20
CRIME & PARTNERSHIPS			
CCTV Social Alarms Relocation	100	100	-
CCTV	50	50	-
Total Crime & Partnerships	150	150	0
CULTURE AND SPORT			
Hechesford Park Improvements	79	69	10
Hechesford Signal Box	27	27	-
Stadium Development	1,713	1,500	213
Relocation Arthur Street Play Area (s106)	3	0	3
Multi Use Games Area, Laburnum Avenue (s106)	121	0	121
Refurbishment Heath Hayes Park/Pitch	115	0	115
Play Area - Refurbishment	63	63	-
Total Culture and Sport	2,121	1,659	462
ECONOMIC REGENERATION AND PLANNING			
Economic Development & Physical Assets	320	320	-
Engineering Training Facility	500	500	-
District Investment	5,770	5,770	-
Heritage Trail Bridge Rugeley	76	76	-
Total Economic Regeneration and Planning	6,666	6,666	-
TOWN CENTRE REGENERATION			
New Entrance Hall Cannock Market	45	45	-
Rugeley Pedestrian/Cycle Linkage (s106)	134	23	111
Bus Shelter Refurbishment	1	1	-
Lets Grow Grants	69	69	-
Total Town Centre Regeneration	249	138	111
CORPORATE IMPROVEMENT			
Civic Centre Car Park	450	450	-
Vehicle Workshop	500	500	-
Total Corporate Improvement	950	950	-
Capitilisation	555	555	-
TOTAL CAPITAL PROGRAMME	16,950	16,357	593

		APPENDIX 6
<u>DRAFT FINANCIAL PLAN - CAPITAL RESOURCES</u>		
<u>DECEMBER 2017</u>		
		2017-18 to 2020-21 £'000
	Portfolio spending	
	Environment	2,210
	Housing	4,049
	Culture & Sport	2,121
	Economic Development	6,666
	Health & Wellbeing	0
	Crime & Partnerships	150
	Corporate Improvement	950
	Town Centre Regeneration	249
	Capitilisation Requirement	555
	Total Expenditure	16,950
	Financed By	
	Balance B./fwd.	-6,860
	Cap Receipts	-6,626
	Joint Investment Programme	-1,570
	Grants	-3,192
	Section 106	-75
	Total Financing	-18,323
	Balance C./fwd.	-1,373
	Less Section 106	901
	Net Balance Available	-472

Report of:	Head of Housing & Partnerships
Contact Officer:	Nirmal Samrai
Telephone No:	01543 464210
Portfolio Leader:	Economic Development and Planning
Key Decision:	No
Report Track:	Cabinet: 14/12/17

CABINET
14 DECEMBER 2017
HAWKS GREEN DEPOT - VEHICLE WORKSHOP REPLACEMENT ROOF
APPLICATION FOR PERMISSION TO SPEND

1 Purpose of Report

- 1.1 To seek Cabinet approval to spend in relation to the Hawks Green Depot, Vehicle Workshop replacement roof and essential works funded from an allocation of £70,000 from the General Fund Capital Programme.

2 Recommendations

- 2.1 That Cabinet grants permission to spend £70,000 on a replacement roof and essential works on the Vehicle Workshop located at Hawks Green Depot.

3 Key Issues and Reasons for Recommendation

- 3.1 The Council's Vehicle Workshop requires extensive essential building works to the roof and structure in order to make it fully safe and operational. The works are estimated to cost in the region of £65,000 to £70,000.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:
- **Customers** – the Vehicle Workshop has an established internal and external customer base which includes the provision of a Public MOT Station and carries out statutory taxi testing on behalf of the Councils' Environmental Health Licencing Section.
 - **Cleaner & Safer Environments** – the Councils fleet of vehicles is well maintained and engineering works undertaken

- **More & Better Housing** – the Councils Maintenance Team Vehicles are well maintained ensuring that a responsive repairs service is delivered 24 hours per day 365 days per year.

5 Report Detail

5.1 The Council’s Vehicle Workshop Roof is in need of replacement, the cost of works is estimated to be in the region of £65,000 to £70,000 and there is sufficient budget available in the General Fund Capital Works Programme to undertake this work.

