



MINUTES RECORD

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

**20 JUNE AND 16 AUGUST,
2017**

This Record contains the minutes of meetings of Cabinet, Committees, Sub-Committees and Panels held between 24 May and 19 June, 2017.

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 48 hours 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.

The person chairing the Council meeting will call each of the Members who have given notice in the order in which the items referred to appear in the Record, and:

- (a) Comments and questions shall be confined to the subject matter of the item;
- (b) The Leader, the relevant Cabinet member or the Chairman of the relevant meeting may respond to a comment or question but there shall be no further discussion;
- (c) The person to whom a question is addressed may answer the question orally, may offer a written reply, or decline to answer;
- (d) Following an answer to a notified question, any Member may put a supplementary question arising out of the answer, but following the answer to the supplementary questions there shall be no further discussion. Supplementary questions must only relate to the original question asked. After 10 minutes from the end of the answer to the notified question no further supplementary questions will be taken.

Any recommendations of the Cabinet, Committees, Sub-Committees, or Panels 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.

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Licensing & Public Protection Committee	Wednesday 28 June	1 – 5	1 – 3	Draft
Customers & Corporate Scrutiny Committee	Thursday 29 June	1 – 6	1 – 3	Draft
Economic Development and Town Centres Scrutiny Committee	Tuesday 4 July, 2017	1 – 6	1 – 4	Draft
Health, Culture and Environment Scrutiny Committee	Monday 10 July	1 – 9	1 – 5	Draft
Planning Control Committee	Wednesday 12 July	23 – 29	8 – 11	Draft
Housing, Crime and Partnerships Scrutiny Committee	Wednesday 19 July	1 – 10	1 – 4	Draft
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PART TWO MINUTES:

Meeting	Date	Minute Numbers	Page Numbers	Status (Final or 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 21 JUNE, 2017 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.	Hoare, M.W.A.
Burnett, G.	Kraujalis, J.T.
Cooper, Miss J.	Lea, C.I.
Dean, A.	Snape, D.J.
Dudson, A.	Sutherland, M.
Grocott, M.	Todd, Mrs. D.M.

16. Apologies

An apology for absence was received from Councillor Mrs. D. Grice.

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

None.

18. Disclosure of lobbying of Members

Nothing declared.

19. Minutes

RESOLVED:

That the Minutes of the meeting held on 31 May, 2017 be approved as a correct record and signed.

20. Members' Requests for Site Visits

Councillor G. Burnett requested a site visit be undertaken in respect of Application CH/17/243, 54-56A New Penkridge Road, Cannock, residential development: erection of 4 no. 4 bed semi detached houses and 2 no. 2 bed semi detached bungalows with associated access and parking, together with the demolition of existing dwellings nos. 54 and 55.

RESOLVED:

That a site visit be undertaken in respect of Application CH/17/243, 54-56A New Penkridge Road, Cannock, Residential Development: Erection of 4 no. 4 bed semi detached houses and 2 no. 2 bed semi detached bungalows with associated access and parking, together with the demolition of existing dwellings nos. 54 and 55.

Reason: To assess any overdevelopment of the site.

21. Application CH/17/037, Land off Pye Green Road, Hednesford. WS11 5RZ – New Primary School

The Chairman advised that the applicant had requested that consideration of the application be deferred until the next meeting as the nominated speaker, Stuart Lane, was unable to attend today's meeting to speak to the Committee to address the issues raised about parking.

RESOLVED:

That the application be deferred until the next meeting.

22. Report of the Development Control Manager – Enforcement Investigation – 6 Hewston Croft, Hednesford. WS12 1PB.

Consideration was given to the report of the Development Control Manager (Item 6.21 – 6.34 of the Official Minutes of the Council).

Prior to consideration of the report representations were made by Mr. Wood and Parish Councillor P. Woodhead (objectors). As part of his representation Mr Wood made reference to two documents (Planning application CH/06/0001 and Land Registry title plan SF509492) which, at his request, had been circulated previously to Members.

RESOLVED:

That, having considered the report and the representations made no action be taken in respect of the enforcement investigation with regards to 6 Hewston Croft, Cannock for the reasons outlined within the report.

The meeting closed at 4.00pm.

CHAIRMAN

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE
HELD ON TUESDAY 27 JUNE 2017 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:
Councillors

Grice, Mrs. D. (Chairman)

Bowater, J. Stretton, Mrs. P.Z.
Dudson, A. Woodhead, P.E.

Also Present:

- Richard Percival, Engagement Lead – Grant Thornton (External Auditors)

1. **Apologies**

Apologies for absence were submitted for Councillors J.P. Johnson (Vice-Chairman) and M.S. Buttery.

2. **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.

3. **Minutes**

RESOLVED:

That the Minutes of the meeting held on 21 March, 2017, be approved as a correct record and signed.

4. **Review of the Effectiveness of Internal Audit**

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 4.1 – 4.18 of the Official Minutes of the Council).

The Head of Governance and Corporate Services reported that the Public Sector Internal Audit Standards (PSIAS) required the Council to undertake a periodic review of the effectiveness of its internal audit and demonstrate conformance.

The review undertaken comprised of: the Chief Internal Auditor undertaking a self-assessment of the Internal Audit section in relation to compliance with the PSIAS

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and the Local Government Application Note (LGAN); an independent review of the self-assessment being carried out by the Head of Governance and Corporate Services; and an External Quality Assessment (EQA) being carried by the Chartered Institute for Public Finance and Accountancy (CIPFA).

The review concluded that Internal Audit was effective and conformed sufficiently with the requirements of the PSIAS/LGAN to ensure that the opinion given in the annual report could be relied upon for assurance purposes.

The Head of Governance and Corporate Services then advised that as part of the report it was a requirement to inform the Committee that Public Sector Internal Audit Standard (PSIAS) 1100 Organisational Independence had not been conformed to. This standard required the "Chief Audit Executive" to report functionally to the Board and indicated that this included the Audit Committee Chair and Chief Executive commenting on the Performance Development Review and the Audit Committee setting remuneration for the "Chief Audit Executive". This however was not common practice in local government and it was deemed that sufficient other safeguards were in place to protect the independence of Internal Audit. As such, it was felt this instance of non-conformance did not compromise the effectiveness of Internal Audit in the Council.

RESOLVED:

That:

- (A) The findings of the annual review of the effectiveness of internal audit be noted.
- (B) It be noted that Internal Audit generally conformed to the Public Sector Internal Audit Standards, was operating effectively and could be relied upon when considering the Annual Governance Statement for 2016-17.

5. Internal Audit Annual Audit Report 2016/17

Consideration was given to the Report of the Chief Internal Auditor & Risk Manager (Item 5.1 – 5.7 + Appendix 2 of the Official Minutes of the Council).

(Councillor Woodhead arrived at the meeting during the presentation of this item.)

The Chief Internal Auditor & Risk Manager talked Members through each of the audits undertaken in quarter 4 2016/17, highlighting the comments and key issues which had arisen out of each audit. For those audits that had commenced but not completed, in 2016/17, updates would be given at the next meeting of the Committee as part of the quarter 1 2017/18 update report.

A Member queried how much the issue related to the Stores Function had cost the Council. The Chief Internal Auditor & Risk Manager replied that the current loss to the Council was approximately £1,000 against stock that had an estimated value of £5,000. Furthermore, as the courts had chosen not to award the Council compensation, the Council had instigated a process to seek compensation directly from the individual concerned. As a result of the audit, procedures had been put

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in place to try and reduce the risk of such issues happening again in the future.

The Chief Internal Auditor & Risk Manager then advised Members that on the basis of work undertaken during the year and the implementation by management of audit recommendations Internal Audit could only provide a partial assurance that the Council's governance arrangements were operating adequately and there were no instances where any breakdown of control resulted in a material discrepancy.

Members were then guided through the key aspects of the annual report, including, assurance ratings applied to each audit undertaken; issues identified during the year; audit performance; and fraud & irregularity work.

