



# MINUTES RECORD

FOR MEETINGS OF  
CABINET, COMMITTEES,  
SUB-COMMITTEES AND  
PANELS HELD BETWEEN:

**12 FEBRUARY AND  
30 MARCH, 2018**

This Record contains the minutes of meetings of Cabinet, Committees, Sub-Committees and Panels held between 12 February and 30 March, 2018.

Any minutes contained within this Record which have not yet been approved as a correct Record by the relevant body are clearly marked as DRAFT (once approved, any such minutes shall not be included in a future edition of the Record, but will be published on the Council's website).

**Any Member who wishes to ask a question or make a comment on any item in the Record at the Council meeting must give written notice to the Managing Director at least 3 clear working days before the start of the meeting, giving the minute number of the item and setting out clearly the question to be asked or comment to be made.** Questions may be asked of the Leader, Cabinet member who holds the relevant portfolio, or the Chairman of the relevant meeting. Comments and questions shall be confined to the subject matter of that item.

(N.B. For a normal Council meeting held on a Wednesday the deadline is 5:00pm on the previous Thursday.)

A maximum of 10 questions or comments will be permitted for each meeting and no Member may submit more than 2 questions or comments for each Council meeting. Questions and Comments will be accepted in the order in which they are received.

A written response from the Leader, Cabinet Member or Chairman will be compiled. A document containing all questions and comments together with the responses will be circulated to all Members at or before the commencement of the Council meeting. For the avoidance of doubt, the response may be that the person declines to give a response to the question or comment.

The person chairing the Council meeting will call each of the Members who have submitted a question or comment in the order in which they appear in the document and that Member may ask a supplementary question or make a supplementary comment confined to the subject matter or the original question or comment or the content of the response. The Leader, Cabinet Member or Chairman who gave the original response may answer the supplementary question or respond to the supplementary comment but there shall be no further questions, comments or discussion.

This Rule is not intended to restrict Members access to information or to restrict their ability to ask questions or seek information by other means or at other times. Members should before using this Rule contact the Leader, Cabinet Members or the Chairmen of Committees or Officers to ask questions or seek information. Any questions or comments received after the deadline or which exceed the number allowed under this Rule will be passed to the appropriate person but will not be circulated at the Council meeting.

Any recommendations of the Cabinet, Committees, Sub-Committees, Panels or Forums which requires a decision by Council shall be considered as a separate agenda item on the Council agenda. Any questions or comments in relation to such an item will be taken with that item.

## CONTENTS

### PART ONE MINUTES:

Meeting	Date	Minute Numbers	Page Numbers	Status (Draft / Final)
Planning Control Committee	Wednesday 14 February	98 – 106	48 – 51	Final
Planning Control Committee	Wednesday 7 March	107 – 115	52 – 54	Final
Cabinet	Thursday 8 March	86 – 92	59 – 60	Draft
Customers & Corporate Scrutiny Committee	Monday 12 March	13 – 17	10 – 12	Draft
Housing, Crime and Partnerships Scrutiny Committee	Thursday 22 March	18 – 24	10 – 13	Draft
Health, Culture and Environment Scrutiny Committee	Monday 26 March	19 – 26	13 – 18	Draft
Audit & Governance Committee	Tuesday 27 March	28 – 36	14 – 17	Draft
Planning Control Committee	Wednesday 28 March	116 – 122	55 – 58	Draft

### PART TWO MINUTES:

Meeting	Date	Minute Numbers	Page Numbers	Status (Draft / Final)
Cabinet	Thursday 8 March	93	61	Draft

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# **PART 1**

# **MINUTES**

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**CANNOCK CHASE COUNCIL**

**MINUTES OF THE MEETING OF THE**

**PLANNING CONTROL COMMITTEE**

**WEDNESDAY 14 FEBRUARY, 2018 AT 3:00 P.M.**

**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 1**

PRESENT:

Councillors

Cartwright, Mrs. S.M. (Chairman)

Pearson, A.R. (Vice-Chairman)

Allen, F.W.C.

Lea, C.I.

Cooper, Miss J.

Smith, C.D. (substitute)

Hoare, M.W.A.

Todd, Mrs. D.M.

Kraujalis, J.T.

**98. Apologies**

Apologies for absence were received from Councillors A. Dean, A. Dudson, M.R. Grocott, D.J. Snape, P.A. Snape and M. Sutherland.

Notification had been received that Councillor C.D. Smith would attend as substitute for Councillor D.J. Snape.

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

There were no declarations of interests submitted.

**100. Disclosure of lobbying of Members**

All Members present, with the exception of Councillor A. Pearson, declared that they had been lobbied in respect of Application CH/17/237, Land at the Academy Early Years Childcare (Former Talbot Inn Public House), Main Road, Rugeley, WS12 1EE – full demolition of the existing former academy/public house and associated buildings and the erection of a replacement office building with mixed D1/B1 use.

**101. Minutes**

RESOLVED:

That the Minutes of the meeting held on 24, January, 2018 be approved as a correct record.

## 102. Members' Requests for Site Visits

None

## 103. Application CH/17/237, Land at the Former Academy Early Years Childcare (Former Talbot Inn), Main Road, Rugeley – Demolition of the existing former academy/public house and associated buildings and the erection of a replacement office building with mixed D1/B1 use

Consideration was given to the report of the Development Control Manager (Item 6.1 – 6.57 of the Official Minutes of the Council).

Prior to the consideration of the application representations were made by Paul Fisher who was objecting to the application and Ben Davis who was speaking in support of the application on behalf of the applicant.

RESOLVED:

That the application which was recommended for approval be refused for the following reasons:

1. The proposal would result in the loss of a building of special local architectural and historic interest, which is the third oldest building in the parish of Brereton and Ravenhill, is listed as being a building of importance in the Brereton and Ravenhill Parish Plan, and which makes a positive contribution to the character and appearance of the Brereton Conservation Area and the setting of the adjacent listed buildings. As such the proposed demolition would result in harm to the visual amenity of the area and substantial harm to significance of these designated heritage assets contrary to Policy CP15 of the Cannock Chase Local Plan (Part 1).
2. In accordance with Paragraph 133 of the National Planning Policy Framework any proposal leading to substantial harm to the significance of a designated heritage asset should not be granted consent unless it can be demonstrated that that the substantial harm is necessary to achieve substantial public benefits that outweigh the harm or all of the other tests set out in paragraph 133 have been met.