6 Implications

6.1 Financial

Budgetary provision of £500,000 exists within the Capital programme in relation to the Vehicle Workshop. Once these works are completed the balance of the scheme funding will be available to fund other capital programme works.

6.2 Legal

Full / Partial failure of the originally roofing system	<ul style="list-style-type: none"> • Full or partial failure of the original roofing system may have a significant impact upon health and safety of employees and members of the public and/or could cause damage to nearby property and/or Council/Private equipment/vehicles; resulting in serious litigation against the Council.
DVSA Closure of MOT Facility due to crash deck	<ul style="list-style-type: none"> • The DVSA have the right to withdraw the Council’s MOT Test Centre status due to the restrictions the scaffolding standards place on the official testing areas. • Loss of the Council’s MOT Test Centre status would have a significant impact upon the vehicle workshops financial position and the Council’s professional and public reputation.

6.3 Human Resources

None.

6.4 Section 17 (Crime Prevention)

None.

6.5 Human Rights Act

None.

6.6 Data Protection

None.

6.7 Risk Management

Full Roof Collapse (causing injury and/or damage)	<ul style="list-style-type: none"> • HSE legal action being taken against the Council and its Director/s • Civil action being taken against the Council by employees / members of the public • Loss of vehicle workshop facility – financial and service impact • Legal Compliance (Operators Licence) • Closure of the Council's MOT Test Station
Partial Roof Failure	<ul style="list-style-type: none"> • Water damaging fixed MOT testing equipment, plant and tools • Loss of part of the facility – entire bays / MOT testing facility • Loss of vehicle workshop facility – financial and service impact • Legal Compliance (Operators Licence)

6.8 Equality & Diversity

None.

6.9 Best Value

None.

7 Appendices to the Report

None

Previous Consideration

None

Background Papers

None

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Report of:	Head of Housing & Partnerships
Contact Officer:	Rhiannon Holland
Telephone No:	01543 464526
Portfolio Leader:	Town Centre Regeneration
Key Decision:	No
Report Track:	Cabinet: 14/12/17

CABINET
14 DECEMBER 2017
CANNOCK INDOOR MARKET HALL

1 Purpose of Report

- 1.1 To advise Cabinet of the impact on Cannock Indoor Market Hall of the savings options implemented as a result of the Council's Financial Recovery Plan, and;
- 1.2 To consider a request by Cannock Indoor Market Traders for further discount on stall rents for existing and new stall holders.

2 Recommendations

- 2.1 That Cabinet:
 - (i) note the impact of the savings options on Cannock Indoor Market Hall, and
 - (ii) note the existing rental discounts given to new and existing traders, together with the current income received from Cannock Market Hall, and consider whether or not a further discount is awarded.

3 Key Issues and Reasons for Recommendation

- 3.1 At its meeting on 22 September 2016 Cabinet considered a range of savings options relating to the Council's Financial Recovery Plan and made a decision to go out to public consultation on a number of them including options relating to Cannock Market Hall.
- 3.2 Following a review of the public consultation results Cabinet met on 15 December 2016 and agreed a draft budget that included the following proposals:
 - (i) An increase of 3% in Cannock Market Hall Fees;
 - (ii) An increase in Cannock Market Hall trading days from 3 days/week to 4 days/week;
 - (iii) Creation of a new entrance and additional stalls at Cannock Market Hall utilising vacant shop unit 1 Market Hall Precinct.