A Member queried if there was a need to be mindful of the recurring issues identified in paragraph 3.8 of the annual report due to the Council working with reduced resources. The Chief Internal Auditor & Risk Manager replied that such issues would continue to exist, and had done so even when the Council had a greater level of resource. Going forward it may become necessary to take more judgements on what were considered minor issues and whether there would be value spending money to rectify those issues.

RESOLVED:

That the Internal Audit Annual Report for 2016/17 be noted.

6. Strategic Risk Register

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 6.1 – 6.19 of the Official Minutes of the Council) *(presented by the Chief Internal Auditor & Risk Manager)*.

The Chief Internal Auditor & Risk Manager advised Members that as at 1 April 2017 the overall number of strategic risks had reduced from 7 to 6, which had occurred due to 3 risks being deleted from the register, but 2 new risks being added.

Members were then advised of the risks that had been deleted, added or reworded, as well as one risk score being lowered from red to amber (report paragraphs 5.4 to 5.8 refers).

In respect of risk 18, a Member queried if the Council was looking into alternative funding/income streams, and if so, what was being considered as it was not listed as an action. The Head of Governance and Corporate Services stated that the Council was exploring alternative funding options but risk 18 was specifically about the economic development of the District which was why the actions related to the risk did not cover alternative funding.

The same Member then commented that for those actions on the register identified as 'in progress', it would be useful to know which Officers were responsible for overseeing those actions and any timescales for completion. The Chief Internal Auditor & Risk Manager replied that all risks would be reviewed by

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Leadership Team and progress timescales updated accordingly which would then be reported back to the Committee. The Head of Finance further replied that unless otherwise specified, the risk owners had responsibility for ensuring that actions were completed.

RESOLVED:

That the progress made in the identification and management of the strategic risks be noted.

7. Code of Governance and Annual Governance Statement 2016/17

Consideration was given to the Report of the Head of Governance and Corporate Services (Item 7.1 – 7.28 of the Official Minutes of the Council).

The Head of Governance reported that CIPFA and the Society of Local Authority Chief Executives (SOLACE) had jointly issued revised guidance on “Delivering Good Governance in Local Government” in 2016. Accordingly, the Council’s own Code of Governance had been updated to reflect the new guidance and the governance framework in place.

The CIPFA/SOLACE guidance was based on seven principles of governance that had been adopted in full by the Council, although two of the seven principles had been merged, as referred to in report paragraph 5.1. For each of the six principles the Code outlined what arrangements the Council had put in place to support delivery of the principles in practice.

In respect of the 2016/17 Annual Governance Statement (AGS), Members attention was drawn to the AGS as shown in appendix 2 of the report, in particular the significant governance issues identified for 2016/17 and into 2017/18.

Members were also advised that the ‘Housing & Planning Act’ issue included in the 2015/16 AGS had not yet commenced as no further Government guidance had been issued on a number of matters included in the Act.

A Member queried if in future it would be possible to develop a more ethical framework for the how the Council operated, such as for the Living Wage and procurement arrangements. The Head of Governance and Corporate Services replied that ethics issues were already covered in a number of formal Council documents at a strategic level but not necessarily at an operational level. If such an approach was adopted it would be necessary to first review all relevant documentation to determine what ethical matters were included.

RESOLVED:

That

(A) Council, at its meeting to be held on 5 July/30 August, 2017, approves the Code of Governance.

(B) The Annual Governance Statement 2016/17 be approved.

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8. Annual Treasury Management Report 2016/17

Consideration was given to the Report of the Head of Finance (Item 8.1 – 8.9 of the Official Minutes of the Council).

The Head of Finance reported that by regulations issued under the Local Government Act 2003 the Council was required to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2016/17.

The Head of Finance then drew Members attention to the Council's overall treasury position as at 31 March 2017 (report paragraph 5.8), investments as at 31 March 2017 (report paragraph 5.21), the average rate of return on investment funds for 2016/17 (report paragraph 5.23) and the prudential and treasury management indicators as set out in appendix 1 to the report.

Members were also advised that the report would be submitted to full Council on 5 July for determination.

RESOLVED:

That

- (A) The annual treasury management report 2016/17 be noted.
- (B) The actual 2016/17 prudential and treasury indicators as set out in appendix 1 of the report be approved.

9. Progress and Update Report for Cannock Chase District Council

Consideration was given to the Report of the External Auditors (Item 9.1 – 9.11 of the Official Minutes of the Council).

Richard Percival talked Members through the key aspects of the report, which covered:

- Progress on 2016/17 audit work;
- Changes to the 2016/17 CIPFA Code;
- Delivering good governance;
- Pooling of the Local Government Pension Scheme;
- Fixing the broken housing market;
- Income generation;
- Apprentice Levy.

Richard Percival also reported that the first draft of the 2016/17 final accounts had been received and at this stage there appeared to be no immediate concerns.

RESOLVED:

That the Report of the External Auditors be noted.

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10. Cannock Chase District Council Audit Fee Letter 2017/18

Consideration was given to the Letter of the External Auditors (Item 10.1 – 10.4 of the Official Minutes of the Council).

Richard Percival reported that 2017/18 would be the last year of the current fee regime and that the new regime to come into effect for 2018/19 would likely result in a fee reduction being applied. At this stage it was not yet known which bodies Public Sector Audit Appointments (PSAA) Ltd would be awarding contracts to, but the intention was to cause as little disruption as possible based on current arrangements.

RESOLVED:

That the Letter of the External Auditors be noted.

The meeting closed at 5:00 p.m.

CHAIRMAN

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
LICENSING AND PUBLIC PROTECTION COMMITTEE
WEDNESDAY 28 JUNE, 2017 AT 11:15 AM
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PRESENT: Councillors

Johnson, T.B. (Chairman)
Pearson, A.R. (Vice-Chairman)

Dean, A.	Smith, C.D.
Freeman, Miss. M.A.	Snape, D.J. (Substitute)
Hoare, M.W.A.	Todd, Mrs. D.M.

1. Apologies

Apologies for absence were submitted for Councillors F.W.C. Allen, M.R. Grocott and C.I. Lea.

Notification had previously been received that Councillor D.J. Snape would be in attendance as the substitute for Councillor C.I. Lea.

2. Declarations 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.

3. Minutes

RESOLVED:

That the Minutes of the meeting held on 13 April, 2017 be approved as a correct record and signed.

4. Pavement Café & Commercial Policy 2017

Consideration was given to the report of the Managing Director (Enclosure 4.1 – 4.78 of the Official Minutes of the Council).

Mr. D. Prosser-Davies, Food, Safety and Licensing Manager representing the Council outlined the Policy and sought any further comments from Members on the Policy prior to it being recommended to Council for approval.

He advised that following the close of the consultation, further comments had been received asking why the Policy would not apply across the District and why the Policy did not cover other areas such as industrial estates. In response, the

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Officer advised that the Policy formed part of the Council's Better Skills Jobs and Skills Work Programme for 2016-17 which included town centres only.

A Member referred to the proposed Policy and expressed concern that vehicles parked up on grass verges and advertising goods needed to be challenged. The Member was advised that he should liaise with the Planning department as there are planning regulations regarding this.

Members asked for details of the disability groups involved in the consultation process.

The Officer representing the Council indicated that the Council had a wide ranging database where a large number of groups would have been consulted. The Officer would confirm the list of consultees with Members.

Members then referred to Enclosure 4.76 Annex 14 the proposed fee structure for the Street Obstructions Policy and asked how the fees were made up.

The Officer representing the Council indicated that the fee would cover time, policing of the town centres and administering the scheme. He advised that he would review how the pricing structure was made up.

RESOLVED:

Members were generally pleased with the revised Pavement Cafes & Commercial Obstructions Policy (The Policy) and recognised the benefits that it could bring to the town centres.

They noted that it would be presented to full Council for approval and adoption in the late Summer/early Autumn of 2017.

