

LICHFIELD DISTRICT COUNCIL

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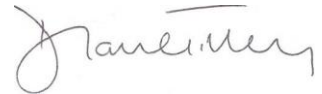
5 December 2016

To : Members of the Lichfield District Council

In accordance with Paragraph 4(2) of Part 1 of Schedule 12 to the Local Government Act 1972, you are hereby summoned to attend the meeting of the Lichfield District Council which will be held in the Council Chamber, District Council House, Frog Lane, Lichfield, on **TUESDAY 13 DECEMBER 2016 at 6.00 pm.**

Prayers will be said prior to the meeting.

Access to the Council Chamber is either via the Members' Entrance or the main door to the vestibule.



Chief Executive

A G E N D A

- 1 APOLOGIES FOR ABSENCE (if any).
- 2 DECLARATIONS OF INTEREST.
- 3 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 27 SEPTEMBER 2016 (VOLUME 44 PART 3 MINUTE BOOK).
- 4 CHAIRMAN'S ANNOUNCEMENTS.
- 5 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 4 OCTOBER, 1 NOVEMBER AND 6 DECEMBER (TO FOLLOW) AND CABINET MEMBER DECISIONS (GREY ENCLOSURE).
- 6 REPORT OF THE CHAIRMAN OF LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE (YELLOW ENCLOSURE).
- 7 REPORT OF THE CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE (BLUE ENCLOSURE).
- 8 THE CHAIRMEN INDICATED BELOW TO MOVE THAT THE PROCEEDINGS OF THE FOLLOWING COMMITTEES (VOLUME 44 PART 3 MINUTE BOOK) BE RECEIVED AND, WHERE NECESSARY, APPROVED AND ADOPTED.

	Committee	2016	Pages	Chairman
(a)	Audit	5 October		R C Mosson
(b)	Planning	17 October		D Smedley
(c)	Employment	26 October		J J R Powell
(d)	Regulatory & Licensing	3 November		B W Yeates
(e)	Planning	7 November		D Smedley
(f)	Planning	28 November		D Smedley
(g)	Regulatory & Licensing (to follow)	30 November		B W Yeates
(h)	Employment (to follow)	13 December		J J R Powell

9 **APPOINTMENT OF EXTERNAL AUDITOR**

That the Council opts in to the appointing person arrangements made by Public Sector Audit Appointments for the appointment of external auditors as detailed in the report submitted to Cabinet on 6 December 2016.

10 **LICHFIELD GARRICK TRUST**

To agree a replacement for Councillor Wilcox on the Lichfield Garrick Trust.

11 **QUESTIONS**

To answer any questions under Procedure Rule 10.2

12 **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED: That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business, which would involve the likely disclosure of exempt information as defined in Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

EXEMPT ITEMS NOT ISSUED TO PUBLIC AND PRESS

13 **CONFIDENTIAL REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 1 NOVEMBER AND 6 DECEMBER (TO FOLLOW) 2016 (PINK ENCLOSURE).**

COUNCIL MEETING

27 SEPTEMBER 2016

PRESENT:

D. F. Salter (Chairman in the Chair)
M. A. Warfield (Vice-Chairman)

Allsopp, Mrs J. A.	Fisher, Miss B	Rayner, B. L.
Awty, R. J.	Fisher, Mrs H. E.	Shepherd, Miss O. J.
Bacon, Mrs N.	Greatorex, C.	Smedley, D.
Baker, Mrs D. F.	Hassall, Miss E. A.	Smith, A. F.
Bamborough, R. A. J.	Humphreys, K. P.	Spruce, C. J.
Banevicius, Mrs S. W.	Leytham, D. J.	Strachan, R. W.
Barnett, Mrs S. A.	Marshall, T.	Tittley, M. C.
Boyle, Mrs M. G.	Mills, J.	White, A. G.
Constable, Mrs B. L.	O'Hagan, J. P.	Wilcox, M. J.
Constable, D. H. J.	Pritchard, I. M. P.	Woodward, Mrs S. E.
Eadie, I. M.	Pullen, D. R.	Yeates, A.
Eagland, Mrs J. M.	Pullen, Mrs N. I.	Yeates, B. W.
Evans, Mrs C. D	Ray, P. W. W.	

(**APOLOGIES FOR ABSENCE** were received from Councillors Cox, Drinkwater, Mosson, Powell and Mrs Tranter).

Councillor Mrs Woodward advised that Councillor Drinkwater was taking compassionate leave and thanked Members for the messages of support that had been received. Councillor Wilcox expressed the Council's best wishes for Councillor Drinkwater and his wife.

PRAYERS:

Prayers were read by Councillor Wilcox.

92 DECLARATIONS OF INTEREST:

There were no declarations of interest.

93 MINUTES – 12 JULY 2016:

It was proposed and duly seconded "that the Minutes of the Meeting of the Council held on 12 July 2016 (Volume 44 Part 2 Minute Book) as printed and previously circulated be taken as read, approved as a correct record and signed by the Chairman."

94 CHAIRMAN'S ANNOUNCEMENTS:

(a) Public Events

The Chairman advised that, in addition to functions at the National Memorial Arboretum and the Cathedral, there had been a number of large public events including the Canwell Show, the Food Festival, Proms in the Park, the Sheriffs Ride, Heritage Weekend and the Johnson's Birthday celebrations. He noted that numerous people had approached him to express their enjoyment, pleasure and gratitude for the District's vibrant community and attendance at such occasions provided one of the justifications for the role of Chairman of the District Council.

(b) Bishop of Lichfield

The Chairman made special mention of the enthronement of the Rt Revd Dr Michael Ipgrave OBE as the 99th Bishop of Lichfield on 24 September.

(c) Visit to Wall

The Chairman reminded Members of the visit to Wall which was due to take place on 5 October 2016.

(d) Exercise Aurora

The Chairman advised that the Council was currently taking part in a county wide emergency planning exercise called Aurora which involved local authorities, the NHS, emergency services and other agencies.