- 3.3 The increase in stall fees and increase in trading days were implemented on 1 April 2017 with Thursday becoming a trading day in addition to Tuesday, Friday and Saturday.
- 3.4 Whilst there were few objections from existing traders to the increase in stall rents which had not been increased for a number of years, the majority of existing traders were against the increase in the number of trading days. The immediate result of the changes was that 24% of existing traders left the market Hall at the end of March 2017 which resulted in a 29% drop in the number of open stalls. However some of the stallholders that left were senior in years and were already contemplating retirement prior to the implementation of Council's decision.
- 3.5 The creation of the new entrance off Littleton Square, incorporating four new stalls, was completed in time for a Cannock Indoor Market relaunch event on 19 May 2017. New bright and welcoming signage has also been installed at all of the market entrances raising the profile of the Market Hall within the town centre.
- 3.6 Marketing and promotion of the Market Hall is ongoing and the attraction of new traders is a priority. The Council currently offers the following discounts to new traders:
- Food traders - 50% rent discount for their first six months of trading;
 - Non food traders – 25% discount for their first six months of trading
- In addition, existing traders have been encouraged to work with the Council using their own stalls to generate a positive and vibrant atmosphere within the Market Hall.
- 3.7 Notwithstanding officers' commitment to marketing and promotion of the Market Hall there has been very little interest from prospective new traders. Where potential new traders have expressed an interest the reasons given for not taking a stall include the number of vacant stalls within the Market Hall. The proportion of vacant stalls has consistently been greater on a Thursday (the additional trading day) as a number of existing traders declined to attend the Market Hall on the additional day. The traders in question were charged rent for the stall whether or not they opened for trade on a Thursday however this proved insufficient to persuade them to open for trade.
- 3.8 Following a meeting with the indoor market traders in July it was agreed that, for a period of six months, traders would receive a rent free day on a Thursday provided that they opened their stall for business. This equates to a 25% rent discount. Traders that still fail to trade on a Thursday pay full rent. The justification for the grant of the discount to existing traders was to achieve the same level of occupancy on Thursdays as on the other market days. Unfortunately there are still two traders within the Market Hall that do not open for trade on a Thursday.
- 3.9 There has been no noticeable increase in rental arrears in respect of the indoor market since the implementation of the savings options. However the indoor market traders consider the additional trading day to be a significant threat to the viability of their businesses and to the future of the Indoor Market and they ask

that the Council give them further rent discounts above the 25% discount described in paragraph 3.8 above.

- 3.10 The Market Hall footfall figures have been analysed for the six month period since the implementation of the savings options and compared to the footfall figures for the same period in the year before when the Market enjoyed an average 85% occupancy level. The figures demonstrate that from 1 April to 30 September 2017 there has been a 10% reduction in footfall into the market since the same period last year. However the footfall figures for the same time period in 2016 show a reduction of 16% over the same period in 2015. There is no evidence therefore that the decline in footfall is attributable solely to the implementation of the savings options.
- 3.11 Due to the loss of stallholders as a result of the additional trading day being implemented the rental income received by the Council from the Market Hall has reduced considerably. In financial year 2016/17 the shortfall of actual income compared to target income was 9.2%. Based on income received during the first six months since implementation of the savings options the forecast shortfall in income compared to target income will be 33.6%. The grant of further rent discounts to existing and/or new traders will result in a greater loss of income to the Council. Whilst the Market Hall is still forecast to be in profit by the end of this financial it will be less than half the profit achieved by the Market Hall in the previous financial year.

4 Relationship to Corporate Priorities

- 4.1 This report relates to the following Council Corporate Priorities:

Better jobs and Skills – supporting attractive and competitive town centres

Customers – Delivering Council services that are customer centred and accessible

5 Report Detail

- 5.1 At its meeting on 22 September 2016 Cabinet considered a range of savings options relating to the Council's Financial Recovery Plan and made a decision to go out to public consultation on a number of them including options relating to Cannock Market Hall.
- 5.2 The public consultation ran for a period of 6 weeks from 26 September to 6 November 2016. A total of 829 responses were received from online, paper and telephone surveys. In addition four public meetings were held with 91 members of the public in attendance.
- 5.3 Following a review of the public consultation results Cabinet met on 15 December 2016 and agreed a draft budget that included the following proposals:
- (i) An increase of 3% in Cannock Market Hall Fees;
 - (ii) An increase in Cannock Market Hall trading days from 3 days/week to 4 days/week;

(iii) Creation of a new entrance and additional stalls at Cannock Market Hall utilising vacant shop unit 1 Market Hall Precinct.