However, they asked officers to:

- Consider reviewing the Policy in 12 months time and look into the feasibility of extending the Policy across the whole District
- Clarify whether local disability groups were on the list of organisations which were consulted
- Make a minor amendment to the fee structure
- Consider whether the Policy might be retitled so as to include "other obstructions"

5. Street Trading Policy 2017

Consideration was given to the report of the Managing Director (Enclosure 5.1 – 5.22 of the Official Minutes of the Council).

The Officer representing the Council outlined the changes to the Policy as a consequence of the new Pavement Café and Commercial Obstructions Policy.

A Member referred to Enclosure 5.19 Annex 1 of the report and the situation concerning vehicles parking without the relevant permit in Cannock Town

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Centre which appeared to be worse on Fridays and Saturdays. She explained that she had been monitoring the situation and had made the Police, Council and Parking Enforcement aware of this.

The Officer discussed with Members the details around the use of permits and also advised that the Council's Property Services department dealt with the markets in Cannock on Fridays.

RESOLVED:

That, Members noted that the Council's Street Trading Policy (The Policy) had been updated in order to reflect changes required by the introduction of a new Pavement Café & Commercial Obstructions Policy.

The meeting closed at 12.40 p.m.

CHAIRMAN

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CUSTOMERS AND CORPORATE SCRUTINY COMMITTEE
HELD ON THURSDAY 29 JUNE 2017 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:
Councillors

Foley, D. (Chairman)

Buttery, M.S.	Martin, Mrs. C.E.
Cartwright, Mrs. S.M.	Smith, C.D.
Cooper, Miss J.	Snape, D.J. (substitute)
Freeman, Miss M.A.	Sutherland, M.
Johnson, T.B.	Sutton, Mrs. H.M.

1. Apologies

Apologies for absence were submitted for Councillors Miss M.J. Dudson (Vice-Chairman), M.R. Grocott and Mrs. C.L. Peake.

Councillor D.J. Snape was in attendance as substitute for Councillor Mrs Peake.

2. 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.

3. Minutes

External Communications Trial Review – Minute No. 20

The Head of Governance and Corporate Services reported that an agreement had been reached with the publishers of Chase Matters magazine that a second edition would be issued each year at no extra cost to the Council.

A Member then queried what would happen to ensure delivery of the magazine to residents. The Head of Governance and Corporate Services replied that she would find what had been arranged and report back to Members via email.

RESOLVED:

That the Minutes of the meeting held on 27 March, 2017 be approved as a correct record and signed.

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4. End of Year 2016/17 Customers Priority Delivery Plan Performance Update

Members considered and noted the 2016/17 end of year performance information for the Customers Priority Delivery Plan (PDP) (Item 4.1 – 4.11 of the Official Minutes of the Council).

The Head of Governance and Corporate Services reported that those actions marked with an amber rating had been rolled over into 2017/18, but due to the change in management and scrutiny structures, the majority had been transferred across to the economic development and town centres PDP. In respect of the action to develop a campaigns/communications annual calendar, this was going to be considered in further detail as part of a wider review of the Council's communication channels.

A Member then queried when it was likely a definite decision would be following the completion of strategic review of the Depot site. The Head of Governance and Corporate Services replied that it was not known at this stage when a decision would be made as work on the review was still progressing and a response was awaited to a funding application for redevelopment of the site.

5. Customers & Corporate Scrutiny Committee Annual Report 2016/17

Consideration was given to the report of the Head of Governance and Corporate Services (Item 5.1 – 5.4 of the Official Minutes of the Council).

The Head of Governance and Corporate Services reported that this report had been produced following work undertaken by the former Transitional Scrutiny Committee. The purpose of the report was to summarise the work undertaken by the Committee in the previous municipal year. Similar reports had also been produced for each of last year's Scrutiny Committees and it was anticipated that all the reports would be submitted to Council on 30 August.

A Member then queried what the action plan to achieve the Peer Review recommendations would be finalised. The Head of Governance and Corporate Services replied that an outline plan had already been established which set out 7 key themes to be actioned across six working groups. Work had already commenced on looking at the future vision of the Council and new corporate plan as these would need to be finalised before work on the other themes could fully commence. Specific pieces of work to be undertaken included: commercialisation and income generation, customers and digitalisation, and decision making processes/paperless meetings.

RESOLVED:

That the report be approved and submitted to Council on 30 August 2017 for information.

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6. Customers & Corporate Scrutiny Committee Work Programme 2017/18

Consideration was given to the report of the Head of Governance and Corporate Services (Item 6.1 – 6.27 of the Official Minutes of the Council).

Members received for information a copy of presentation slides delivered to the Chairmen and Vice-Chairmen of the Scrutiny Committees on how to plan for and scope scrutiny reviews.

The Head of Governance and Corporate Services then suggested the Customer Access Strategy be included on the work programme as a topic for review, explaining what the Strategy was, its scope and its purpose.

Members then raised they would like to include for review feedback on the 2017/18 budget process (in particular those items the Committee made recommendations on as part of the financial recovery plan consultation) and electoral registration processes and voter engagement methods.

RESOLVED:

That

(A) The following items be approved for inclusion on the 2017/18 work programme:

- End of Year Outturn for Customers PDP for 2016-17;
- Annual Report on Work of the Committee for 2016-17;
- Customers PDP Progress Report April to September 2017;
- Peer Review – Progress Update;
- Customers PDP Progress Report October to December 2017;

(B) Review scopes be drafted for the following items and circulated to Members for approval once complete:

- Customer Access Strategy;
- Feedback on impact of the 2017/18 budget process;
- Electoral Registration and Voter Engagement.

The meeting closed at 4:40 p.m.

CHAIRMAN

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
ECONOMIC DEVELOPMENT AND TOWN CENTRES SCRUTINY COMMITTEE
TUESDAY 4 JULY, 2017 AT 4.00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Martin, Mrs. C. (Chairman)
Councillors Stretton, Mrs. P.Z. (Vice-Chairman)

Buttery, M.S.	Hardman, W.T.A.
Cooper, Miss J.	Lea, C.I. (substitute)
Foley, D.	Snape, P.A.
Freeman, Miss M.A.	Sutherland, M.

Prior to the commencement of the meeting the Chairman referred to the sad news that Councillor G. Burnett had passed away suddenly last week. Members held a 1 minutes silence as a mark of respect.

1. Apologies

An apology for absence was submitted for Councillor Miss J. Christian.

Notification had been received that Councillor C.I. Lea would be in attendance as substitute for Councillor Miss J. Christian.

2. 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.

3. Minutes

RESOLVED:

That the minutes of the meeting of the Better Jobs and Skills Scrutiny Committee held on 12 April, 2017 be received for information.

4. End of Year Report 2016/17 Better Jobs and Skills Priority Delivery Plan Performance Update

Members considered and noted the 2016/17 end of year performance information for the Better Jobs and Skills Priority Delivery Plan (PDP) (Item 4.1 – 4.9 of the Official Minutes of the Council).

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The Head of Economic Development made reference to the electrification of the Chase Line. He advised that the proposal to employ a consultant to investigate the required improvements to Cannock station to complement the development of the Mill Green Designer Outlet Village had been put on hold as Officers had become aware of a piece of work undertaken by the WMCA. This work had been led by West Midlands Rail Network and had investigated station improvements along various routes including the Chase Line. It had found that many travellers hurry through the stations to access the rail network but it was considered that stations could become more valuable as community assets. Officers would use the information gathered by this piece of work as a basis for the more detailed work that would be undertaken in relation to the requirements for Cannock Station.

The Committee noted that there was a meeting scheduled for Friday 7 July regarding the electrification of the Chase Line. A Member advised that although the electrification of the line would not lengthen the platforms at stations the new trains/carriages would be able to hold significantly more passengers.

A Member commented that the Council had placed a lot of pressure on the railway operators to implement the electrification of the Chase Line and would continue to apply further pressure to achieve more improvements.

The Head of Economic Development also referred to the Rugeley Flood Alleviation Scheme. Concern had been expressed at the previous meeting regarding the red clay being deposited on the highway. The Chairman commented that she had spoken to the Environment Agency about this issue and had been advised that roads were being swept on a regular basis. However the roads leading to the site were being swept not the ones exiting it. She also considered that the wheel washing facilities at the site were not adequate. The Head of Economic Development would take this up with the Environment Agency to ensure the correct roads were being swept. He also confirmed that Planning Officers would be inspecting the area to ensure that there were no breaches of the planning conditions.