In this instance it is considered that the socio-economic and environmental benefits of the proposals do not outweigh the harm to the designated heritage assets. In addition it is considered that although extensive works would need to be undertaken the applicant has not demonstrated that the nature of the heritage asset prevents all reasonable uses of the site, that no viable use of the heritage asset can be found through appropriate marketing or through grant funding.

As such the proposal is contrary to Paragraph 133 of the National Planning Policy Framework.

3. The proposed replacement building by virtue of the use of extensive glazing in the rear part of the building does not come close to being in context with the surrounding historic buildings. Any new build should be sympathetic in design

and material so as to enhance rather than overshadow the history around it. This site is at the very gateway to Brereton and Ravenhill and to Rugeley. The whole gateway would be ruined by the proposed new build and would have far reaching impact on the conservation area and adjacent historical buildings and therefore fail to preserve the character and appearance of the conservation area and the setting of the nearby listed buildings contrary to Policies CP3 and CP15 of the Cannock Chase Local Plan (Part 1) and paragraph 133 of the NPPF.

**104. Application CH/17/419, Oakenway, Kingsley Wood Road, Cannock – Residential development:- demolition of existing bungalow, garage and outbuilding and erection of 1 no. house (resubmission of approved application CH/16/275)**

Consideration was given to the report of the Development Control Manager (Item 6.58 – 6.77 of the Official Minutes of the Council).

RESOLVED:

- (A) That, as very special circumstances exist, the Committee agreed that the proposal was acceptable in the Green Belt location and the applicant be requested to enter into an Agreement under Section 106 of the Town and Country Planning Act, 1990 in order to remove permitted development rights.
- (B) On completion of the Agreement the application be approved subject to the conditions contained in the report.

**105. Application CH/17/234, 71 Old Penkridge Road, Cannock – Residential development: 2 no. detached dwellings (outline only including access and layout)**

Consideration was given to the report of the Development Control Manager (Item 6.78 – 6.93 of the Official Minutes of the Council).

Prior to consideration of the application representations were made by Mr. Rochelle and Mr. Brittle who were both objecting to the application and shared the allocated 10 minutes between them. Representations were also made by Miss Heather Sutton, speaking in support of the application on behalf of the applicant.

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein and subject to a further condition to the effect that notwithstanding the details of the approved plan the replacement tree shall be a scots pine and not a silver birch.

(The Development Control Manager stated that he would liaise with the Tree Protection Officer in relation to the potential for placing a tree preservation order on the replacement tree).

**106. Application CH/17/429, Land to the rear of the Hope and Anchor Public House, 27 Redbrook Lane, Rugeley – Residential development:- erection of 3 bedroom bungalow**

Consideration was given to the report of the Development Control Manager (Item 6.94 – 6.106 of the Official Minutes of the Council).

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein.

The meeting closed at 4:30p.m.

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CHAIRMAN

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**PLANNING CONTROL COMMITTEE**  
**WEDNESDAY 7 MARCH, 2018 AT 3:00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 1**

PRESENT:  
Councillors

Cartwright, Mrs. S.M. (Chairman)  
Pearson, A.R. (Vice-Chairman)

Allen, F.W.C.	Kraujalis, J.T.
Cooper, Miss J.	Lea, C.I.
Dean, A.	Smith, C.D. (substitute for
Dudson, A.	D.J. Snape)
Grice, Mrs. D.	Snape, P.A.
Grocott, M.R.	Sutherland, M.
Hoare, M.W.A.	Todd, Mrs. D.M.

**107. Apologies**

An apology for absence was received from Councillor D.J. Snape.

Notification had been received that Councillor C.D. Smith would be acting as substitute for Councillor D.J. Snape.

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

There were no declarations of interests submitted.

**109. Disclosure of lobbying of Members**

Councillor Mrs. S.M. Cartwright declared that she had been lobbied in respect of Application CH/18/025, Single storey extension to rear – 13 Chancery Drive, Hednesford, Cannock WS12 4RE.

**110. Minutes**

RESOLVED:

That the Minutes of the meeting held on 14 February, 2018 be approved as a correct record.

**111. Members' Requests for Site Visits**

None

**112. Application CH/18/025, Single storey extension to rear – 13 Chancery Drive, Hednesford, Cannock, WS12 4RE**

Consideration was given to the report of the Development Control Manager (Item 6.1 – 6.12 of the Official Minutes of the Council).

Prior to the consideration of the application representations were made by Mel Griffiths who was objecting to the application and Henry Finney who was speaking in support of the application.

In response to concerns raised by the objector the Development Control Manager commented that amended plans had been received which indicated that there were no windows in the side elevation. He referred the Committee to Condition 3 at Item No. 6.6 of the agenda which would remove permitted development rights to form new openings in the elevation facing the adjoining property.

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein.

**113. Application CH/17/413, Residential Development:- Erection of one detached dwelling (outline application including access), Land to rear of 41 Ebenezer Street, Greenheath, Cannock, WS12 4HD.**

Consideration was given to the report of the Development Control Manager (Item 6.13 – 6.25 of the Official Minutes of the Council).

Prior to consideration of the application representations were made by Rob Hughes who was objecting to the application and John Heminsley who was representing the applicant's agent and speaking in favour of the application.

During the debate it was questioned whether the neighbours either side of the application site had received letters informing them of the planning application that had been submitted. The Development Control Manager informed Members that it was not clear from the file and therefore the Principal Planning Officer left the meeting to check. On her return Members were advised that the neighbours on either side of the application site had been consulted directly.

A Member asked that, should the Committee approve the application, an additional condition be added to clarify that the permission was for one detached dwelling.

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein and to the following additional condition:-

This outline approval shall be restricted to the erection of 1 No. dwelling for the subsequent submission of the reserved matters application.