5.4 Whilst there were few objections from existing traders to the increase in stall rents, which had not been increased for a number of years, the majority of existing traders were against the increase in the number of trading days. The immediate result of the changes was that 24% of existing traders left the Market Hall at the end of March 2017 which resulted in a 29% drop in the number of open stalls. However some of the stallholders that left were senior in years and were already contemplating retirement prior to the implementation of Council's decision.

5.5 Over the last 4 years Cannock Indoor Market has suffered a gradual decline in occupancy from an average of 90.3% in financial year 2013/14 to an average of 85% in 2016/17. The implementation of the savings option to increase trading days from 3 days/week to 4 days/week reduced the occupancy level which is currently at 54%.

5.6 The creation of the new entrance off Littleton Square, incorporating four new stalls, was completed in time for a Cannock Indoor Market relaunch event on 19 May 2017. New bright and welcoming signage has also been installed at all of the market entrances raising the profile of the Market Hall within the town centre.

5.7 Marketing and promotion of the Market Hall is ongoing and the attraction of new traders is a priority. The Council currently offers the following discounts to new traders:

- Food traders - 50% rent discount for their first six months of trading;
- Non food traders – 25% discount for their first six months of trading

In addition, existing traders have been encouraged to work with the Council using their own stalls to generate a positive and vibrant atmosphere within the Market Hall.

5.8 Notwithstanding the improvement works to raise the profile of the Market Hall within the town centre, together with officers' commitment to marketing and promotion of the Market Hall, new stall enquiries have dropped since the drop in occupancy level of the Market Hall. This might be attributable to the vacancy rate putting off potential stall holders or it might be attributable to the fact that over the last few years the demographic of the traders and types of trades has undergone a gradual change. Food stalls are declining in number with little interest from new food traders. There is however one new food trader currently trading in the Market Hall on four days a week selling fresh fruit and vegetables.

5.9 Many of the longstanding traders who retired were speciality trades (eg. wool, upholstery, net curtains, butcher) but the majority of new enquiries come from people seeking to offer more generic trade (eg. gifts, household goods etc.) and are often start up businesses for people that have little or no experience in the retail sector. Only one further trader has taken a stall in the Market Hall since 1st April (a will writer) but he left again after six weeks.

5.10 Where potential new traders have expressed an interest the reasons given for not taking a stall include the number of vacant stalls within the Market Hall.

The proportion of vacant stalls has consistently been greater on a Thursday (the additional trading day) as a number of existing traders declined to attend the Market Hall on the additional day. The traders in question were charged rent for the stall whether or not they opened for trade on a Thursday however this proved insufficient to persuade them to attend.

- 5.11 Following a meeting with the indoor market traders in July it was agreed that, for a period of six months, traders would receive a rent free day on a Thursday provided that they opened their stall for business. This equates to a 25% rent discount. Traders that still fail to trade on a Thursday pay full rent. The justification for the grant of the discount to existing traders was to achieve the same level of occupancy on Thursdays as on the other market days.

Unfortunately there are still two traders within the Market Hall that do not open for trade on a Thursday.

- 5.12 There has been no noticeable increase in rental arrears in respect of the indoor market since the implementation of the savings options. However the indoor market traders consider the additional trading day to be a significant threat to the viability of their businesses and to the future of the Indoor Market and they ask that the Council give them further rent discounts above the 25% discount described in paragraph 3.8 above.

- 5.13 The Market Hall footfall figures have been analysed for the six month period since the implementation of the savings options and compared to the footfall figures for the same period in the year before when the Market enjoyed an average 85% occupancy level. The figures demonstrate that from 1 April to 30 September 2017 there has been a 10% reduction in footfall into the market since the same period last year. However the footfall figures for the same time period in 2016 show a reduction of 16% over the same period in 2015. There is no evidence therefore that the decline in footfall is attributable solely to the implementation of the savings options.

- 5.14 Due to the loss of stallholders as a result of the additional trading day being implemented the rental income received by the Council from the Market Hall has reduced considerably. In financial year 2016/17 the shortfall of actual income compared to target income was 9.2%. Based on income received during the first six months since implementation of the savings options the forecast shortfall in income compared to target income will be 33.6%. The grant of further rent discounts to existing and/or new traders will result in a greater loss of income to the Council. Whilst the Market Hall is still forecast to be in profit by the end of this financial it will be less than half the profit achieved by the Market Hall in the previous financial year.