The Head of Economic Development then made reference to the Mill Green Designer Outlet Village and the measures required to enhance connectivity with Cannock Town Centre. He commented that the Designer Village was a huge opportunity for the District who would benefit from an increased number of visitors; however, it would be a challenge to ensure the right offer was provided within the town centre in order to attract visitors. Discussions would continue with the town centre traders regarding this issue. A Member made reference to the cinema/leisure proposal for High Green and asked if this was progressing. The Head of Economic Development advised that Officers had been in discussion with Cannock Assets regarding this proposal but there had been no further communication since Christmas. He confirmed that the Council was still aspiring to get a leisure/cinema use into the town centre.

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5. Better Jobs and Skills Scrutiny Committee Annual Report 2016/17

Consideration was given to the report of the Head of Economic Development (Item 5.1 – 5.4 of the Official Minutes of the Council).

The Head of Economic Development advised that the report summarised the work undertaken by the Committee in the previous municipal year. He confirmed that although there had been an energetic debate which had been focussed on transport and skills no reviews were undertaken by the Committee and therefore no recommendations were made to Cabinet or Council.

RESOLVED:

That the report summarising the work undertaken by the Better Jobs and Skills Scrutiny Committee during the municipal year 2016-17 be approved and submitted to Council on 30 August, 2017 for information.

6. Economic Development and Town Centres Scrutiny Committee Work Programme for 2017/18

Consideration was given to the report of the Head of Economic Development (Item 6.1 – 6.32 of the Official Minutes of the Council).

The Head of Economic Development led the Committee through the report advising that when considering the Work Programme Members should have regard to the remit of the Committee, the Priority Delivery Plan and whether there was a need to establish small working groups to investigate the issues identified. He added that there had been a decision taken to reduce the number of Scrutiny Committee meetings so Members should not be looking to schedule any additional meetings. He referred Members to the Scrutiny toolkit at Appendix 1 and the draft work programme at Appendix 2.

A Member made reference to the draft work programme and suggested that the Committee should consider undertaking a review on transport, including bus and rail travel. She considered that this review would also link to education and skills as the recent closure of Cannock Chase Technical College would have implications for students who would now have to travel to other areas to access their courses.

The Chairman agreed that the Committee should undertake a review of transport and added that decent transport would attract investors into the District. She suggested that following the outcome of the review the Committee would have the opportunity to make a recommendation to Cabinet asking the County Council to reintroduce subsidies to the bus companies.

Members put forward a number of other topics that could be reviewed and these were discussed and consideration was given to whether there was time to undertake two reviews within the timescale. Following a lengthy debate Members agreed that the one in depth review on transport should be undertaken this year.

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Members discussed the scope of the review and the following issues were noted:-

- bus services were being reduced across the District without any consideration for passengers; many areas were poorly served by public transport;
- there was a lack of competition with bus companies;
- evidence should be gathered as to the problems being experienced and Arriva should be invited to a meeting to discuss;
- the review should look at whether the current local transport in the District was fit for purpose;
- the review should look at bus and rail travel provision and consider both the commercial and passenger point of view;
- the review could also look at community transport and Parish Council's could be involved;
- consideration should be given to how transport restricted residents access to employment, education and leisure opportunities;
- the need to be stronger when determining the use of s106 monies for transport.

The Head of Economic Development advised that he would work with the Chairman and prepare further information for consideration at the next meeting. He commented that Members could telephone or email him outside of the scheduled meetings to discuss the review. The next scheduled meeting of the Committee was on 23 November, 2017 and Arriva would be invited to attend. The meeting date could be altered depending on Arriva's availability.

Reference was made to Staffordshire County Council who had recently started to consult on bus services across the County. Members asked that this document be sent to all Members of the Committee for information and a link to the document be put on the Council's website.

RESOLVED:

- (A) That the Committee undertake an in depth review of transport, including bus and rail travel and community transport to determine whether the current local transport was fit for purpose.
- (B) That the Staffordshire County Council document outlining the consultation on bus services across the County be forwarded to all Members of the Committee and a link to the document be put on the Council's website.

The meeting closed at 5.10pm.

CHAIRMAN

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
HEALTH, CULTURE AND ENVIRONMENT SCRUTINY COMMITTEE
HELD ON MONDAY 10 JULY, 2017 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)

Dean, A.	Martin, Mrs. C.E.
Freeman, Miss. M.A.	Stretton, Mrs. P.Z.
Johnson, J.P.	Sutton, Mrs. H.M.
Johnson, T.B.	Woodhead, P.E.

1. Apologies

Apologies for absence were received from Councillors Mrs. A. Allt, Mrs. S.M. Cartwright and Councillor P. Hewitt, Staffordshire County Council.

2. 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.

3. Minutes

RESOLVED:

That the Minutes of the Health Scrutiny Committee held on 3 April, 2017 and the Environment Scrutiny Committee held on 4 April, 2017 be approved as a correct record.

4. Confirmation of Appointment of Independent Co-Opted Member

RESOLVED:

That Elizabeth Learoyd, Advocacy Manager, Healthwatch Staffordshire was confirmed as the Co-opted Member to the Council's Health, Culture and Environment Scrutiny Committee for the 2016-17 Municipal Year.

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5. Healthwatch Staffordshire – Update

There was no update for Members of the Committee as the representative from Healthwatch Staffordshire was not in attendance.

6. Staffordshire County Council’s Healthy Staffordshire Select Committee - Update

The Chairman advised that she had been unable to attend either the initial or the second meeting of the Committee. Dave Prosser-Davies, Food, Safety and Licensing Manager reported that he had attended the initial meeting as an observer where introductions were made by the Cabinet Member for Health, Care and Wellbeing and the Director of Health and Care. Discussions had then taken place regarding health care pressures in the County faced by the Council.

Dave Prosser-Davies reported that a presentation was received from the County Scrutiny Manager which gave an overview of how Scrutiny worked at both District and County level, followed by a brief discussion regarding the Sustainability and Transformation Plans (STPs). Dave Prosser-Davies agreed that he would arrange for the Scrutiny presentation to be circulated to members.

7. End of Year 2016-17 Better Health Outcomes and Cleaner and Safer Environments (Environment) Priority Delivery Plan

Consideration was given to the 2016-17 Better Health Outcomes and Cleaner and Safer Environment (Environment) Priority Delivery Plan (Item 7.1 – 7.12 of the Official Minutes of the Council).

Increasing access to physically active and healthy lifestyles – To develop and provide a new community AGP, 7v7 grass pitch and changing pavilion at Bradbury Lane, Hednesford

A Member commented that whilst the new development was welcome, there was also a problem with the grass verge being used for parking and the situation needed resolving.

Mike Edmonds, Head of Environment and Healthy Lifestyles advised that both he and the Cabinet Member for Culture and Sport were aware of the situation. He indicated that during the busy periods, Inspiring Healthy Lifestyles (IHL) were employing 2 Security Guards to help with parking issues and that all the users had been contacted requesting them to car share where possible. He also advised that discussions had also taken place with a view to exploring the idea of adding a grassed area for parking however costs would need to be further considered.

Working with our partners to reduce health inequalities in the District – To promote concessionary membership scheme to areas of inactivity/deprived wards etc.

In response to a question raised by a Member, Mike Edmonds reported that the take up of the concessionary card had dipped slightly, however there was still a

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12.1% increase from 2012 when the contract with IHL commenced.

He explained that with regard to the lack of take up, there could be number of factors which could include slow take up following the expiry of the current membership.

Striving for cleaner, greener and attractive public environments across the District – To secure Green Flag accreditation for Hednesford Park

Mike Edmonds explained that the Green Flag inspection had recently taken place for this year; however the Council was still waiting the outcome which should be known sometime later this month.