(Councillors Mrs. S.M. Cartwright, A. Dudson, Mrs. D. Grice and A.R. Pearson requested that their names be recorded as having voted against this decision).

*(At this point in the proceedings the meeting adjourned for a 5 minute comfort break).*

- 114. Application CH/17/243, Residential development:- erection of 4 no. 4 bed semi-detached houses and 1 no. 2 bed detached bungalow with associated access, gates and parking, together with the demolition of existing dwellings Nos 54 & 56, Land at 54 – 56a New Penkrige Road, Cannock, WS11 1HW.**

Consideration was given to the report of the Development Control Manager (Item 6.26 – 6.45 of the Official Minutes of the Council).

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein.

- 115. Planning Inspectorate Appeal Decision in respect of Application CH/16/377, Variation of conditions 2 Materials and 3 Approved Plans of planning permission CH/15/0472 to allow for use of alternative materials and alterations to roof for first floor side extension, 24 Watermint Close, Cannock**

Consideration was given to the report of the Development Control Manager (Item 6.46 – 6.51 of the Official Minutes of the Council).

RESOLVED:

That the report be noted.

The meeting closed at 4:40 p.m.

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CHAIRMAN

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**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**CABINET**

**HELD ON THURSDAY 8 MARCH 2018 AT 4:00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 1**

PRESENT: Councillors:

Adamson, G.	Leader of the Council
Alcott, G.	Deputy Leader of the Council and Economic Development and Planning Portfolio Leader
Kraujalis, J.T.	Corporate Improvement 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

**86. Apologies**

Apologies were submitted for Councillors C. Bennett, Crime and Partnerships Portfolio Leader and Mrs. D.M. Todd, Town Centre Regeneration Portfolio Leader.

Apologies were also noted for Mr T. McGovern, Managing Director, and Mr R. Kean, Deputy Managing Director and Head of Finance.

**87. 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.

**88. Updates from Portfolio Leaders**

None.

**89. Minutes of Cabinet Meeting of 25 January 2018**

RESOLVED:

That the Minutes of the meeting held on 25, January 2018, be approved as a correct record and signed.

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## 90. Forward Plan

The Forward Plan of Decisions for the period March to May, 2018 (Item 5.1 – 5.2 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period March to May, 2018 be noted.

## 91. Quarter 3 Performance Report 2017/18

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 6.1 – 6.34 of the Official Minutes of the Council).

The Leader requested that Members be provided with an update on the action for 'Setting up a Retail Skills Academy for Mill Green DOV', as referred to on page 13 of the Report.

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.

### Reason for Decisions

Information for performance actions and indicators for Quarter 3 2017/18 was included for relevant items in Appendices 1 to 4 of the Report. The overall ranking for each Portfolio area was detailed in section 5 of the Report, indicating that 80.9% of actions/projects had been achieved or were on target to be achieved.

## 92. 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).

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**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**CUSTOMERS AND CORPORATE SCRUTINY COMMITTEE**  
**HELD ON MONDAY 12 MARCH 2018 AT 4:00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 1**

PRESENT:  
Councillors

Foley, D. (Chairman)

Cartwright, Mrs. S.M.	Sutherland, M.
Grice, Mrs. D. (substitute)	Sutton, Mrs. H.M.
Grocott, M.R.	Whitehouse, Miss S.
Johnson, T.B.	Woodhead, P.E.
Martin, Mrs. C.E.	

### 13. Apologies

Apologies for absence were submitted for Councillor Miss M.J. Dudson (Vice-Chairman), Miss J. Cooper, P.A. Snape and P.T. Witton.

Councillor Mrs D. Grice was in attendance as substitute for Councillor Miss M.J. Dudson.

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

No declarations of interests or party whip declarations were received.

### 15. Minutes

#### Minute No. 11: Scrutiny Review of the Financial Recovery Plan (FRP)

A Member commented that at the previous meeting concerns had been raised about the potential loss of income to the Council owing to likely delays in redeveloping the former Rugeley Power Station (RPS) site because of HS2, and requested that a formal recommendation be submitted to Cabinet to seek compensation from the Government should any such delays occur.

RESOLVED:

- (A) The Minutes of the meeting held on 14 November, 2017 be approved as a correct record and signed.
- (B) Cabinet, at its meeting to be held on 19 April, 2018, be requested to write to the Government seeking compensation for loss of income should

## **DRAFT**

development of the former Rugeley Power Station site be delayed by using the site as a base for HS2 building works.

### **16. Quarter 3 2017/18 Customers & Corporate Priority Delivery Plan Update**

Members considered and noted the latest performance information for the Customers & Corporate Priority Delivery Plan (PDP) 2017/18 (Item 4.1 – 4.4 of the Official Minutes of the Council).

The Head of Governance and Corporate Services reported that of the seven actions included in the PDP, progress was delayed on the following for the reasons given in the update report:

- Development of the Customer Access Strategy – as reported at the previous meeting, work on developing the Strategy had been deferred until 2018-19.
- Review of call handling operation between the Contact Centre and the Social Alarm Service – further to the update given at the previous meeting, the Social Alarms team moved into the Civic Centre on 16 January, 2018, and therefore it was still expected that the review would commence in 2018/19 instead.

A Member commented that apparently discussions had taken place about seeking closure of the Rugeley Area Office. The Head of Governance and Corporate Services replied that conversations had taken place about possible relocation, however these discussions were still in a very early stage and no changes were imminent. The Member then requested that the relevant Cabinet portfolio leader be asked to provide a progress update on this matter.

### **17. Scrutiny Review of Electoral Registration and Polling Stations**

The Chairman outlined that the purpose of the review was outlined in the template included with the agenda (Item 5.1 of the Official Minutes of the Council).

Members received a presentation from the Democratic & Resilience Services Manager which covered:

- Individual Electoral Registration (IER):
  - Changes to registration processes;
  - Relevant legislation;
  - Annual Registration (Canvass);
  - Registration rates;
  - Registration statistics;
  - Postal votes.
- Polling Stations:
  - Legislation;
  - Requirements (Accessibility);
  - Review process;
  - Other issues;
  - Use of Premises – Schools etc. and Alternatives.