(e) Mr B Allsopp

The Chairman gave condolences to Councillor Mrs Allsopp following the sad loss of her husband and said that Mrs Allsopp and her family would be in Members' thoughts.

95 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETING HELD ON 6 SEPTEMBER AND CABINET MEMBER DECISIONS:

2 – Money Matters: 2016-17 – Review of Financial Performance Against the Financial Strategy

Councillor Wilcox advised, in response to questions by Councillor Mrs Woodward, that the increase of £154,000 in the Capital Programme for the Hawksyard Community building was being provided by S106 contributions and the increase of £205,000 for 'synthetic pitch replacement' was required because there were two pitches to be replaced rather than one.

96 STATEMENT OF ACCOUNTS FOR 2015/2016:

Councillor Spruce presented the Statement of Accounts for 2015/16 noting that they covered a period during which the Council had undergone significant changes including Fit for the Future and a major management restructure. He highlighted that the original budget planned for a transfer of £400,000 from reserves whereas the actual outturn was a transfer of £1,281,000 to reserves, strengthening the financial position considerably.

Councillor Spruce advised that the Statement of Accounts were presented for approval in a format prescribed by law, and had been scrutinised by the Strategic (Overview and Scrutiny) Committee, where the same information was presented in a more accessibly format thanks to the work of Mr Thomas the acting S151 Officer.

The Statement had also been audited by independent auditors Grant Thornton who had undertaken a thorough review of systems and methodology and concluded that they are robust and that the figures were correct.

Councillor Spruce formally recorded his thanks to Mr Thomas for his work following the departure of the Director of Finance, Revenues and Benefits earlier in the year.

Councillor Mrs Woodward said she was pleased that issues she had raised at Strategic (Overview and Scrutiny) Committee had been taken into account. Referring to the £1,281,000 transferred to reserves, she said she would remind Members that money committed to reserves

was money that was not being spent on communities and services. She appreciated that tough decisions needed to be taken but stressed that the Council needed to strike the appropriate balance between putting money into reserves and funding services.

Councillor Eadie highlighted the £1,537,990 million shortfall in the Medium Term Financial Strategy advising that money going into reserves was not available to spend since further savings needed be identified for the Council to undertake its functions.

Councillor Spruce explained that a significant proportion of the money transferred to reserves resulted from efficiency plan savings rather than the cessation of services.

Councillor Pritchard noted that the Auditors had attended Strategic (Overview and Scrutiny) Committee and had complimented the set of accounts.

Councillor Ray asked why the Council tax collection rate had fallen from 98% to 97%, questioned if this was a trend and enquired what action was being taken. Councillor Spruce advised that it was a complex issue and outlined a number of factors that had contributed to the reduction including the initiative to bring empty properties into use resulting in the back dating of payments and changes to welfare benefits and council tax relief.

It was duly seconded by Councillor Greatorrex and

RESOLVED: That the Statement of Accounts 2015/16 be approved.

97 REPORT OF THE CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE (BLUE ENCLOSURE):

Councillor Strachan submitted his report on the items considered by the Strategic (Overview and Scrutiny) Committee held on 7 September 2016.

3 – Statement of Accounts 2015/16

Councillor Mrs Woodward said she was grateful to officers and Councillor Cox for their speedy action in arranging a meeting of the Task Group charged with improving the Overview and Scrutiny function after she had raised concerns that it was not active enough.

Councillor Mrs Woodward said she felt that Scrutiny had improved in recent months and there was greater recognition that Scrutiny was not about opposition but about being curious enough to ask important questions, improving decisions and supporting Cabinet Members in their role. She hoped the improvements would continue and said she was grateful that the Chairmen of the Overview and Scrutiny Committees had taken on board the criticisms made in the Peer Review. Councillor Mrs Woodward stressed that Scrutiny could also take place at Council and urged Members to play a full role in representing their communities by taking the opportunity to ask questions and support Cabinet Members with the difficult decisions they have to make.

Councillor White supported the comments made by Councillor Mrs Woodward noting that elected representatives had an important role to play in shaping decisions and avoiding unintended consequences. He said he warmly welcomed the fresh approach to Scrutiny.

Councillor Strachan noted the intention to visit another Authority to observe their Scrutiny arrangements and remarked that Scrutiny had already improved markedly. Councillor Awty commented on the arrangements for the next Scrutiny task group meeting, suggesting that it be moved to a date which would enable Cllr Mrs Woodward to attend.

98 REPORT OF THE CHAIRMAN OF COMMUNITY, HOUSING AND HEALTH (OVERVIEW AND SCRUTINY) COMMITTEE:

Councillor Leytham submitted his report on the items considered by the Community, Housing & Health (Overview & Scrutiny) Committee held on the 12 September 2016.

3 – Burntwood Health Centres

Councillor Mrs Woodward advised that there had not been a decision for a second health care centre in Burntwood, but a meeting of the Burntwood Town Deal Partnership had taken place and the collective weight of partners was being used to press for funding of the health care centre to go ahead.

4 – Staffordshire Health Select Committee

Councillor Mrs Woodward said she was surprised that there was no reference to cuts in social care services arising from the shortfall in funding of more than £15 million. She advised that the cuts to 'hidden' services would have an impact on the communities that Councillors represented and they included cuts to carers' assistance, dementia services, assisted technology and the crisis support scheme. Councillor Mrs Woodward referred to a County Council Cabinet report in which District Councils advised that there were limited or no options for client groups that needed crisis support. She encouraged the Overview and Scrutiny Committee to monitor the impact of the cuts across the District.

Councillor White said that cuts of £15.9 million to the Better Care Fund would undoubtedly have an impact and the County Council was working with the Chief Executive's Group and Directors to keep Council's informed. He outlined the system of funding and advised that, as a result of the deficit of £166 million in Staffordshire's health system, funding had not been received from the NHS to help cover the cost of social services. He said it was a very difficult set of circumstances and efforts were being made to minimise the consequences. He also sought to clarify that the Carers Fund, instead of additional investment, would stay the same, while the crisis support fund had been due to finish in 2017 in any event.