8. Environment and Health Scrutiny Committees Annual Report 2016-17

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 8.1 – 8.4 of the Official Minutes of the Council).

In response to a question raised by a Member, Mike Edmonds indicated that it appears the level of fly tipping was increasing; however the situation would continue to be monitored throughout the year.

RESOLVED:

That the report be noted and approved for submission to Council on 30 August, 2017.

9. Health, Culture and Environment Scrutiny Committee Work Programme 2017-18

Consideration was given to the Report of the Head of Environment and Healthy Lifestyles (Item 9.1 – 9.28 of the Official Minutes of the Council).

Mike Edmonds referred to the report and the proposed work programme attached as Appendix 2 and outlined the suggested topics for review which were:

- Determine core requirements for proposed new Cemetery
- Review operational proposals for In-house parks service
- Explore how CCDC and its partners can influence and limit the impact of hot food takeaways on local health outcomes

This was then open to discussion from Members of the Committee.

Review operational proposals for In-house parks service

A Member asked the Committee to consider reviewing the operational proposals for the in-house parks service as she was currently receiving complaints concerning Cannock Park. Clarification was then sought on the current contract arrangements.

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Mike Edmonds explained that the current contract had been extended for one year in order to review the future operation of the contract from April 2018. A Member asked about the contractor and Mike Edmonds explained that the parent Company in relation to the current contract had changed in 2016 with no changes to any terms and conditions.

The Member was of the opinion that the contract had not been value for money and referred to the management plan for Cannock Park not being updated since 2015, explaining that it was vital to get this in place together with a park protocol, particularly when trying to secure Green Flag accreditation for the Council's parks.

With regard to parks a Member commented on Hednesford Park and explained that when ever he had visited, there was no park keeper around. This was then discussed in detail with other Members of the Committee.

Mike Edmonds asked Members of the Committee what areas they wished to consider as part of reviewing this topic and what outcome(s) they wanted to achieve.

Members of the Committee discussed this and asked that the following areas be explored:

- The current maintenance regime for the Parks
- What is the Park Keepers role?
- Information required on the Management Plan
- Problem with littering in some parks

Determine core requirements for proposed new Cemetery

Members of the Committee discussed this and it was agreed that officers would provide an outline of suggestions/proposals that Members may wish to consider on how the proposed cemetery would be run.

Parking on grass verges

A Member expressed concern and indicated that he had received complaints in respect of motorists that parked on grass verges and in particular, those advertising goods. It appeared that this was not uncommon and problems also existed on business premises, particularly one business located in Cannock where rows of cars were parked on the verge.

Dave Prosser-Davies referred to a previous meeting and advised that the Planning department used planning regulations regarding this; however Members expressed concern that the problem was not being resolved and asked that a letter be forwarded to Staffordshire County Council expressing the concerns of the Committee.

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Explore how CCDC and its partners can influence and limit the impact of hot food takeaways on local health outcomes

Mike Edmonds explained that this topic had been proposed for consideration by Members. The reason being that Data from Public Health England indicated that Cannock Chase had the highest density of fast food outlets across Staffordshire in 2014-2015.

Dave Prosser-Davies explained that he District suffered from a number of local health issues although the District had plenty of green space and leisure facilities and this may be an area that the Committee could explore.

Members agreed that a task and finish working group be established in under to undertake a review on this topic. The Chairman discussed this with the Committee and the task and finish working group would consist of the following Members:

- Councillor A.R. Pearson
- Councillor P.E. Woodhead
- Councillor Mrs. H.M. Sutton
- Councillor Miss. J. Cooper

RESOLVED:

- (A) That the following items be approved for inclusion in the 2017-18 work programme:
- Health, Culture and Environment PDP Progress Report April – September, 2017
 - Health, Culture and Environment PDP Progress Report October – December, 2017
- (B) That the following review topics be agreed:
- 6 November, 2017 - Review 1 - Review operational proposals for the parks service
 - 26 March, 2018 - Review 2 - Determine core operational requirements for the proposed new Cemetery
 - Task and Finish Working Group - Explore how CCDC and its partners can influence and limit the impact of hot food takeaways on local health outcomes

The meeting closed at 5.00 pm

CHAIRMAN

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CANNOCK CHASE COUNCIL

MINUTES OF THE MEETING OF THE PLANNING CONTROL COMMITTEE

WEDNESDAY 12 JULY, 2017 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.	Snape, D.J.
Dudson, A.	Snape, P.A. (substitute)
Grice, Mrs. D.	Sutherland, M.
Grocott, M.R.	Todd, Mrs. D.M.
Hoare, M.W.A.	

Prior to the commencement of the meeting the Chairman referred to the sad news that Councillor G. Burnett, who was a Member of the Committee, and former Councillor J. Burnett had both passed away. The Committee held a 1 minutes silence as a mark of respect.

23. Apologies

Notification had been received that Councillor P.A. Snape would be acting as substitute for Councillor G. Burnett.

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

Member	Interest	Type
Grocott, M.R.	Application CH/17/037, Land West of Pye Green Road, Hednesford, WS11 5RZ – Erection of new primary school and associated works (reserved matters application for CH/11/0395) – Members wife is employed by an Academy school within the District	Personal

25. Disclosure of lobbying of Members

Nothing declared.

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26. Minutes

RESOLVED:

That the Minutes of the meeting held on 21 June, 2017 be approved as a correct record and signed.

27. Members' Requests for Site Visits

Councillor A. Pearson requested a site visit be undertaken in respect of Application CH/17/0273, 414 Rugeley Road, Hednesford, Cannock, WS12 0QP, proposed front extension with basement garage.

RESOLVED:

That a site visit be undertaken in respect of Application CH/17/0273, 414 Rugeley Road, Hednesford, Cannock, WS12 0QP, proposed front extension with basement garage.

Reason: To assess whether the proposed development will affect the street scene

28. **Application CH/17/0160, Morrisons/Hednesford Service Station, Uxbridge Street, Hednesford, variation of conditions 16 and 17 of planning permission CH/06/0350 to allow for deliveries of food and fuel between 07.00am – 19.00pm Monday to Saturday and 10.00am to 16.00pm on Sundays and Bank Holidays**

Consideration was given to the report of the Development Control Manager (Item 6.1 – 6.10 of the Official Minutes of the Council).

The Development Control Manager advised the Committee with an email had been received by Councillor Paul Woodhead who has stated that he is unable to attend the meeting but requested that his email be read out. The email reads:-

“On the agenda tomorrow is an item regarding the change of hours for deliveries at the Morrison’s Daily at Hill Top in Hednesford. As this is in my ward and I have been liaising with residents regarding concerns they have in respect to how the business is operated I would like to convey their concerns to the meeting. Unfortunately, I am unable to attend due to other commitments but would like the following read to members as part of your deliberations on behalf of residents and myself.

The petrol station and convenience store has operated for a number of years as a Texaco and Cooperative with reasonable consideration to the residents. As members are likely aware this is a busy junction with a high volume of through traffic. The previous operator ran the business to operate on a more traditional 7-11 basis, at times stretching back to six in the morning or out to midnight but never overnight.

Since Morrison’s, through the operator Rontec, took over the site earlier this year they applied for, and were granted, a license to extend the hours of selling alcohol to 24 hours and at the same time started to open all hours for the petrol station and the convenience store. This has always been permitted through the planning permission granted but limitations were imposed as conditions on the planning permission to

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restrict the times HGV deliveries could undertake deliveries to the site to acknowledge the amenity of near neighbours. This, I believe, is not just about the noise of large lorries coming to the site but also the associated noise of the unloading processes. This has operated for a number of years with the previous business operator with little adverse affect to the local residents.

From the onset of the new operator, neighbours have raised a number of complaints around noise and nuisance arising from the 24-hour operational practice employed by Morrison's. Some are related to the customers of the business and some related to the operator themselves but nearly all around unsocial hours and the impact, this has on local residents. Whilst residents accept that planning permission has previously been granted for 24 hour operation and this aspect is not for consideration before the committee it is the context of how the business has been operated since its change in ownership and the disregard for the current restrictions on delivery times that members should consider the matter before them.