6 Implications

6.1 Financial

The financial implications have been referred to throughout the main body of the report. The income received during the first 6 months of the last two financial years is summarised in the table below:

	2016-17	2017-18	Net Decrease
	£	£	£
April	14,987	13,967	1,020
May	22,936	17,761	5,175
June	9,113	11,316	2,203
July	13,324	12,960	364
August	19,569	13,048	6,521
September	13,845	9,663	4,182
Total	93,774	78,715	15,059
3% Rent Increase - Adjust		2,363	2,363
Total	93,774	81,078	12,696
Actual / Estimated Outturn	190,758	162,156	28,602
Budget	210,000	244,180	34,180
Actual / Estimated Shortfall	19,242	82,024	
Nb Budget Target 2018-19		267,240	

The estimated effect of the Policy Option, ignoring the 3% increase in fees, shows a reduction in actual income of £12,696 for the first half of 2017-18 and an estimated reduction of £28,002 for the year.

The estimated shortfall for the year compared to the budget is £82,024 for 2017-18 compared to £19,242 for 2016-17.

Additionally, the Savings Option increased the income target for 2017-18 by £34,180 however this was only a part year effect; the full year effect in 2018-19 is an income target of £267,240, an additional £23,060 increase.

The reasons for the reductions in income have been explained in the main body of the report.

There is nothing to suggest that by agreeing to grant the Market Traders further discounts on stall rents, over and above those already referred to, would result in additional take up of vacant stalls. Indeed, the granting of further rent discounts

to existing and/or new traders would result in a greater loss of income to the Council over and above the £82,024 loss estimated in the table above.

As referred to in para 5.12 “*there has been no noticeable increase in rental arrears in respect of the indoor market since the implementation of the savings options. However the indoor market traders consider the additional trading day to be a significant threat to the viability of their businesses and to the future of the Indoor Market.*”

As referred to in paras 3.5 to 3.7 a considerable amount of effort and resources have gone into increasing the desirability of Cannock Indoor Market with very little interest from prospective new traders, indeed new stall enquiries have dropped in the recent months.

In conclusion the impact of the savings option has worsened the financial position of the Market. However, Markets across the District and in general have also continued to decline. The reduction in income achieved by all of the markets within the District and the resultant gap created in the balanced budget will need to be addressed as part of the budget process currently being undertaken.

6.2 Legal

None

6.3 Human Resources

None

6.4 Section 17 (Crime Prevention)

None

6.5 Human Rights Act

None

6.6 Data Protection

None

6.7 Risk Management

None

6.8 Equality & Diversity

None

6.9 Best Value

See above

7 Appendices to the Report

None

Previous Consideration

None

Background Papers

None

Report of:	Head of Economic Development
Contact Officer:	Mrs C Eggington
Telephone No:	01543 464326
Portfolio Leader:	Economic Development and Planning
Key Decision:	No
Report Track:	Cabinet: 14/12/17

CABINET
14 DECEMBER 2017
PROPOSED AMENDMENTS TO THE SCHEME OF DELEGATIONS FOR
NEIGHBOURHOOD PLANNING AND
SUPPLEMENTARY PLANNING DOCUMENTS

1 Purpose of Report

- 1.1 To consider amending the Council's Scheme of Delegations to delegate to the Head of Economic Development the taking of all steps in the preparation of a Neighbourhood Plan except for the final making (adoption) of a Neighbourhood Plan by the Council.
- 1.2 In addition, to consider amending the Scheme of Delegations to include reference to Supplementary Planning Documents.

2 Recommendations

That:

- 2.1 Cabinet delegates to the Head of Economic Development the taking of all steps in the preparation of a Neighbourhood Plan except for the final making (adoption) of a Neighbourhood Plan by the Council and that the Council's Scheme of Delegations be amended by the insertion of a new paragraph stating this.
- 2.2 The Scheme of Delegations paragraph 26.5.20 be amended to say 'To make non-substantive amendments to adopted Supplementary Planning Documents (SPDs) in consultation with the Economic Development and Planning Portfolio Leader.'