## DRAFT

A Member queried how the Register was updated in the event of an individual passing away. The Democratic & Resilience Services Manager replied that such changes would only be made when formally notified, which was usually through updates directly from the Registrar's Service, via Council Tax or other facilities such as 'Tell Us Once'.

Members then noted that:

- Low registration rates (and low election turnout) was a national issue, and generally more of an issue in high density urban areas;
- Locally, voter registration levels were healthy across Staffordshire;
- CCDC's registration rate of 95% was amongst the highest in the County;
- There was a misconception that low turnout at elections directly equated to low registration rates.

A Member commented that it was incumbent on Councillors to be more proactive in encouraging a greater number of people to vote at a local level given that turnout was around 20% for District/County elections and above 60%/70% for national elections and referenda.

The Chairman noted the low national registration rate of 18 to 25 year olds, and queried what the Council was doing to tackle this locally. The Democratic Services & Resilience Manager replied that there was no evidence to suggest this was the case locally. However it was recognised that early engagement with Years 11 to 13 pupils (those aged 15+) may encourage more of them to register and engage in the democratic process. Unfortunately, due to existing workloads and limited resource and Officer capacity, it had proved difficult to focus on such matters.

Members then raised comments about access/location issues with certain polling stations in the District. The Democratic & Resilience Services Manager noted that when such concerns were raised these were taken account for the required statutory reviews and preparations for elections. The next such review could take place from October 2018 onwards, but was most likely to commence in March 2019.

The meeting closed at 5:15 p.m.

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CHAIRMAN

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**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**HOUSING, CRIME AND PARTNERSHIPS SCRUTINY COMMITTEE**  
**HELD ON WEDNESDAY 21 MARCH 2018 AT 3:00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

## PART 1

**PRESENT:**

Councillors

	Pearson, A.R. (Chairman)	
Allt, Mrs. A.		Johnson, T.B.
Buttery, M.S.		Lea, C.I.
Crabtree, S.K.		Molineux, G.N.
Hoare, M.W.A. (substitute)		

Also in attendance:

- Inspector M. Ward, Cannock Local Policing Team (for agenda item 4);
- Councillor F.W.C. Allen, Housing Portfolio Leader (observing).

### **18. Apologies**

Apologies for absence were submitted for Councillors D.J. Snape and Mrs. P.Z. Stretton.

Councillor M.W.A. Hoare was in attendance as substitute for Councillor D.J. Snape.

Apologies were also noted for Chief Inspector S. Wainwright, Cannock Local Policing Team.

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

No declarations of interests or party whip declarations were received.

### **20. Minutes**

RESOLVED:

That the Minutes of the meeting held on 23 November, 2017, be approved as a correct record and signed.

### **21. Cannock Local Policing Team Update**

Inspector Ward provided Members with the following updates:

# DRAFT

## Police Transformation Programme

The Programme was due to be formally rolled out across Staffordshire over the coming months, with an expected go live date of 4 July for the southern part of the County. Cannock Police Station would be one of the 'Hub' centres, which would likely increase the number of policing vehicles operating within the District. Additionally, the local neighbourhood policing levels would be improved through an increased provision of PCSOs.

## Drugs Issues

A considerable amount of work had been undertaken (with support from the Community Safety Hub) to tackle the problem of persons from outside the District coming into the area and dealing/supplying drugs. Linked to this were incidents of Modern Day Slavery whereby vulnerable 16 and 17 year olds were being used to sell Class A drugs. Furthermore, a persistent offender had earlier this week been sentenced to seven years imprisonment.

## Local Policing Team Changes

The presence of PCSOs within Cannock Town Centre had been increased, and part of their remit was to try and help those persons identified as being homeless.

The Team's 'digital presence' was also being increased as an additional means of providing support and help generally.

## Hate Crime

An article published in the Express & Star newspaper this week reported that recorded incidents of hate crime had increased over the last twelve months, to which the Chief Inspector provided a response. Whilst this was the case, over the last six months the number had actually decreased. This in part coincided with the Syrian families moving out of the District. The CACH (Communities Against Crimes of Hate) partnership also provided a vital role in supporting hate crime victims.

In respect of the Syrian families, a meeting recently took place at the County Council to understand lessons learnt and provide feedback from the first phase of relocation, and to improve planning for the second phase.

## Anti-social Behaviour (ASB)

The number of reported incidents had decreased following a peak in August last year which happened mainly due to issues in Brereton. As a result of this, the Brereton Million partnership had worked to host a series of community events to discourage people from engaging in ASB activity.

Issues had been reported regarding parking problems within the Hednesford area. The County Council's Highways team was working to resolve these in liaison with local PCSOs.

Going forward, street drinkers and issues associated with the lighter evenings would be targeted through the increased PCSOs provision.

# DRAFT

## Other Matters

The development of the Mill Green Retail Outlet Village was on the Team's radar as work had just commenced on site. Factors such as protection for the developers, presence of plant equipment on site and potential for ASB had to be accounted for.

There had been a major decrease in the number of burglaries happening (approximately down by 30%). This was particularly pleasing as it contrasted with the regional and national position. Conversely, there had been an increase in overall recorded crime which reflected the national trend. This increase was mainly in violent crime cases (including domestic violence) and measures to better deal with perpetrators, especially repeat offenders, were being actively looked into.

In conjunction with Pubwatch, work was happening on how to reduce crimes occurring as a result of the night time economy.

*(Councillor M.S. Buttery arrived at the meeting at the conclusion of this item.)*

## **22. Corporate Anti-Social Behaviour Policy**

The Head of Housing and Partnerships advised that although a draft policy had been produced, discussions were ongoing about how best to move this matter forward. Accordingly, it was not possible at this stage to present a document to Members for consideration.

## **23. Quarter 3 2017/18 Housing, Crime and Partnerships Priority Delivery Plan Performance Update**

Members considered and noted the latest performance information for the Housing, Crime and Partnerships Priority Delivery Plan (PDP) 2017/18 (Item 6.1 – 6.9 of the Official Minutes of the Council).