Residents do not raise specific objection to the change of hours proposed but seek assurances that the new conditions will be enforced rigorously as residents observe that deliveries currently not only occur outside the existing planning permission condition hours but outside those sort here. We would ask that if granted the operator must adhere to the conditions agreed and enforcement procedures followed by officers of the council be enacted in a proactive and assertive manner”.

The Officer also advised of the following amendments to the report:-

Paragraph 4.3 - This application only relates to delivery times and so the words “of opening and” should be deleted from this paragraph to reflect this.

Condition 6 regarding tannoys etc. should be deleted from the report as officers have been provided with evidence that this condition was satisfied on a previous application for the redevelopment of the petrol filling station.

Condition 2 should be amended to read – “Within 3 months from the date of this decision a detailed scheme for the investigation and recording of contamination of the site has been submitted to and approved in writing by the Local Planning Authority”.

Condition 3 should be amended to read – “Within 3 months from the date of this decision a Quantitative Risk Assessment shall be been undertaken and based on a conceptual understanding of the site conditions to derive Site Specific Remedial Targets for soils/groundwaters. The Quantitative Risk Assessment and Site Specific Remedial Targets shall be submitted and approved in writing by the Local Planning Authority in consultation with the Environment Agency”.

Prior to consideration of the report representations were made by Mr. R. Ainsworth, the applicant's representative, speaking in favour of the application.

In response to Members having concern regarding the safe operation of the site the Development Control Manager confirmed that it was the responsibility of the operator/owner of the site to keep users of the premises safe. This was outside the control of the Planning Control Committee.

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RESOLVED:

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

- (i) The words “of opening and” being deleted from paragraph 4.3 of the report;
- (ii) The deletion of Condition 6;
- (iii) Condition 2 to read – “Within 3 months from the date of this decision a detailed scheme for the investigation and recording of contamination of the site has been submitted to and approved in writing by the Local Planning Authority”.
- (iv) Condition 3 to read – “Within 3 months from the date of this decision a Quantitative Risk Assessment shall be been undertaken and based on a conceptual understanding of the site conditions to derive Site Specific Remedial Targets for soils/groundwaters. The Quantitative Risk Assessment and Site Specific Remedial Targets shall be submitted and approved in writing by the Local Planning Authority in consultation with the Environment Agency”.

29. Application CH/17/037, Land off Pye Green Road, Hednesford, erection of new primary school and associated works (reserved matters application for CH/11/0395)

Consideration was given to the report of the Development Control Manager (Item 6.11 to 6.30 of the Official Minutes of the Council).

Prior to consideration of the application representations were made by Stuart Lane from Staffordshire Education Authority (the applicants representative) speaking in favour of the application. Lee Pulsar from Staffordshire County Council was also present to answer Members questions in relation to highway matters.

Councillor Mrs. D. Todd asked that it be noted that whilst she was in favour of the application she had concern regarding the safety of children due to the lack of parking provision being provided.

RESOLVED:

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

The meeting closed at 4.20pm.

CHAIRMAN

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
HOUSING, CRIME AND PARTNERSHIPS SCRUTINY COMMITTEE
HELD ON WEDNESDAY 19 JULY 2017 AT 4:00 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:
Councillors

Freeman, Miss M.A. (Chairman)
Grice, Mrs. D. (Vice-Chairman)

Cartwright, Mrs. S.M.	Pearson, A.R.
Dean, A.	Snape, D.J.
Hoare, M.W.A. (substitute)	Snape, P.A.
Johnson, T.B.	Stretton, Mrs. P.Z.
Lea, C.I.	Witton, P.T.

Invitees: Inspector Mark Ward, Deputy Commander, Cannock Local Policing Team.

1. Change in Order of Agenda

The Chairman advised that agenda item 8 'Policing Team', would be brought forward and considered after agenda item 3 to allow Inspector Ward to leave the meeting at the conclusion of his update.

2. Apologies

Apologies for absence were submitted for Councillor G.N. Molineux and Chief Inspector Sarah Wainwright, Cannock Local Policing Team.

Councillor M.W.A. Hoare was in attendance as substitute for the seat formerly held by the late Councillor G. Burnett.

3. 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.

4. Minutes

RESOLVED:

That the Minutes of the Housing Scrutiny Committee held on 28 March, 2017 and the Community Safety Scrutiny Committee held on 6 April, 2017, be noted.

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5. Policing Team

Inspector Ward reported that the new Chief Constable for Staffordshire Police was working with the Staffordshire Police & Crime Commissioner (PCC) to undertake a review of the countywide force structure in order to align efficiency savings with required budget reductions. A number of options were being considered for restructuring of 'response policing' and individual directorates. It was anticipated that Cannock Police Station would be reclassified as one of four 'response hubs' across the county (2 based in the north and 2 based in the south), which would potentially lead to an increase in policing provision from the station and provide greater visibility to the public.

At a local level, Geoff Knight had recently retired as Chief Inspector of Cannock Local Policing Team (LPT) and Sarah Wainwright had been appointed as his replacement. Chief Inspector Wainwright had a background in detective policing and offender management, and would be undertaking a review of the local policing structure in line with the countywide review. The current structure was comprised of 1 Sergeant and 6 PCs in the response policing team, and 3 Sergeants, 7 PCs and 15 PCSOs in the neighbourhood policing team. Meetings were held on a daily basis with local officers and countywide colleagues to review incidents that had occurred over the preceding 24 hours and to establish current priorities and resource needs. Linked to this, weekly meetings of the Community Safety Hub also took place. Furthermore, meetings has been held with the Partnerships, Community Safety & CCTV Manager to review the protocol for dealing with unauthorised travellers' sites and rollout of a pilot project on behalf of the Force focussed on new ways of tackling serious and organised crime

At a countywide level, the Force had been actively engaged with supporting Operation Anoka and Operation Temperer as a result of the tragic attacks in London and Manchester, as well as dealing with several instances of 'cross-border' criminality in conjunction with other Forces across the Midlands. A number of issues had also been reported about usage of off-road motorbikes, mopeds and scooters for which appropriate remedial actions were being looked into. Support was requested from Members to help reduce complaints from the public about the perceptions of groups of youths congregating in parks after having been dispersed from shopping precincts and other such areas.

A Member queried if there had been an increase locally in the number of armed police officers. Inspector Ward replied that a number of armed officers were already in place, but that number was expected to increase over the next 18 months as training such officers was an extensive process.

Inspector Ward then sought Members' views as to how they wished to receive updates on the police performance data going forward. Members commented that it would be preferable to receive such data via email on a regular basis rather than detailed updates being given at each meeting of the Committee.

Inspector Ward left the meeting at the conclusion of this item.

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6. End of Year 2016/17 Cleaner and Safer Environments (Community Safety Section) and More & Better Housing Priority Delivery Plans Performance Update

Members considered and noted the 2016/17 end of year performance information for the Cleaner and Safer Environments (Community Safety Section) and More & Better Housing Priority Delivery Plans (PDP) (Item 4.1 – 4.11 of the Official Minutes of the Council).

The Head of Housing and Partnerships reported that the target for provision of additional affordable housing units had not been achieved within the year due to delays with a specific housing development, but work on site had since commenced. The target for securing 18 affordable dwellings through the completion of section 106 agreements was missed due to one agreement unfortunately not being completed by the reporting deadline. Work on the Moss Road estate redevelopment scheme was on target to complete by the end of 2017/18, including the provision of new play areas. Work on redeveloping former garage sites was progressing well, and positive feedback had been received for sites where work was already underway.

7. Community Safety Scrutiny Committee and Housing Scrutiny Committee Annual Reports 2016/17

Consideration was given to the report of the Head of Housing and Partnerships (Item 5.1 – 5.7 of the Official Minutes of the Council).

The Head of Housing and Partnerships advised that the draft neighbourhood estate management plans referred to in the Housing Scrutiny Committee Annual Report would be circulated to Members in advance of the next meeting of the Committee once they had been finalised.