Councillor Leytham noted that the Council was a recipient of the services referred to rather than a provider. He agreed that the Overview and Scrutiny Committee would take a report on this issue and monitor the situation.

(COUNCILLOR WHITE DECLARED A PERSONAL INTEREST IN THIS ITEM AS THE COUNTY COUNCIL CABINET MEMBER FOR HEALTH, CARE AND WELLBEING)

(COUNCILLOR MRS BANEVICIUS DECLARED A PERSONAL INTEREST IN THE COUNTY BETTER CARE FUND)

7 – Fit for the Future – Community Transport Review

Councillor Mrs Banevicius and Councillor Mrs Woodward thanked the Cabinet Member for Community for recognising the impact that stopping the Community Transport Service would have on users of the service.

Councillor Mrs Woodward said she had been made aware of a user group that had not been contacted about alternative provision and requested that Councillor Pullen and Councillor Leytham ensure that the support promised was provided to all groups.

Councillor Mrs Evans stressed the importance of continuity for the users of the service. She noted that there would be a Task Group meeting in November and hoped for a positive outcome, but if not she would like to see the deadline extended.

Councillor Pullen confirmed that the Council wanted to ensure that users of the service were supported and migrated to alternative transport and efforts were underway to engage with all user groups.

Councillor Leytham advised that the evidence that had been considered and scrutinised by the Committee had been painstakingly gathered by officers and presented in a very effective report, and he gave his thanks to Mrs Titterton for her assistance. Councillor Mrs Woodward noted that this was likely to be Mrs Titterton's last but one Council meeting, and said she would like to take the opportunity to record her personal thanks and the thanks of the Labour Group to Mrs Titterton for her sterling work, noting that she had always provided full and detailed responses to any issues raised and that she would be sadly missed.

99 REPORT OF THE VICE-CHAIRMAN OF ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW AND SCRUTINY) COMMITTEE

Councillor Mrs Baker submitted her report on the items considered by the Economic Growth, Environment & Development (Overview and Scrutiny) Committee held on 15th September 2016.

1 - Work Programme

Councillor Mrs Woodward said she was pleased to see that the Committee would be considering the festivals and events programme and noted that this was an issue that she had raised as a formal question.

100 MINUTES OF COMMITTEES:

(a) Appointments Sub-Committee – 8 July 2016

It was proposed by Councillor Wilcox and duly seconded "that the Minutes of the Meeting of the Appointments Sub-Committee held on 8 July 2016 (Minute No.1) be approved and adopted."

RESOLVED: That the Minutes of the Meeting of the Appointments Sub-Committee held on 8 July 2016 (Minute No.1) be approved and adopted.

(b) Planning – 25 July 2016

It was proposed by Councillor Smedley and duly seconded "that the Minutes of the Meeting of the Planning Committee held on 25 July 2016 (Minutes Nod 72 – 78) be approved and adopted."

RESOLVED: That the Minutes of the Meeting of the Planning Committee held on 25 July 2016 (Minutes Nod 72 – 78) be approved and adopted.

(c) Planning – 25 August 2016

It was proposed by Councillor Smedley and duly seconded "that the Minutes of the Meeting of the Planning Committee held on 25 August 2016 (Minutes Nod 79 – 86) be approved and adopted."

RESOLVED: That the Minutes of the Meeting of the Planning Committee held on 25 August 2016 (Minutes Nod 79 – 86) be approved and adopted.

(d) Planning – 5 September 2016

It was proposed by Councillor Smedley and duly seconded “that the Minutes of the Meeting of the Planning Committee held on 5 September 2016 (Minutes Nod 87 – 91) be approved and adopted.”

RESOLVED: That the Minutes of the Meeting of the Planning Committee held on 5 September 2016 (Minutes Nod 87 – 91) be approved and adopted.

101 PROPOSAL FROM THE CABINET:

It was proposed by Councillor Pritchard, seconded by Councillor Wilcox and

RESOLVED: That the revised Local Development Scheme as submitted to Cabinet on 6 September 2016 be approved and its publication be agreed.

102 AMENDMENTS TO THE CONSTITUTION:

It was proposed by Councillor Spruce, seconded by Councillor Smedley and

RESOLVED: (1) That the Constitution be updated to reflect the changes arising from the management restructure.

(2) That delegated authority be granted to the Chairman of Audit Committee to sign the Audited Statement of Accounts for 2016/17 to 2019/2020.

103 QUESTIONS

Q1. Question from Councillor Mrs Woodward to the Cabinet Member for Tourism and Communications:

“While I very much welcome the number of community events and festivals across Lichfield District, can the Cabinet tell me please what has been Lichfield District Council’s expenditure, both in financial and in-kind support, for those events which have taken place within Lichfield City as advertised in the What’s On magazine and via the District Council’s website? I refer specifically to

- The Shrovetide Fair & Pancake Race
- The Greenhill Bower
- The Lichfield Festival
- The Lichfield Food Festival
- The Lichfield Proms
- Cars in the Park
- The Georgian Festival

- The Tom Jones Concert
- and other events highlighted in the Parklife section of the LDC website.”

Response from Councillor Mrs Fisher:

“The District Council provides limited direct funding to arts based organisations and events. We also stage very few large-scale events. That said, the City and District benefits from a network of hugely committed organisations who deliver the bulk of the cultural activities that take place.

In terms of direct funding, other than the Lichfield Garrick, the main recipients in recent years have been Lichfield Arts & Cultural Organisations (LACO), Lichfield Food Festival, the Lichfield Bower, Burntwood Wakes and Live and Local.

LACO* is a partnership of four city-based arts and cultural organisations, headed up by the Lichfield Festival. Jointly they receive £24,000 per year from the Locality Commissioning Board to deliver a programme of activities that contribute towards the aim of delivering ‘a community which is thriving and cohesive’. This funding award is agreed jointly by the District Council, Staffordshire County Council, the Police & Crime Commissioner and the South East Staffordshire Clinical Commissioning Group.