*(Councillor M.W.A. Hoare arrived at the meeting during the consideration of this item.)*

The following updates were then provided on specific targets/actions as detailed in the progress report:

### Housing Targets

At the end of Q3, 136 affordable housing units had been built. Conversely, no affordable housing had been secured via S106 agreements so far this year as no such agreements had yet been made.

### Moss Road Estate Redevelopment

A completion event was held in late February and it was still expected that the full scheme would be completed by the end of Q4.

A Member offered congratulations to all those involved with the redevelopment scheme and the improvements it had made to the area.

## DRAFT

### Garage Sites Redevelopment

11 properties had been completed by the end of Q3, and at this stage it was intended that the full scheme would be finished by the end of September 2018.

### Improvement Works to Council Properties

The programme of works was on track to be achieved, in particular the installation of double glazed windows which was due to end in this financial year.

### Crime Statistics

As an aside to the data contained in the report, Members were advised that the Community Safety Hub was receiving on average approximately 230 case referrals per month.

### CCTV Charging and Provision

Work had been delayed due to the relocation of the CCTV Team and Control Room, procurement of new equipment and decommissioning of the old premises.

### Community Trigger

Workshops had recently been delivered in Brereton and Norton Canes.

*(Inspector Ward left the meeting at the conclusion of this item.)*

*The meeting adjourned at 3:45pm for 15 minutes to allow time for other Members to arrive ready for the next agenda item.*

## **24. Re-thinking Social Housing Workshop**

*(Councillors S.K. Crabtree and T.B. Johnson arrived at the meeting prior to the start of this item.)*

Members were advised that the workshop was being held as part of a project organised by the Chartered Institute for Housing (CIH) to examine some fundamental questions about the role and purpose of social housing.

The purpose of the workshop was to give Members the chance to explore those questions in more detail and formulate views on the questions presented. The outcomes of the workshop would be fed back to the CIH.

Prior to the conclusion of the meeting Members' views were sought on potential work programme items for the Committee in 2018/19. A Member requested that "planned improvement works to the Council's housing stock" be included for consideration.

The meeting closed at 5:00 p.m.

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CHAIRMAN

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**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**HEALTH, CULTURE AND ENVIRONMENT SCRUTINY COMMITTEE**  
**MONDAY 26 MARCH, 2018 AT 4.00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 1**

PRESENT: Councillors:

Cooper, Miss. J. (Chairman)  
Pearson, A.R. (Vice-Chairman)

Crabtree, S.K.	Smith, C.D.
Freeman, Miss. M.A.	Stretton, Mrs. P.Z.
Grice, Mrs. D. (Substitute)	Sutton, Mrs. H.M.
Johnson, J.P.	Tait, Ms. L.
Johnson, T.B.	

## 19. Apologies

Apologies for absence were received from Councillor Mrs. C.E. Martin, Staffordshire County Council Co-opted Member, Councillor P. Hewitt and Independent Co-opted Member from Healthwatch Staffordshire, Jackie Owen.

Councillor Mrs D. Grice was in attendance as substitute for Councillor Mrs. C.E. Martin.

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

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

## 21. Minutes

A Member referred to Page 7, Minute 14 and asked if any information was available concerning the discussion around community beds.

The Chairman had not received an update, although she would continue to pursue this matter.

RESOLVED:

That the Minutes of the meeting held on 6 November, 2017 be approved as a correct record.

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## 22. New Cemetery: Soft Market Testing

The following presentation was received from Tom Walsh, Parks and Open Spaces Manager.

### Background

- CCDC been looking at new cemetery site options since 2000
- No new burials at Cannock since 2005
- Site purchased in 2015 and planning permission in 2016
- Capital Shortfall to deliver current proposal
- Cabinet – August 2016 decided to explore private sector and partner options
- Scrutiny Committee in November 2017 agreed to undertake Soft Market Testing exercise and determined Core Requirements

### Update

- Advert, Core Requirements and Questionnaire developed
- Prior Information Notice (PIN) issued on 13/01/2018 inviting companies and partners to participate in Soft Market Testing exercise
- Advert placed on County Council's website and known providers/partners contacted via email
- Soft Market Testing Date 15<sup>th</sup> February 2018
- Core Requirements (Non-negotiable)
- Investment
  - Provide capital investment necessary (circa £500k) in partnership with the Council to deliver the new proposed cemetery
- Operational
  - The Council's minimum service standard must be met.
  - To maintain the cemetery environment providing a pleasant and appropriate experience.
  - This Council does not allow graves to be pre-purchased and should this change a policy will be enforced not to allow bulk pre-purchase.
  - To maintain and build on the relationship with local funeral directors.
  - To follow the Council's Rules and Regulations with regard to memorialisation, keeping headstones and cremated remains plaques within the permitted size and ensuring all headstones are fitted with approved NAMM fixings.
- Price Control
  - To ensure that the service offers affordable choices for the community by keeping price increases in line with the annual Council % increase unless agreed with the Council.
  - To maintain the Council's policy on its fee multiplier for non-residents with the exception of children and still born children whereby single fees are applied and interment fees waived.