RESOLVED:

That the reports be approved and submitted to Council on 30 August 2017 for information.

8. Prevent Action Plan

Members received a verbal update from the Partnerships, Community Safety & CCTV on the Prevent action plan, an updated copy of which had been circulated in advance of the meeting.

The Partnerships, Community Safety & CCTV Manager reported that as part of police work on counter-terrorism, a local counter-terrorism plan had been produced, feedback on which would be provided to the Committee once the plan had been updated. In respect of 'WRAP', plans were being developed to provide training for security officers based at 'In-Shops' in Cannock town centre and licensed door staff working at pubs etc. across the District.

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9. Voids Action Plan

Members received a verbal update from the Strategic Housing and Tenancy Services Manager on the Voids action plan, an updated copy of which was tabled at the meeting.

The Strategic Housing and Tenancy Services Manager reported that the number of void properties for the most recent reporting period included a number of two-bedroom properties which were becoming increasingly difficult to let. It would therefore be necessary to review the Allocations Policy to determine what appropriate action could be taken. The Head of Housing and Partnerships noted disappointment with the performance of void lettings and reported that Officers were researching alternative ways of advertising such properties and were going to analyse why people were moving out in the first place.

10. Housing, Crime and Partnerships Scrutiny Committee Work Programme 2017/18

Consideration was given to the Report of the Head of Housing and Partnerships (Item 9.1 – 9.30 of the Official Minutes of the Council).

Members then held a discussion on proposed work programme items and agreed the following:

RESOLVED:

That

(A) The following items be approved for inclusion on the 2017/18 work programme:

- End of Year PDPs performance data for 2016-17;
- Annual Report on Work of the Community Safety and Housing Scrutiny Committees for 2016-17;
- Prevent Action Plan and Voids Action Plan – verbal updates;
- Cannock Policing Team – verbal update;
- Housing, Crime and Partnerships PDP 2017/18 Progress Reports;
- Anti-social Behaviour Policy review – working group;
- Locality Policing review – working group.

(B) Membership of the working groups be as follows:

- Anti-social Behaviour Policy – Councillors Dean, Hoare, Pearson, P. Snape and Mrs. Stretton;
- Locality Policing – Councillors Mrs. Grice, T. Johnson, Lea and D. Snape.

The meeting closed at 5:30 p.m.

CHAIRMAN

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET

HELD ON THURSDAY 20 JULY 2017 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
Bennett, C.	Crime and Partnerships Portfolio Leader
Mitchell, Mrs. C.	Culture and Sport Portfolio Leader
Preece, J.P.T.L.	Environment Portfolio Leader
Allen, F.W.C.	Housing Portfolio Leader
Todd, Mrs. D.M.	Town Centre Regeneration Portfolio Leader

17. Apologies

Apologies for absence were submitted for Councillor Mrs. M.A. Davis, Health and Wellbeing Portfolio Leader.

18. 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.

19. Updates from Portfolio Leaders

Culture and Sport

Green Flag Awards

The Portfolio Leader reported that the Council had achieved Green Flag status for six parks and open spaces within the District. Particularly pleasing was that Hednesford Park had re-achieved this status, which was a condition of the Heritage Lottery Fund grant awarded for redevelopment of the park.

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Environment

Staffordshire Joint Waste Management Board

The Portfolio Leader reported on two specific issues which had been discussed at the recent Board meeting held on 18 July, namely the “tip tax” (waste disposal charges) and the current study being undertaken by the Waste and Resources Action Programme (WRAP). The study was looking into a number of scenarios including charging for garden waste and the introduction of food waste collection. The study was also looking into the impact these scenarios may have on future recycling rates and PFI credits. There was concern however that the study would not account for potential increases in fly-tipping rates and those who could/could not pay for such a service.

20. Minutes of Cabinet Meeting of 15 June 2017

RESOLVED:

That the Minutes of the meeting held on 15 June, 2017, be approved as a correct record and signed.

21. Forward Plan

The Forward Plan of Decisions for the period July to September, 2017 (Item 5.1 – 5.2 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period July to September, 2017 be noted.

22. Recommendations of Scrutiny Committees

None received.

23. Final Accounts 2016/17

Consideration was given to the Report of the Head of Finance (Item 7.1 – 7.31 of the Official Minutes of the Council).

RESOLVED:

That

(A) The final accounts position for the year ending 31 March, 2017, be noted.

(B) The financing of the capital programme as outlined in the report be approved.

Reasons for Decisions

The overall revenue account position showed net expenditure increasing by £34,000 when compared with the budget agreed by Council. The overall impact after taking into account changes in Financing was a reduction in Transfer to Balances of £51,000.

The 2016/17 accounts however included provision for severance costs arising from the Financial Recovery Plan of £247,000 for which budgetary provision existed within the 2017/18 Budget. The net impact was therefore an additional transfer to balances of £196,000 over the two year period.

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The portfolio outturn for 2016/17 showed a favourable variance of £274,000, consisting of the actual outturn saving of £27,000 and the £247,000 severance costs. This primarily related to higher than expected income from the main streams of £219,000.

Income from the Business Rates Retention Scheme was £40,000 lower than anticipated. This was primarily to do with exemptions or voids being higher than anticipated.

Council Tax rate collection rates continued to improve and combined with additional properties a surplus of £112,000 occurred for this Council and in accordance with regulations would be included in the 2018/19 Budget.

24. Housing Revenue Account – Final Accounts 2016/17

Consideration was given to the Joint Report of the Head of Finance and Head of Housing & Partnerships (Item 8.1 – 8.7 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The final accounts position for the year ending 31 March, 2017, be noted.
- (B) The financing of the capital programme as outlined in the report be approved.

Reasons for Decisions

The overall revenue account position showed net expenditure reducing by £0.256 million when compared with the budget agreed by Council.

Income at 31 March 2017 was £20.079 million line broadly in line with the revised budget position of £20.042 million reported to Cabinet in February 2017.

Expenditure at 31 March 2017 was £19.928 million compared to the revised budget position of £20.147 million reported to Council in February 2017. The £0.219 million decrease in expenditure related primarily to savings in supervision and management and repairs and maintenance.

The final accounts therefore showed a contribution to working balances of £0.151 million compared with a planned use of £0.105 million, a reduction of £0.256 million.

Working balances at 31 March 2017 were now £1.780 million compared to the £1.525 million reported to Council in February 2017.

The report set out the capital outturn of £8.999 million compared to a budget of £11.428 million a reduction of £2.429 million. Details of financing for the current year and resources available were also included.

25. Update on the Council's Membership of the Stoke-on-Trent and Staffordshire and Greater Birmingham and Solihull Local Enterprise Partnerships since 2010.

Consideration was given to the Report of the Head of Economic Development (Item 9.1 – 9.15 of the Official Minutes of the Council).

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RESOLVED:

That:

- (A) The investment of circa £8,816,787 gross (£6,286,281 net – grant drawn down) into the District from the Greater Birmingham and Solihull Local Enterprise Partnerships (GBSLEP) since 2010 be noted.
- (B) The investment of circa £4,263,610 gross (£2,010,810 net – grant drawn down) into the District from the Stoke-on-Trent and Staffordshire Local Enterprise Partnership (SSLEP) since 2010 be noted.
- (C) The Council's continued membership of both the GBSLEP and the SSLEP be confirmed.
- (D) Should Cabinet decide to change current Local Enterprise Partnership membership arrangements in any way, the Managing Director be delegated, in consultation with the Leader of the Council, to implement the decision.

Reasons for Decisions

There was a marked difference between the SSLEP and the GBSLEP in the level of engagement available to the Council and the amount of funding drawn down to achieve economic development objectives.

The report set out the investments made by both LEPs since the District joined both in 2010 and set out information on engagement and governance issues.

26. Heritage Trail Bridge Rebuild, Rising Brook, Rugeley – Application for Permission to Spend (Revised Costs)

Consideration was given to the Report of the Head of Economic Development (Item 10.1 – 10.7 of the Official Minutes of the Council).