This year Lichfield Food Festival received £2,500 and Lichfield Bower received £1,000 from the District Council’s small grant scheme, which is open to all to apply. Live and Local which delivers rural arts events also received £1,600. Burntwood Wakes received £1,500 for 2014/15 and £2,750 in 2013/14. They have not applied for a small grant since then.

We provide in-kind support to a number of events across the District in a variety of ways and for a number of reasons.

Strategic events in Lichfield are identified in the City centre development strategy as a key way to boost footfall and help meet the tourism growth targets. Such events also deliver considerable income to the District Council via car parking revenues which offset some, if not all, of the costs of support we provide. Such strategic events also have a recognised economic impact on local businesses and it is estimated that they have a shared economic impact of at least £5 million a year.

We currently provide partnership and marketing support to strategic events including the Heritage Weekend, which this year had a Georgian Festival theme, Lichfield Food Festival and the Lichfield Christmas Festival. This includes attending partnership meetings and overseeing combined marketing materials. The new City Centre development strategy recommends that an events strategy is created for the City, and our participation in these events moving forward will be subject to this.

Other in-kind support we provide includes street trading licence fee waivers for special events, road closures and free marketing support in publications like What’s On – some of which are statutory duties. This support is offered to events across the district and is not geographically exclusive. Should a rural or Burntwood based event wish to apply for a street trading waiver for example, provided they meet the agreed criteria, we would offer the same support. Equally we feature a wide range of events from outside of Lichfield City in our What’s On guides.

We are committed to delivering events in Beacon Park as part of our Heritage Lottery Funding (HLF) grant conditions which are referenced in our audience development plan and parks annual marketing plan.

The only regular large-scale event we deliver is Lichfield Proms in Beacon Park, which is recognised as a strategic parks event that brings thousands to our district and helps to

showcase our city and encourage visitors to come back. The net costs of the event are on average £500 a year, as the vast majority of costs are offset by sponsorship.

We also deliver a wide range of smaller parks based events that aim to get more people, more active, more often, in line with our new physical activity and sports strategy - these range from Parkour events in Burntwood, support for Iron Man at Chasewater and the World's Smallest Fun Run in Burntwood. We also supported and delivered a range of summer play events in Lichfield parks and supported Burntwood Town Council to deliver 'Play in the Parks in Burntwood.

We also hire our parks out to event organisers and examples of this include the recent Tom Jones concert, the Lichfield Greenhill Bower and Cars in the Park. We also hosted the Burntwood Wakes at Burntwood Leisure Centre this year. The type of support we provided to such events include statutory licensing support through to health and safety advice, which represents the standard support package we would provide any large scale hire in any of our parks.

We are currently producing a report for Economic Growth, Environment & Development O&S that will be considered in February 2017 and will contain a fuller breakdown of the support we provide, the indirect costs and the economic and social benefits of district wide events.

- * LACO members include Lichfield Festival, Lichfield Arts, Erasmus Darwin House and Lichfield Cathedral."

Councillor Mrs Woodward asked the following supplementary question:

"The Spring and Summer What's On includes a large number of events but most of them take place in the City. Would the Cabinet Member make a serious attempt to ensure that it is a What's On across Lichfield District booklet rather than a What's On in Lichfield City booklet?"

Councillor Mrs Fisher responded:

We are keen to include events from all areas of the District but we need to be aware of them in order to do this. We are happy to give further consideration to ways in which information can be gathered from across the District."

(The Meeting closed at 6.43 p.m.)

CHAIRMAN

REPORT OF THE LEADER OF THE COUNCIL

CABINET DECISIONS – 4 OCTOBER 2016

1. EFFICIENCY PLAN

- 1.1 The Cabinet approved the Efficiency Plan for publication and submission to the Department of Communities and Local Government.

2. COMMUNITY INFRASTRUCTURE LEVY CONSULTATION REGULATION 123 LIST CONSULTATION

The Cabinet:

- 2.1 Approved four weeks of public consultation on the revisions to the District Council's Community Infrastructure Levy Regulation 123 list.
- 2.2 Delegated to the Cabinet Member for Economic Growth, Development and Environment in consultation with the Director of Place and Community the authority to approve consultation on any future amendments to the Regulation 123 list.

3. FRIARSGATE – GOVERNANCE

- 1.1 The Cabinet approved the Governance proposals as set out in Appendix A of the report.

4. FRIARSGATE – GREATER BIRMINGHAM AND SOLIHULL LOCAL ENTERPRISE PARTNERSHIP FUNDING

- 4.1 The Cabinet accepted the offer of grant funding from the Greater Birmingham and Solihull Local Enterprise Partnership and agreed the grant agreement between Birmingham City Council and Lichfield District Council and authorised the Cabinet Member for Economic Growth, Environment and Development and the Director for Place and Community to sign the agreement on behalf of Lichfield District Council.

5. FRIARSGATE – COACH PARK LEASE

The Cabinet:

- 5.1 Agreed the proposed coach parking arrangements in principle and gave approval for the planning application to be submitted.

- 5.2 Granted delegated authority for the Cabinet Member for Finance and Democracy, the Director of Place and Community and the Director of Transformation and Resources to sign the agreement to lease between Lichfield District Council, Staffordshire University and South Staffordshire College.

6. REVIEW OF OUTSOURCED PRINTING SERVICES

The Cabinet:

- 6.1 Gave approval for a new shared service agreement to be established with Walsall Metropolitan Borough Council for outsourced print services for three years (1 November 2016 – 31 October 2019), with an option to extend by a further 24 month period (1 November 2019 – 31 October 2021).
- 6.2 Delegated authority to the Cabinet Member for Communications and Tourism together with the Director of Transformation and Resources to prepare and approve the new shared service agreement.

CABINET DECISIONS – 1 NOVEMBER 2016

7. EMPTY PROPERTY REVIEW – SPEND IN EXCESS OF £50,000

The Cabinet agreed:

- 7.1 That the level of expenditure with Capacity Grid be noted to bring it into compliance with the Council's contract procedure rules.
- 7.2 That the expenditure be reported to Audit Committee.