# DRAFT

- Opening Hours
  - The total number of opening hours should not be reduced – there is an opportunity to increase the operating hours but the new facility should not be open fewer hours than that of other Council Cemetery facilities.
- Management Fee
  - To manage the facility at no cost to the Council
- Soft Market Testing Questionnaire
  - Experience and Track Record
  - Operation Proposals and Core Requirements
  - Investment and Implementation
  - Risks
  - Contract
- Outcome
  - 6 initial interested parties
  - Only 1 submission and attendee on 15<sup>th</sup> February
  - Largest Crematorium and Cemetery Operator in UK
  - Operates 45 sites and very experienced at providing capital investment and managing such facilities for a number of local authorities.
  - Would provide capital investment (circa £5m) but only if a crematorium was secured for the site. Would undertake all planning and consultation and costs (up to Decision)
  - Agreement to Core Requirements other than multiplier (particularly for Cremations)
- Outcome (continued)
  - Would want to set and control price for cremations
  - Would require a crematorium on site
  - Would not include cemetery lodge on site and do not have any such building on any of their other sites
  - Timeline 6 months planning and 12 months construction
  - Key risk cemetery alone would not provide adequate returns for investment
  - Would not consider any terms below 30 – 35 years
  - Operating arrangements generally focus on 2 models
    - Freehold sale (After planning secured)
    - Leasehold (a) Fixed Rental Payment or (b) Variable Payment based on turnover
- Report Findings and Options to Cabinet
  - Procure a partner to deliver and operate a crematorium and cemetery
  - Reduce Cemetery scheme to within budget
  - Provide additional capital to deliver current scheme
  - Explore Feasibility Study for Crematorium

# DRAFT

Members were then invited to ask questions.

A Member commented that when considering a site for burials it was also important that consideration was given to delivering a crematorium, as he believed that people within the District would wish to have both options to choose from. He also asked about green burials which were environmentally friendly and also meant that burial spaces could be re-used after a number of years.

Mike Edmonds, Head of Environment and Healthy Lifestyles indicated that the provider would consider green burials.

The Member discussed the exclusive rights of burials, in particular the aspect around the fixed period of time and the length of time of the contractual arrangements.

A Member asked if it was possible to outsource burials and keep the crematorium aspect in-house.

The Parks and Open Spaces Manager advised that it would not be cost effective to have the two separated. Providing a crematorium would essentially mean that more cremations per day could take place, however with regard to green burials there would be a requirement for larger plots of land due to the planting of trees on burial spaces. However, it was clear that a provider would not make a significant investment into a cemetery with a crematorium if a profit could not be made.

In response to a question raised by a Member, the Head of Environment and Healthy Lifestyles indicated that a Report would need to be submitted to Cabinet detailing the options available. Those options were either the Council supplying the funding and managing the cemetery, or to go out to procurement for a provider to invest and manage the site. However, if the Council did decide to go out to procurement, it was possible that a number of companies may be interested.

Members were keen to clarify whether the same terms would apply for the local community if a provider was to invest and manage the site, or would it be extended to include neighbouring areas.

In response to this it was reported that a rate including a multiplier would be added for anyone outside of the District.

Members discussed the following options which would be reported to Cabinet on 14 June, 2018:

## Options to Cabinet

- Procure a partner to deliver and operate a crematorium and cemetery
- Reduce Cemetery scheme to within budget
- Provide additional capital to deliver current scheme
- Explore Feasibility Study for Crematorium

# DRAFT

RESOLVED:

That Cabinet be recommended to explore the option of a feasibility study for a new crematorium.

## **23. Task and Finish Group – Impact of Hot Food Takeaways (Notes and Updates)**

Dave Prosser-Davies, Food Safety and Licensing Manager updated Members and indicated that the inquiry day would soon be arranged. Following this, a report would be finalised in May and submitted to the Committee at its first meeting in July.

That the Notes of the meetings held on 6 November and 5 December, 2017 be received for information.

## **24. Update - Staffordshire County Council's Healthy Staffordshire Select Committee**

### Burton Derby Collaboration

The Chairman updated the Committee and reported on the merger between Burton and Derby Hospital Trusts. She advised that a number of reports and a presentation had been received. Staff recruitment and retention along with the co-ordination between the Trusts had been discussed.

### University Hospitals of North Midlands

The Chairman indicated that a report had been received concerning the financial sustainability of UHNM due to being in special measures in March, 2017 by over £90million. The County Healthy Staffordshire Select Committee had made a request to UHNM that the Chief Executive attend their meeting in March.

### All-Age Disability Strategy

The Chairman reported that the Strategy set out the vision for people with disabilities of all ages in Staffordshire from 2018 onwards. Consultation and engagement of the Strategy would be carried out in Summer 2018.

Members discussed the payment of services and the aging population. Some concern was expressed with delayed payments from CCGs and Members asked if Cannock CCG had delayed payments. The Chairman advised that she would need to report back on this.

## **25. Quarter 3 Performance Update 2017-18 – Health, Culture and Environment PDP 2017-18**

Consideration was given to the Quarter 3 Performance Update 2017-18 – Health, Culture and Environment PDP 2017-18 (Item 7.1 – 7.9 of the Official Minutes of the Council).

Members agreed the Quarter 3 Performance Update 2017-18.

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## 26. Joint Health Scrutiny Accountability Sessions 2018

It was confirmed that the following Members would attend the Joint Health Scrutiny Accountability Sessions for 2018:

- University Hospitals North Midlands NHS Trust – Monday 16 April, 2018

Chairman and Councillor A. Pearson.

- South Staffordshire and Shropshire Healthcare NHS Foundation Trust and Staffordshire and Stoke-on-Trent Partnership Trust – Thursday 10 May, 2018

Chairman and Councillors Miss. M.A. Freeman, Mrs. H.M. Sutton and C.D. Smith.

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CHAIRMAN

The meeting closed at 4.48 pm

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**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**AUDIT AND GOVERNANCE COMMITTEE**  
**HELD ON TUESDAY 27 MARCH 2018 AT 4:00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

## PART 1

PRESENT:  
Councillors

Grice, Mrs. D. (Chairman)  
Johnson, J.P. (Vice-Chairman)  
Bowater, J.      Stretton, Mrs. P.Z.  
Dean, A.          Tait, Ms. L.

Also Present:

J. McLarnon, Audit Manager, Grant Thornton (External Auditors).

### **28. Apologies**

None received.

### **29. Declaration of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

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

### **30. Minutes**

RESOLVED:

That the Minutes of the meeting held on 5 December, 2017, be approved as a correct record and signed.

### **31. Internal Audit Quarter 3 Report 2017/18**

Consideration was given to the Report of the Chief Internal Auditor and Risk Manager (Item 4.1 – 4.8 of the Official Minutes of the Council).