3 Key Issues and Reasons for Recommendation

- 3.1 Neighbourhood Planning is a way in which communities can shape the future of the places where they live and work. Neighbourhood Planning allows communities – should they wish to do so - to set planning policies through a Neighbourhood Plan or grant planning permission through a Neighbourhood Development Order or Community Right to Build Order. Neighbourhood Plans

cannot be used to prevent or stifle development and must meet a number of Basic Conditions¹ which include being in broad conformity with the Local Plan. They must be independently examined to ensure they conform to the relevant conditions and are then subject to referendum. Should the vote be in favour of the plan, then this can be made (adopted) by the Local Authority and it then becomes part of the Development Plan and thus a material consideration in decision making for planning applications.

- 3.2 The Council has a statutory duty to support Neighbourhood Plans. Their production involves a number of formal stages, some of which require formal action by the Council to some strict deadlines, many of which are not likely to be achievable taking into account committee cycles and lead-in times. Further detail is set out in Section 5 of this report, but in order to ensure that the Council fulfils its legal obligations it is considered necessary that responsibility for these key functions, with the exception of the final making (adoption) of the plan, is delegated to the Head of Economic Development in consultation with the Economic Development and Planning Portfolio Leader.
- 3.3 Cannock Chase District currently has two Neighbourhood Plans in preparation: Hednesford Neighbourhood Plan, which has reached the formal, statutory consultation stages, and Brereton and Ravenhill which is in the early stages of formulation.
- 3.4 In relation to Supplementary Planning Documents, section 26.5.20 of the current Scheme of Delegations refers very specifically to the delegated powers of the Head of Economic Development to make any further minor amendments to the Design SPD in consultation with the Economic Development and Planning Portfolio Leader. There are other SPDs produced by the Planning Policy service so for the purposes of consistency it would be pragmatic to update the wording to state 'to make non substantive amendments to adopted SPDs in consultation with the Economic Development and Planning Portfolio Leader.'

4 Relationship to Corporate Priorities

- 4.1 This report relates to the following Council Corporate Priorities:
- **Better Jobs and Skills:** Economic Growth is at the heart of the national planning agenda and Local Plan Part 1 set the strategic context to enable more detailed local policy and site allocations to be developed through Local Plan Part 2, and the development of an Area Action Plan for Cannock Town Centre. This work can be complemented by Neighbourhood Plans and Supplementary Planning Documents where applicable.
 - **More and Better housing:** Neighbourhood Plans can enable sites to be allocated or appropriate growth supported to ensure that housing delivery

¹Must have regard to national policies and advice; must contribute to the achievement of sustainable development; must be in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area); must be compatible with, EU obligations; must meet prescribed conditions. For Orders only – must have special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses; must have special regard to the desirability of preserving or enhancing the character or appearance of any conservation area.

meets our local targets and complies with local policy to ensure local needs are met. Supplementary Planning Documents add further detail to policies and can help ensure good quality development supported by the right infrastructure.

- **Cleaner and Safer Environments:** environmental protection and enhancement, including crime reduction through safer design is a key aim of the Local Plan and other supporting planning policy including Neighbourhood Plans and Supplementary Planning Documents.
- **Better Health Outcomes:** planning policy, including that developed through Neighbourhood Plans and Supplementary Planning Documents enables decisions to be made which improve the health of local communities for example setting standards for access to – and type of – open space, sport and recreation, provision and protection of community services and facilities and supporting the retention and development of infrastructure (eg cycleways, public transport, health centres etc) which contribute to improved health and wellbeing.