8. DISTRICT COUNCIL HOUSE – ASSET MAINTENANCE – LETTING OF CONTRACT

- 8.1 The Cabinet granted delegated authority to the Cabinet Member of Finance and Democracy, together with the Director of Transformation and Resources, to agree a contract with Kier PLC through the Penda Property Partnership to a value of no more than £300,000, in accordance with the Council's Contract Rules, to ensure that priority works are completed.

9. REVIEW OF LEISURE SERVICES

The Cabinet:

- 9.1 Noted the progress of the review.
- 9.2 Approved the evaluation criteria, weighting and specification for the outsourcing contract as set out at Appendix A of the report.
- 9.3 Agreed that tender documents be issued to progress the potential outsourcing.

10. WIGGINTON, HOPWAS AND COMBERFORD NEIGHBOURHOOD PLAN FINAL DECISION STATEMENT

The Cabinet agreed:

- 10.1 To the making of the Wigginton, Hopwas & Comberford Neighbourhood Plan.
- 10.2 That the decision be reported to Full Council.

11. FRIARSGATE – STOKE & STAFFORDSHIRE LOCAL ENTERPRISE PARTNERSHIP FUNDING

The Cabinet:

- 11.1 Accepted the offer of Stoke and Staffordshire Local Enterprise Partnership grant funding and agreed the grant agreement heads of terms between Staffordshire County Council and Lichfield District Council.
- 11.2 Authorised the Cabinet Member for Economic Growth, Environment and Development and the Director for Place and Community to sign the agreement on behalf of Lichfield District Council.
- 11.3 Approved in principle the funding drawdown schedule.

DECISIONS MADE BY CABINET MEMBERS

12. PUBLIC HEALTH ACT 1925 – STREET NAMING

The Cabinet Member for Finance and Democracy:

- Approved names for twelve roads serving a development at Fradley Park, Fradley.
- Formalised the name Coney Lodge View for a road serving a development at Coney Lodge Farm, Rugeley Road, Chase Terrace, Burntwood
- Formalised the name Greyhound Close for road serving a development at Boney Hay Road, Burntwood.
- Formalised the name Parsons View for a road serving a development at Sainte Foy Avenue, Lichfield.

13. LICHFIELD DISTRICT HOUSING ASSISTANCE POLICY 2016-18

- 13.1 The Cabinet Member for Housing and Health approved the Housing Assistance Policy 2016–18 which had been updated to reflect the countywide contract for home improvement agency services across Staffordshire and national funding arrangements.

**MICHAEL J WILCOX
LEADER OF THE COUNCIL**

FOR: COUNCIL MEETING
13 DECEMBER 2016
AGENDA ITEM 6
(YELLOW ENCLOSURE)

**REPORT OF CHAIRMAN OF LEISURE, PARKS AND WASTE MANAGEMENT
(OVERVIEW & SCRUTINY) COMMITTEE**

PRESENT:

Councillors Awty (Chairman), Matthews (Vice-Chairman), Mrs Allsopp, Mrs Bacon, Mrs Banevicius, Miss Fisher, Miss Hassall, Mrs Pullen, Warfield, Mrs Woodward and B W Yeates.

APOLOGIES FOR ABSENCE were received from Councillors Mrs Tranter and A. Yeates.

(In accordance with Council Procedure No. 17 Councillors Eadie, Mrs Fisher and Smith also attended the meeting).

At the meeting of the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee held on 6 October 2016 the following matters were considered:

1. REVIEW OF LEISURE SERVICES

- 1.1 A report was submitted on the Review of Leisure Services which was considering the potential for outsourcing the operational management of Friary Grange Leisure Centre and Burntwood Leisure Centre and possibly Sports Development and Parks and Open Spaces.
- 1.2 Ms Forsyth of Max Associates, who had been appointed to project manage the potential outsourcing, provided feedback from a workshop attended by Members of the Committee on 9 September. In considering the outcome of the workshop the Committee noted that a balance needed to be achieved between price and quality.
- 1.3 Details were then given of the next stages, including the issuing of tender documents and Members discussed the timescale of the project and the opportunity for scrutiny.

2. THE FUTURE OF THE SHOPMOBILITY SERVICE
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- 2.1 At the meeting of the Committee held on 20 June it had been agreed that the Shopmobility Service was not cost effective and an alternative organisation should be sought to operate the service.
- 2.2 Details were given of the work undertaken since the meeting and it was noted that 'Easy Living Mobility' had expressed an interest in expanding their existing shopmobility hire provision and operating the service.
- 2.3 The Committee considered that this represented the best option and recommended to Cabinet that the Council's shopmobility assets be transferred to Easy Living on the basis that they continue to provide a shopmobility service for a minimum of three years at a hire charge not exceeding £5 a visit during this period.
- 2.4 It was suggested that the long term viability of the scheme could be something that the Committee re-visits in the future.

3. WORK PROGRAMME AND FORWARD PLAN

- 3.1 Members considered the Work Programme and Forward Plan.
- 3.2 It was proposed that the Committee look at the leisure budget, with a view to establishing a picture of spend across the District, with the possibility of co-ordinating work with Economic Growth, Environment and Development (Overview & Scrutiny) Committee which would be looking at events and festivals in the District.
- 3.3 The Committee agreed that 'Leisure Outsourcing' should be included in the work programme for the March meeting in addition to the meeting in February.
- 3.4 The Chairman requested that the management of the Garrick be invited to attend the meeting on 6 February. He said he would like to obtain a clear picture of the financial position and had spoken to the Cabinet Member for Finance and Democracy about this.
- 3.5 Reference was made of the Briefing Paper that had been issued on the management of closed Churchyards in Burntwood and the Committee noted the work undertaken by the Friends of St Annes which provided a good example of community action and a possible model for other areas of the District.
- 3.6 The Cabinet Member for Waste Management informed the Committee that a meeting was due to take place on 17 October which would involve Chief Executives, Leaders, Cabinet Members and relevant officers to consider the Waste Service in the light of the County Council's financial situation. It was noted that the County Council was seeking to make £1.5 million savings and this would result in reduced revenue for the Service.
- 3.7 Although the County Council had indicated that it would try to delay making the cuts until 2019-20 there was a risk that they could be implemented earlier. The Cabinet Member for Waste Management said it would be prudent for the Overview and Scrutiny Committee to be involved in the process. Members considered that this would be timely and it was suggested that the Committee could look at both the direct and indirect impact of any changes (e.g. fly tipping).
- 3.8 It was also suggested that the Committee should review the Council's Tree Policy and Members agreed that this be included in the work programme.