The Chief Internal Audit & Risk Manager outlined to the Members the following key aspects from the report:

#### Current Audit Plan

The audit plan was slightly behind target at the end of quarter 3 owing to a number of vacant posts existing within the team. One of these vacancies had been filled and the individual commenced employment in January 2018.

# DRAFT

## Audits Completed in Quarter 3

- Pest & Dog Control – this audit had been graded partial assurance due to there being no service level agreement in place with Stafford BC who were delivering the service on behalf of Cannock Chase DC.
- Scheme Managers and Sheltered Accommodation – this audit had been graded partial assurance as a number of ‘resident support plans’ were out of date and required updating. Staff awareness of the Council’s Code of Conduct and process for declaring interests needed to be improved, as did the system for managing sundry collections.
- Council Tax, National Non-Domestic Rates and General Land – these audits had all been given substantial assurances.

## Audits in Progress

Eight audits were in progress during quarter 3 and the outcomes would be reported to the first meeting of the Committee in the 2018/19 municipal year.

## Audit Follow-ups Completed

No follow-ups had been completed in quarter 3.

RESOLVED:

That the contents of the Internal Audit Report for Quarter 3 2017/18, be noted.

### **32. Internal Audit Plan 2018/19**

Consideration was given to the Report of the Chief Internal Auditor and Risk Manager (Item 5.1 – 5.23 the Official Minutes of the Council).

Members were advised of the process involved in producing the audit plan, the Officer resource available to deliver the plan and the number of audits to be delivered for Cannock Chase DC services, Shared services and Stafford BC services.

The full list of planned audits for 2018/19 was included in Appendix 1 of the report.

RESOLVED:

That the Audit Plan for 2018/19 be approved.

### **33. Cannock Chase District Council Certification Letter 2016/17**

Consideration was given to the Letter of the External Auditors (Item 6.1 – 6.3 of the Official Minutes of the Council).

The External Auditor reported that during the certification work on the 2016/17 Housing Benefit subsidy claim, a numbers of errors had been identified as part of extended testing undertaken following issues which arose in the 2015/16 claim.

## DRAFT

The volume of errors found during the certification work had been higher than in previous years which indicated weaknesses in the existing quality control procedures used by the Council. It had been pleasing to note however that improved procedures were now being put in place to try and reduce the number of possible errors in future years.

As a result of the additional work carried out, the fee payable by the Council for 2016/17 would be £2,353 higher than the original indicative figure.

RESOLVED:

That the Letter of the External Auditors be noted.

### **34. Cannock Chase District Council Audit Plan 2017/18**

Consideration was given to the Report of the External Auditors (Item 7.1 –7.16 of the Official Minutes of the Council).

The External Auditor drew Members attention to the key aspects of the report which were: significant risks; materiality; Value for Money arrangements; audit logistics; and independence.

#### Significant risks

Members were advised that 'valuation of property, plant and equipment' had been included as a new risk for 2017/18 as a result of work undertaken in 2016/17.

#### Value for Money arrangements

Financial Sustainability had been identified as a significant Value for Money risk due to the Council having a challenging three-year budget in place and significant pressures to manage in delivery of the required savings. In response to this risk the External Auditors would review the implementation of the Financial Recovery Plan and gain an understanding of the actual savings made against expectations, and assess the key assumptions underlying the medium term financial plan for reasonableness.

RESOLVED:

That the Report of the External Auditors be noted.

### **35. Informing the Audit Risk Assessment for Cannock Chase District Council 2017/18**

Consideration was given to the Report of the External Auditors (Item 8.1 – 8.23).

The External Auditor advised that the purpose of the report was to present to the Committee a series of questions put to the Council's management by the Auditors on the following areas and the responses received:

- Fraud;
- Laws and regulations;
- Going concern;

## DRAFT

- Related parties;
- Accounting estimates.

It was for the Committee to consider whether the Officer's responses were consistent with its understanding of those areas and to make any further comment.

RESOLVED:

That the Report of the External Auditors be noted.

### **36. Audit Progress Report and Sector Update 2017/18**

Consideration was given to the Report of the External Auditors (Item 9.1 – 9.17).

The External Auditor advised that the report set out progress on key activities undertaken by the auditors during 2017/18 and an overview of emerging national issues and developments which may relevant to the Council and local authorities in general.

In respect of interim audit work carried out so far this year, no issues had been identified.

RESOLVED:

That the Report of the External Auditors be noted.

The meeting closed at 4:23 p.m.

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CHAIRMAN

# DRAFT

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**PLANNING CONTROL COMMITTEE**  
**WEDNESDAY 28 MARCH, 2018 AT 3:00 P.M.**  
**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

## PART 1

PRESENT:  
Councillors

Cartwright, Mrs. S.M. (Chairman)  
Pearson, A.R. (Vice-Chairman)

Allen, F.W.C.	Kraujalis, J.T.
Cooper, Miss J.	Lea, C.I.
Dean, A.	Smith, C.D. (substitute for D.J. Snape)
Dudson, A.	Snape, P.A.
Grocott, M.R.	Todd, Mrs. D.M.
Hoare, M.W.A.	

### 116. Apologies

Apologies for absence were received from Councillors Mrs. D. Grice, D.J. Snape and M. Sutherland.

Notification had been received that Councillor C.D. Smith would be acting as substitute for Councillor D.J. Snape.

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

There were no declarations of interests submitted.

### 118. Disclosure of lobbying of Members

Nothing declared.

### 119. Minutes

RESOLVED:

That the Minutes of the meeting held on 7 March, 2018 be approved as a correct record.

### 120. Members' Requests for Site Visits

None

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**121. Application CH/17/271, Land at Breeze Avenue, Norton Canes, New Parking Bays to Existing Grass Area with associated dropped kerbs**

Consideration was given to the report of the Development Control Manager (Item 6.1 – 6.11 of the Official Minutes of the Council).

RESOLVED:

That the application be approved subject to the conditions contained in the report for the reasons stated therein.

**122. Application CH/17/452, Former Parker Hannifin site, Walkmill Lane, Bridgtown, Cannock, Outline application with all matters reserved except access for residential development for up to 116 dwellings**

Consideration was given to the report of the Development Control Manager (Item 6.12 – 6.51 of the Official Minutes of the Council).