5 Report Detail

Neighbourhood Plans

- 5.1 Neighbourhood Planning is one of the provisions of the 2011 Localism Act (as amended). The Council has a statutory duty to support Neighbourhood Plans pursuant to Section 61G(5) and the Town and Country Planning Act 1990 as applied to Neighbourhood Plans by Section 38A of the Planning and Compulsory Purchase Act 2004 and the Neighbourhood Planning Regulations 2012 (as amended). This duty includes designating Neighbourhood Areas, publicising submitted plan proposals, arranging the independent examination, running the referendum and – should there be a majority (50%+1) ‘yes’ vote – making (adopting) the Neighbourhood Plan within 8 weeks of the date of the poll being announced to ensure it becomes part of the Development Plan for the District.
- 5.2 Neighbourhood Plan production is an optional choice for communities. In parished areas, they are produced by the Qualifying Body ie the Parish or Town Council. In non-parished areas the Regulations allow for the establishment of Neighbourhood Forums to enable such plans to be prepared. National Planning Practice Guidance sets out further information and an explanation of the key stages along with the relevant links to the legislation: <https://www.gov.uk/guidance/neighbourhood-planning--2>
- 5.3 The key stages of Neighbourhood Planning - and hence to which the Scheme of Delegations will apply - are set out below. The exception to this is the final making (adoption) of the plan which will remain a decision of Council and this stage is set out in **bold**):
- Designation of a Neighbourhood area: the Local Authority must do this within 8 weeks where the application is made by a Parish Council and follows those parish boundaries.

- Regulation 14 consultation: this six week consultation stage is run by the community preparing the plan (the Local Authority has a duty to advise and guide the community while the plan is being prepared in the run-up to this consultation stage, to help them ensure that it conforms to the Local Plan and complies with other statutory matters such as the requirement for Strategic Environmental Assessment for example). The Council is a consultee in this process and would submit its representations to the qualifying body (the organisation preparing the plan) as it would do to any other consultation.
- Regulation 16 Consultation. The community submits its draft plan to the Local Authority which needs to be satisfied that the plan complies with the relevant legislation. Provided this is the case, the Local Planning Authority must then consult 'as soon as possible' for a period of no less than six weeks and invite representations and notify the Consultation Bodies.
- The Local Authority must appoint an independent examiner (to be agreed with the Qualifying Body): the plan and accompanying documents and the representations must be submitted to the appointed examiner as soon as possible after the Regulation 16 consultation is complete. The examiner undertakes the examination and then issues a report to the Local Planning Authority and Qualifying Body.
- The Local Planning Authority publishes the report.
- The Local Planning Authority considers the report and reaches its own view². It has five weeks³ from the date the examiner's report is received to make a decision on whether to send the plan to referendum⁴
- On making its decision, the Council must then produce an Information Statement. It has 56 days to hold a referendum⁵ unless it agrees otherwise with the Qualifying Body or where it can be held on the same day as another poll (which extends the 56 day deadline to 65 days)⁶.
- Those eligible to vote have the opportunity to vote 'yes' or 'no' to the question 'Do you want Cannock Chase Council to use the Neighbourhood Plan for (insert name of Neighbourhood Area) to help it decide planning applications in the Neighbourhood Area?'
- **If the majority of the turnout votes in favour then Cannock Chase Council must make (adopt) the Neighbourhood Plan within eight weeks⁷ of the results of the poll being announced.**

² Except in the case of Community Right to Build orders where the report is binding

³ As required by the Neighbourhood Planning (General) and Development Management Procedures (Amendment) Regulations 2016.

⁴ There is some limited flexibility afforded by the legislation if agreement can be reached with the Town / Parish Council

⁵ In accordance with the Neighbourhood Planning (Referendum) Regulations 2012 (as amended).

⁶ Neighbourhood Planning (Referendums) Amendment Regulations 2016

<http://www.legislation.gov.uk/ukdsi/2016/9780111147757>

⁷ As required by the Neighbourhood Planning (General) and Development Management Procedures (Amendment) Regulations 2016.