IN PRIVATE

4. ANNUAL REVIEW OF PRICES FOR CORE LEISURE ACTIVITIES

- 4.1 Consideration was given to fees and charges for core leisure activities from January 2017.
- 4.2 It was noted that an overarching objective of the Parks and Open Spaces review was to reduce the size of the estate and this could be achieved in part by transferring or leasing facilities to their predominant users.
- 4.3 Particular consideration was given to options to reduce the cost of maintaining bowling greens. It was suggested that this was something that could be looked at in more detail in the future and it was agreed that a task group be established.

R J Awty
Chairman

Leisure, Parks and Waste Management (Overview & Scrutiny) Committee

REPORT OF CHAIRMAN OF STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

PRESENT:

Councillors Strachan (Chairman) Tittley (Vice-Chairman), Mrs Baker, Mrs Barnett, Marshall, Matthews, Powell, Mrs Stanhope MBE, White and Mrs Woodward.

(In accordance with Council Procedure Rule No.17 Councillors Pritchard, Smith, Spruce and Wilcox attended the meeting).

APOLOGIES FOR ABSENCE were received from Councillors Constable, Drinkwater and Rayner.

DECLARATIONS OF INTEREST:

Councillor White declared a Personal interest in the Better Care Fund (Agenda Item 5 – Money Matters 2016/17: Review of Financial Performance against the Financial Strategy – April to September 2016) due to his involvement with the Fund as Staffordshire County Council Cabinet Member for Health, Care and Wellbeing.

At the meeting of the Strategic (Overview and Scrutiny) Committee held on 15TH November 2016 the following matters were considered:

1	FORWARD PLAN AND WORK PROGRAMME
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- 1.1 Members considered the Work Programme and Forward Plan.
- 1.2 It was noted that Bromford Housing Association owned defective stock which could deliver additional affordable housing units in the District. A paper on supporting investment in redevelopment will be considered by Cabinet in December 2016
- 1.3 Members indicated that they would like to know more about the Association's Housing Strategy, in particular how the housing supply in the District would look in 2017. It was noted that the Association was seeking to provide information in a number of ways including Member Seminars and, following the seminar in March 2016, it was intended that a seminar would be organised in early 2017.
- 1.4 Members felt that housing was a huge issue in the District and the responsibilities of the District Council and the County Council were not always clear. The Committee considered the current housing situation and acknowledged that it formed part of a wider, national problem.
- 1.5 The Committee noted that the planning permissions granted in the District considerably exceeded the number of properties built. The Portfolio Holder for Housing and Health assured the Committee that housing was a priority for the District Council and was currently being worked on. It was advised that the appropriate levels of new homes bonus would be included in the Medium Term Financial Strategy.

- 1.6 That the Chairman and Cllr Woodward meet to discuss the District and County Council responsibilities and issues related to housing delivery
- 1.7 That the Leader consider preparing a "Leader's Statement" for future Council meetings to update the members on this and other strategic issues.

2	MONEY MATTERS 2016/17: REVIEW OF FINANCIAL PERFORMANCE AGAINST THE FINANCIAL STRATEGY – APRIL TO SEPTEMBER
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- 2.1 The Cabinet Member for Finance and Democracy introduced a report on the Council's financial performance from April to September 2016 (Quarter 2) and the Internal Business Support Services Executive, Mr Anthony Thomas, gave a presentation on the content.
- 2.2 It was reported that the Council's revenue budget was projected to be £6,730 above the approved budget and this sum would be transferred from general reserves. The Capital Programme was projected to be below budget by £424,000 which would result in updates being made to the project spend in subsequent financial years. The Council Tax and Business Rates collection figures were noted together with the Council's investments.
- 2.3 It was noted that the performance comparison tables had been prepared using the previous management structure and future comparisons would be based on strategic priorities and/or the new management arrangements. The Committee welcomed the general reserves explanation contained in the report, noting that the comparisons with other District Councils for the last three years illustrated that the District Council was in the middle of the range.
- 2.4 With regard to the Better Care Fund it was advised that Staffordshire County Council had informed all District and Borough Councils of its proposal to top slice the allocated amount to support other health and social care commitments. However, because of the increasing demand for Disabled Facilities Grants this proposal has been rejected by all Staffordshire Chief Executives and further discussions with the County were taking place.
- 2.5 Concerns about the delivery of Disability Facility Grants were voiced by Members. The Cabinet Member for Finance and Democracy advised that councils were looking at improving performance and it was intended that authority would be delegated to the Cabinet Members for Finance and Democracy and Housing and Health in consultation with the Director for Place and Community to agree and accept Better Care Fund income for 2016/17 and to update the MTFS in this respect as necessary.
- 2.6 Capital receipts, council tax collection performance and housing supply impacts were discussed and the projected business rates revaluation changes for 2017 were explained. Consideration was given to sundry debtor information and the Internal Business Support Services Executive undertook to provide further information on a case where £20,000 of debt had been written off related to a deceased debtor.
- 2.7 Reasons for an increase in the value of write-offs were provided and it was noted that payment of an invoice for £123,000 in connection with a Section 106 Agreements was being held by solicitors pending resolution of a legal issue.
- 2.8 In response to a query regarding the £100,000 allocated for Professional Advisors for the outsourcing of leisure services, the Director of Place and Community said he hoped the procurement would be delivered for less than this.
- 2.9 The capital programme slippages set out in the report were noted and it was advised that no further significant slippages were anticipated.