Prior to consideration of the application representations were made by Mark Jackson, the applicants agent, speaking in favour of the application.

The Development Control Manager circulated the following update to Members:-

**“Contribution for the Implementation of the Travel Plan.**

The Highway Authority has confirmed that the required contribution for the monitoring of the Travel Plan by SCC would be £6430.00.

Subsection (iii) of the recommendation is therefore changed to read: -

“The provision of a contribution of £6430.00 for the implementation of the Travel Plan.

**Revision to the Schedule of Conditions**

It is recommended that the Schedule of Conditions be amended to read:

5. No part of the development hereby approved shall commence (other than remediation works) until a Residential Travel Plan has been submitted to and approved in writing by the Local Planning Authority. The Travel Plan shall thereafter be implemented in accordance with the approved details.

Reason: In order to comply with Para 32 of the National Planning Policy Framework.

10. No dwelling hereby approved shall be occupied until

(a) the gardens, landscaped areas and other unsurfaced ground has been covered to a depth of 600mm with clean soil which shall be certified prior to its application as meeting the specified import criteria given as Appendix D of the approved Remediation Strategy; and

## DRAFT

- (b) verification that the requirements of (a) above has been carried out has been submitted to the Local Planning Authority.

Reason: To ensure that the development complies with approved details in the interests of protection of Controlled Waters and in accordance with the National Planning Policy Framework.

12. No phase of development shall take place (other than remediation works) until a detailed surface water drainage scheme has been submitted to and approved in writing by the Local Planning Authority in consultation with the Lead Local Flood Authority. The scheme must be based on the design parameters and proposed strategy for the site set out in the Sustainable Drainage Statement (Reference: BMW-2675- SDS, Revision P1, 30/10/2017). The scheme shall subsequently be implemented in accordance with the approved details before the development is completed. The scheme to be submitted shall demonstrate:

- Surface water drainage system(s) designed in accordance with the non-statutory technical standards for sustainable drainage systems (DEFRA, March 2015).
- SuDS design to provide adequate water quality treatment, which can be demonstrated using the Simple Index Approach (CIRIA SuDS Manual).
- Limiting the total discharge rate generated by all rainfall events up to the 100 year plus 40% (for climate change) critical rain storm to 16.2 l/s (12.7 l/s for the 1 year return period) to ensure that there will be no increase in flood risk downstream.
- Detailed design (plans, network details and calculations) in support of any surface water drainage scheme, including details on any attenuation system and the outfall arrangements. Calculations should demonstrate the performance of the designed system for a range of return periods and storm durations inclusive of the 1 in 1 year, 1 in 2 year, 1 in 30 year, 1 in 100 year and 1 in 100 year plus climate change return periods.
- Plans illustrating flooded areas and flow paths in the event of exceedance of the drainage system.
- Provision of an acceptable management and maintenance plan for surface water drainage to ensure continued performance of the system for the lifetime of the development. This should include a schedule of required maintenance activities and frequencies and contact details for the organisation responsible for carrying out these duties.

Reason: To reduce the risk of flooding by ensuring the satisfactory storage of/disposal of surface water from the site.

### **Note to the Developer**

Remediation works for the purposes of this decision shall include excavation and removal of hard standing, foundations and infrastructure and remediation of contamination, in order to prepare the site for development.

## DRAFT

### **Confirmation of the Affordable Housing Mix**

The applicant has confirmed that the proposed affordable housing mix is to be 80% social rented and 20% intermediate. Officers can confirm that the proposal would meet the Council's guidance as set out in in paragraph 3.2 of the Developer Contributions and Housing Choices Supplementary Planning Document July 2015."

In response to comments from Members regarding the proximity of the application site to the Augen Waste Transfer site the Development Control Manager referred Members to page no. 6.47 of the report (paragraph 4.19 onwards) which outlined the health and safety issues in respect of the Augen site and page 6.23 of the report which outlined Staffordshire Fire and Rescue Services comments. He added that neither Augen or Staffordshire Fire and Rescue Services had not objected to the application and there was nothing to indicate that a refusal on health and safety grounds could be warranted.

A Member commented that Bridgtown Parish Council had asked to be involved in the naming of roads on the development. The Development Control Manager advised that he would inform the Support Services Supervisor, who was responsible for the naming of new roads, aware of this.

#### RESOLVED:

- (A) That the applicant be requested to enter into an Agreement under Section 106 of the Town and Country Planning Act, 1990 to secure:-
- (i) The provision of 20% affordable housing
  - (ii) The provision of £38,610 for off-site provision/enhancement of public open space
  - (iii) The provision of a contribution of £6,430 for the implementation of the Travel Plan.
  - (iv) Management of on-site public open space
- (B) That on completion of the Agreement the application be approved subject to the conditions contained in the report for the reasons stated therein and to the amendment to the Schedule of Conditions as outlined above.

The meeting closed at 4:40 p.m.

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CHAIRMAN

**PART 2**  
**MINUTES**

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**CANNOCK CHASE COUNCIL  
MINUTES OF THE MEETING OF THE  
CABINET**

**HELD ON THURSDAY 8 MARCH 2018 AT 4:00 P.M.  
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 2**

**93. Debt Recovery**

Consideration was given to the Not for Publication Report of the Head of Finance (Item 8.1 – 8.6 of the Official Minutes of the Council) *(presented by the Local Taxation and Benefits Manager)*.

RESOLVED:

That:

- (A) The amounts detailed in Appendix 1 to the Report be written off.
- (B) The actions of the Head of Finance in writing off the irrecoverable debts below £1,000, be noted.

Reasons for Decisions

Set out in Appendix 1 to the Report was a list of Non-Domestic arrears over £1,000 which could not be collected for the reasons stated. Included in the Appendix were 10 cases with arrears totalling £122,429.15.

Members noted the Officer's summary of rate avoidance tactics being adopted by some businesses and the actions taken to reduce the local impact of a national issue.

The meeting closed at 4:18 p.m.

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LEADER