- Subject to the decision to make (adopt) the Neighbourhood Plan, the District Council will need to publish the Decision Statement online and provide the decision statement to the Qualifying Body and anyone else who asked to be notified. The Neighbourhood Plan will be published online and prescribed persons notified accordingly.
- 5.4 The timescales set by the amended regulations are challenging and have been designed so in order to speed up the Neighbourhood Planning process across the country, hence the need to introduce Neighbourhood Planning into the Scheme of Delegations to ensure the Council is fulfilling its legal duties. However, by the time the decision to make (adopt) the plan is required, the Neighbourhood Plan will have been through several stages (including independent examination) to make sure it is legally compliant and meets the Basic Conditions, one of which is that it should be in broad conformity with the Local Plan.
- 5.5 For clarity it is considered that the definition of Neighbourhood Planning for the Scheme of Delegations should include all aspects of Neighbourhood Planning as set out in the Neighbourhood Planning (General) Regulations 2012 (as amended) which also includes Neighbourhood Development Orders and Community Right to Build Orders (should either be forthcoming in the District at some point in the future).

Supplementary Planning Documents

- 5.6 In terms of Supplementary Planning Documents, section 26.5.20 of the current Scheme of Delegations refers very specifically to the delegated powers of the Head of Economic Development to make any further minor amendments to the Design SPD in consultation with the Economic Development and Planning Portfolio Leader. There are other SPDs which have either been produced by the Planning Policy service (eg the Developer Contributions SPD) or which are in train (eg Rugeley Power Station SPD) so for the purposes of consistency it would be pragmatic to update the wording to state 'to make non substantive amendments to adopted SPDs in consultation with the Economic Development and Planning Portfolio Leader.'

6 Implications

6.1 Financial

Any costs associated with the proposed amendments to the Scheme of Delegations will be contained within existing approved budgets

Additionally, the government provides grants to support councils in meeting their statutory duties and £5,000 can be claimed per designated Neighbourhood Area, up to a maximum of five designations. A further £20,000 can be claimed after a successful referendum has been held (there is no limit on the number of Neighbourhood Plans this relates to).

6.2 Legal

Legal matters are set out throughout the report.

6.3 Human Resources

Neighbourhood Plans can be complex and time consuming. Work on these is currently absorbed by the Planning Policy team and without further dedicated human resources to Neighbourhood Planning being available other work programmes may need to be realigned to ensure that the Council is meeting its statutory duties as set out in the main body of this report. As the early stages of Neighbourhood Planning are driven by communities it can be difficult to plan for and predict likely timescales although there is more certainty once a plan reaches the Regulation 16 stage and beyond as these are the aspects of the process which are in the District Council's control (but still noting that the time a plan can be with an examiner can vary greatly depending on the issues the plan covers). The Local Authority has to be reactive to the timescales being set by others (ie the Qualifying Body in the early stages of plan making and the examiner in the later stages).

6.4 Section 17 (Crime Prevention)

There are no Crime Prevention implications specifically in the report.

6.5 Human Rights Act

The extensive consultation procedures provided for by the Planning & Compulsory Purchase Act 2004 cover human rights matters in terms of the Development Plan.

6.6 Data Protection

No issues arising directly as a result of this report although the Council has a duty to undertake specific duties in relation to Neighbourhood Planning, to which data protection legislation applies (e.g. consultation processes, referendum).

6.7 Risk Management

The timescales set by the amended regulations are challenging and have been designed so in order to speed up the Neighbourhood Planning process across the country, hence the need to introduce Neighbourhood Planning into the Scheme of Delegations to ensure the Council is fulfilling its legal duties. However, by the time the decision to make (adopt) the plan is required, the Neighbourhood Plan will have been through several stages (including independent examination) to make sure it is legally compliant and meets the Basic Conditions, one of which is that it should be in broad conformity with the Local Plan.

The National Planning Practice Guidance supports the use of delegated powers (Paragraph 023 Reference ID 41-023-20140306)

<https://www.gov.uk/guidance/neighbourhood-planning--2>

6.8 Equality & Diversity

No issues specifically arising from this report, however the Development Plan itself (and related documents) are subject to Equality Impact Assessment. Compliance with EU legislation (which includes equality and diversity) is a requirement of the Basic Conditions which a Neighbourhood Plan must meet.

6.9 Best Value

There are no Best Value implications arising directly as a consequence of this report.

7 Appendices to the Report

None

Previous Consideration

None

Background Papers

Legislation and National Planning Practice Guidance as referenced throughout the report

Local Plan Part 1 (adopted June 2014)

Design SPD (adopted April 2016)