2.10 The Committee noted:

- that Leadership Team with Cabinet Members will continue to closely monitor and manage the Medium Term Financial Strategy (Revenue and Capital) 2016-20 (MTFS (R&C) 2016-20).;
- that authority will be delegated to the Cabinet Members for Finance and Democracy and Housing and Health in consultation with the Director for Place and Community to agree and accept Better Care Fund income for 2016/17 and to update the Medium Term Financial Strategy.

3	PROGRESS REPORT ON DEVOLUTION
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- 3.1 The Leader of the Council introduced a progress report on devolution and combined authority matters following the Council's decision, taken in October 2015, not to become a non-constituent member of the emerging West Midlands Combined Authority (WMCA).
- 3.2 The report outlined the latest position in respect of the WMCA and discussions that had taken place with Staffordshire and Stoke Leaders and Chief Executives and reviewed the position nationally. Any authority wishing to join the Combined Authority would now need to wait until after the Mayoral elections in late 2017.
- 3.3 The Leader informed the Committee that he continued to have regular conversations with the Combined Authority. It was confirmed that the mayoral powers would only apply to Constituent members of the CA. and that if the Council joined as a non- constituent member the mayor would not have jurisdiction over the council area. However, the new government may develop alternative models for devolution but this was not yet known and the forthcoming Autumn Statement on 23rd November may shed more light on their approach to devolution and public sector reform.
- 3.4 It was advised that comments made by the Secretary of State for Communities and Local Government suggested he may be willing to consider devolution deals for authorities that came forward with proposals for unitary arrangements or enhanced two tier working.
- 3.5 The impact of HS2 was discussed including the ramifications for businesses in the District.
- 3.6 Reference was made to the six priorities identified at an away day organised for the Cabinet and Senior Management and the Chief Executive offered to discuss these priorities with the opposition group at a separate meeting.
- 3.7 It was resolved that the content of the report be noted.

R Strachan
Chairman
Strategic (Overview and Scrutiny) Committee

AUDIT COMMITTEE

5 OCTOBER 2016

PRESENT:

Councillors Mrs Bacon (Vice-Chairman), Strachan, Titley and Mrs Woodward

Independent Members: Mr Betteridge

Observer - Cabinet Member for Finance and Democracy: Councillor Spruce

Officers in attendance: Mr N Turner, Ms B Nahal, Mrs A Struthers, Mr A Thomas and Ms W Johnson

Also present: Mr James Cook from Grant Thornton

104. APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Mosson (Chairman) and Mrs Pauline Moore (Independent Member).

105. DECLARATIONS OF INTEREST:

There were no declarations of interest made.

106. MINUTES:

The Minutes of the Meeting held on 6 June 2016, as printed and previously circulated, were taken as read and approved as a correct record and signed by the Chairman subject to the date at Minute no. 38 being amended to read 5 October 2016 not 7 October.

The Solicitor commented that she had only received three self-assessment forms back from Members (Minute no. 38) and could therefore not report back sufficiently. Some Members said they had not received this communication and the Solicitor agreed to send it again as it was felt it would be beneficial to go through them collectively at the next meeting.

107. STATEMENT OF ACCOUNTS 2015/16 PRESENTATION TO INCLUDE TERMS OF REFERENCE:

Members considered the Statement of Accounts 2015/16 and the Internal Business Support Services Executive delivered a Presentation to explain the report in more detail and discussions took place around the level of reserves. Compared to other Councils, the External Auditor commented that reserves were reasonable and from an External Auditor's point of view they were not unduly worried.

It had been recommended by the External Auditor to look at the timings relating to the signing off of the accounts if delegation powers were transferred to the Chairman of Audit Committee and the Solicitor asked Members to consider the Terms of Reference document attached to the Statement of Accounts 2015/16. The Solicitor said the Terms of Reference stated that the Audit Committee should meet at least three times a year with ad hoc meetings being arranged as appropriate and said the amended Work Plan (Agenda Item no. 9) had been drafted with this in mind and timings of future meetings were around the signing off of the Statement of Accounts.

Discussions took place around the forthcoming changes and the O&S improvements which may soon occur and Members asked if the Audit Committee should join up with the Standards Committee as it was felt some streamlining of the current Committees could be done.

RESOLVED: (1) That the Council's Statement of Accounts for 2015/16, the External Auditor's Audit Findings Report and the Letter of Representation be noted;

(2) That the Internal Business Support Services Executive prepare an update for Cabinet and Strategic (Overview and Scrutiny) Committee in the 6 months Money Matters Report on how Lichfield District Council compares with other District Councils over the three year period 2013/14 to 2015/16 which would be forthcoming to all Members of the Committee in the near future.

108. INTERNAL AUDIT PROGRESS REPORT:

Members considered the Report of the Audit Manager and said that overall her opinion is that of "reasonable assurance". She explained that where there were significant deficiencies in internal control they had been formally identified by the management and Internal Audit or External Audit/Management had given assurances that these have been or will be resolved in an appropriate manner. Members were concerned about the recommendations which were not accepted and asked for clarification as to what happens next. Concerns were raised about their future and them not being dealt with. The Audit Manager explained that they would sit on the Covalent register and an update report is provided to the Leadership team for discussion.

RESOLVED: A management response be requested to any recommendation which is not accepted and then, after discussions at Audit Committee, the Head of Service and/or Director can be asked to attend Audit Committee if deemed necessary.

109. RISK MANAGEMENT UPDATE TO INCLUDE RISK MANAGEMENT POLICY AND CORPORATE RISK REGISTER:

Members considered the Report of the Audit Manager which provided an update to the Committee on the Risk Management policy which had only been amended to take into account the new management structure. Concerns were raised as to who monitored the Risk Register and who makes the decisions. It was explained that in practice when the Service Plans are prepared each risk is discussed and escalated up to the Corporate Risk Register and this is then reviewed formally at Leadership meetings quarterly. It was questioned whether Internal Audit should be involved rather than the risk owner and discussions took place as in Local Government, as Officers, we cannot take risk with the tax payer's money. The Audit Manager said there is an Internal Audit rolling checking process and the External Auditor assured the Members that he felt the whole process was being monitored on an ongoing basis and felt reassured.

RESOLVED: That the updated Risk Management Policy be approved.