RESOLVED:

That permission to spend a further £17,000 towards the reinstatement of the Cannock Chase Heritage Trail Bridge over the Rising Brook, Rugeley, be granted.

Reasons for Decision

In 2012 the bridge which spans the Rising Brook collapsed. The bridge formed part of the Cannock Chase Heritage Trail forcing this section of the trail to be closed and temporarily diverted over County Land.

The bridge was made safe in 2012 by propping up the structure and using rock armour boulders as a temporary measure. At that time the Rugeley Flood Alleviation Scheme (FAS) had not been approved or fully designed. The decision was taken to not carry out any permanent repairs as the design of the FAS may have had major implications on the bridge in its current location.

Now that the Flood Alleviation Scheme had been fully designed and approved by the Environment Agency there was a need to undertake the reinstatement of the bridge. It was critical that the reinstatement of the bridge was completed as access for any works of this nature would be impossible once the Flood Alleviation Scheme was in place.

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The cost for the bridge works had varied due to the estimates largely being prior to a physical on site inspection being carried out. This was prohibited by the rock armour being in situ. Since the removal of the rock armour the bridge had totally collapsed and the abutments had been assessed as being not fit for purpose. Therefore, in order to provide a functional bridge as close as possible to the £100K budget (as approved by Council 6 July 2016) a new pre-cast concrete solution was proposed as a brick built replacement bridge would be over budget.

The current cost estimate from the Environment Agency for building the new bridge, which included a weir structure, with brick facing was in excess of £111,000. It was worth noting that these costs hadn't been scrutinised by the independent Environment Agency Engineers and were predicted to reduce post this exercise to within the £100,000 budget.

Council (6 July 2016) approved a maximum budget of £100,000. Cabinet of 20 October approved initial spend of £83,000. This report was now seeking the approval to spend the remaining £17,000.

It was proposed that the £100K remained a fixed maximum budget for the reinstatement of the bridge i.e. any remaining gap in funding to enable the work programme to be met would have to be provided by the Environment Agency or the bridge would not be able to be rebuilt.

Efforts to provide an aesthetically similar finish (appearance of brick) could be achieved by the installation of brick slips to the facing down stream exterior wall. Unfortunately, this would be at an extra cost which may exceed any approved budgets and therefore be cost prohibitive.

It was noted that Rugeley Town Council had a strong desire for the bridge to be rebuilt to its former state and officers had noted their views and endeavoured to reach a compromised design within the available budget. If the Town Council would like to fund the installation of brick slips an approach to the Town Council could be made (should these brick slips exceed the £100K budget).

The meeting closed at 4:13 p.m.

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CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
LICENSING SUB-COMMITTEE
HELD ON THURSDAY 27 JULY 2017 AT 10:00AM
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT:

Councillors:

Hoare, M.W.A.
Johnson, T.B.
Pearson, A.R.

Applicant for Review: PC D. Evans, Licensing Unit, Staffordshire Police

Representing the Licensing Authority: Mr S. O'Meara (Senior Licensing Officer) and Mr J. Salter (Licensing Enforcement Officer)

Legal Advisor to the Sub-Committee: Mr S. Turner (Principal Solicitor)

Secretary to the Sub-Committee: Mr M. Berry (Senior Committee Officer)

1. Appointment of Chairman

Councillors Hoare and Pearson nominated Councillor T. Johnson as Chairman.

RESOLVED:

That Councillor T. Johnson be appointed as Chairman for the meeting.

2. Apologies and Reconstitution of Membership

No apologies were received.

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

No declarations of interests were received.

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4. **Licensing Act 2003 – Application for a Review of a Premises Licence – The Bilash, 2 Bow Street, Rugeley, WS15 2BT**

It was noted at this point that the Licence Holder had not yet arrived, nor given any indication to the Licensing Officers or the Secretary to the Sub-Committee as to whether he was planning to attend. A short adjournment was held so that the Licensing Enforcement Officer could telephone the Licence Holder to establish his whereabouts. The Licensing Enforcement Officer returned and reported that he had spoken with the Licence Holder who advised he would not be attending due to currently being located elsewhere and had thought the Hearing was taking place on 28 July. The Licensing Officers advised that the Licence Holder had been made aware on several occasions of the Hearing date via telephone conversations, formal correspondence delivered by hand directly to him at the premises concerned and sent via post to his home address.

The Legal Advisor informed Members that under the Licensing Act 2003 (Hearings) Regulations 2005, Members could determine whether to continue with the Hearing in the absence of the Licence Holder. Members resolved to continue with the Hearing as they were satisfied that the Licence Holder had been given sufficient notice of the date of the Hearing.

The Chairman then asked all parties present to introduce themselves and to confirm their understanding of the procedure for the Hearing.

The Officer of the Licensing Authority presented the report in respect of the application for review and outlined the relevant matters for consideration (Enclosure 4.1 – 4.3 of the Official Minutes of the Council). The Applicant for Review and Members of the Sub-Committee were then afforded the opportunity to ask questions of the Officer of the Licensing Authority on the report presented. Questions were asked by Members only.

The Applicant for Review then presented their case to the Sub-Committee. Members then asked questions of the Applicant for Review on the case presented.

The Officer of the Licensing Authority and Applicant for Review were given the opportunity to sum up their respective cases. Summation was only given by the Applicant for Review.

Members of the Sub-Committee then deliberated in private, accompanied by the Council's Legal Advisor and Secretary to the Sub-Committee.

All parties then returned to the meeting and the Chairman announced the decision of the Sub-Committee and reasons for the decision, as follows:

RESOLVED:

That having considered the evidence and the matters set out in the report, and having also considered the statutory guidance issued under section 182 of the Licensing Act 2003, and the Council's Licensing Policy, the Premises Licence be revoked.

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Reasons for Decision

The sub-committee noted that the Designated Premises Supervisor (DPS)/Licence Holder had been fined £30,000 as a result of admitting offences under section 15 of the Immigration, Asylum and Nationality Act 2006, though had not paid any of the fine to date. The sub-committee noted that the offences came to light when Immigration Enforcement Officers went to the Premises in November 2016.

The sub-committee was satisfied that the DPS/Licence Holder did not check employee documentation and did not carry out appropriate employment checks of staff members to ensure that they were entitled to work in the UK. The DPS/Licence Holder had put forward no explanation of his actions, made no representations, and failed to attend this hearing.

The sub-committee was satisfied that the DPS/Licence Holder had employed two illegal workers at the Premises, had paid them cash in hand, and had failed to keep accurate PAYE records.

The sub-committee was satisfied that the DPS/Licence Holder had admitted to Immigration Enforcement Officers and to the Police that he had employed illegal workers.

The sub-committee noted that the DPS/Licence Holder ran another licenced premise in the Stafford area, and noted that in October 2016, Immigration Enforcement Officers found three illegal workers were working at those premises in the same circumstances as those at the Rugeley premises.

The sub-committee noted that paragraph 11.27 of the guidance provided that the employment of illegal workers was “criminal activity that may arise in connection with licenced premises which should be treated particularly seriously.”

The sub-committee further noted that paragraph 11.28 of the guidance urged licensing authorities to “use the review procedures effectively to deter such activities and crime.”

In considering paragraph 11.24 of the guidance, the sub-committee determined that the offences relating to the employment of illegal workers had taken place at the premises and had a negative impact on the promotion of the crime prevention objective.

Noting paragraph 11.26 of the guidance, the sub-committee considered that the premises licence should be revoked and that revocation was an appropriate step with a view to promoting the crime prevention licensing objective. The sub-committee decided that revocation of the premises licence was justified as being appropriate in order to deter the practice of employing illegal workers and in the interests of the wider community, which outweighed the personal interests of the DPS/Licence Holder.

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Finally, the sub-committee found that there was no evidence to suggest that the licence holder would improved how he runs his business, and he had given no assurances as to his future conduct. The sub-committee found that the Licence Holder had shown total disregard for the licensing objectives.

The meeting closed at 11:07 a.m.

CHAIRMAN

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