110. REVIEW OF INTERNAL CONTROL INCLUDING PUBLIC SECTOR INTERNAL AUDIT STANDARDS SELF-ASSESSMENT SUMMARY:

Members considered the Report of the Audit Manager relating to the Internal Control which has been in place since 2013 which ensured the Committee that Internal Audit conformed to the Standards. She said there was a requirement to undertake an

External Assessment every five years which will happen in the next financial year as next year will be Year 5. Further details can be provided if required.

RESOLVED: That the report be noted.

111. QUALITY ASSURANCE AND IMPROVEMENT PROGRAMME REPORT:

Members considered the Report from the Audit Manager which stated the quality assurance and improvement programme which included assessments, both internal and external and the Committee asked if the Audit Department had enough staffing for the requirements asked of them. The Audit Manager confirmed that she is only at Lichfield 2 days per week so has a 1.8 staffing ratio Monday-Friday yet Tamworth have her for 3 days + two full-time members of staff. The External Auditor was asked if this was proportionate for the size of the organisation and he agreed that it was typical for a District Council without any housing stock as Tamworth obviously still had housing stock.

RESOLVED: That the report be noted.

112. WORK PROGRAMME:

Members considered the new Work Programme for 2016/17 and the Solicitor explained that this had been revised by the Internal Business Support Services Executive and the Audit Manager to put in some extra meetings for the signing off of the Statement of Accounts responsibilities and all items had been aligned. The Solicitor explained that these dates were only provisional dates as no calendar of meetings had yet been prepared for the new municipal year but it gave an indication of when the meetings should be happening.

It was noted that since printing there had been a change to the January's meeting date as the Audit Manager was on annual leave on 24 January and the meeting had been moved forward to now take place on 11 January 2017. This was noted.

Discussions took place around the value of Members meeting before any planned Audit Committee meeting as these had previously been arranged but had not continued. The Solicitor stated that there were two private meetings per year whereby the Members could meet with the Internal Audit Manager before a meeting and then meet in private with the External Auditors before a different meeting with no Officers being present. The Committee felt this should continue, however, a pre-meet for Members only would be advantageous too.

RESOLVED: (1) It was agreed to extend the room booking by 15 minutes to accommodate Members pre-meetings in private with the Internal Audit Manager. This was in addition to the yearly private meetings with Internal Audit and External Audit;

(2) That the new January meeting of Wednesday 11 January 2017 be a 5.45pm start for the Members to meet with the Internal Audit Manager in private.

(The Meeting closed at 7:25 pm)

CHAIRMAN

PLANNING COMMITTEE

17 OCTOBER 2016

PRESENT:

Councillors Smedley (Chairman), Marshall (Vice-Chairman), Mrs Allsopp, Awty, Mrs Bacon, Bamborough, Mrs Barnett, Mrs Evans, Humphreys, Matthews, Mosson, Powell, Pritchard, Miss Shepherd, Strachan and A. Yeates

(APOLOGIES FOR ABSENCE were received from Councillors Mrs Baker-Thomas, Cox, Drinkwater and Mrs Stanhope MBE)

113 DECLARATIONS OF INTEREST:

Councillor Powell - Personal Interest in Application 16/00266/FULM as objectors were known to him.

Councillor Strachan – Personal Pecuniary Interest in Application 16/00266/FULM as he spoke as a Ward Councillor in objection to the application and so had a pre-determined opinion. He did not take part in the debate or decision of this application.

114 MINUTES:

The Minutes of the Meeting held on 26 September 2016 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

115 DECISIONS ON PLANNING APPLICATIONS:

Applications for permission for development were considered with the recommendations of the Strategic Director of Place and Community and any letters of representation and petitions together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 16/00266/FULM; 16/00272/OUTM; 16/00806/FUL and, 16/00746/FUL.

**116 16/00266/FULM – ERECTION OF 3NO INDUSTRIAL BUILDINGS, EARTH BUND, ASSOCIATED ROADWAYS, YARDS, PARKING, LANDSCAPING, ATTENUATION PONDS AND OTHER RELATED INFRASTRUCTURE
LIBERTY PARK, BURTON OLD ROAD, LICHFIELD, STAFFORDSHIRE**

RESOLVED: That planning permission be approved subject to the conditions and the signing of the Section 106 agreement, as set out within the report of the Strategic Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY FIONA LEVER ON BEHALF OF FRADLEY & STREETHAY PARISH COUNCIL AND ANDREW BLEVINGS OF LIBERTY PROPERTY TRUST – APPLICANT)

**117 16/00272/OUTM – ERECTION OF UP TO 80. NO DWELLINGS
(OUTLINE: ACCESS)
BRIDGE FARM, BRIDGE FARM LANE, FRADLEY**

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Strategic Director of Place and Community and the addition of a further condition and an amendment to condition 3 to require the provision of two points of access and the signing of the Section 106 agreement.

Conditions to read as follows:

Amended Condition 3 to read: This is an outline planning permission and no phase of development shall be commenced until details of the layout of the site including the disposition of roads and buildings; full road construction details including longitudinal sections, street lighting and means to drain the roads, existing and proposed ground levels and finished floor levels; the design of all buildings and structures; housing mix and tenure; the external appearance of all buildings and structures including materials to be used on all external surfaces; the means of pedestrian and vehicular access (which shall include two points of access) and parking layout including cycle parking facilities for each dwelling; and the landscape and planting of the site shall be submitted to and approved by the Local Planning Authority by way of reserved matters application(s).

Additional Condition 16 to read: Notwithstanding the submitted details, the development hereby approved shall be served by two vehicular access points, one from Baker Drive and a further access from Worthington Road.

Reason for condition 16: In the interests of highway safety and to ensure a satisfactory form of development, in accordance with the requirements of Policies BE1 and ST2 of the Local Plan Strategy and Government Guidance contained within the National Planning Policy Framework.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MR CLLR SIMON ROBERTS ON BEHALF OF FRADLEY & STREETHAY PARISH COUNCIL AND MR CHRISTOPHER TIMOTHY, CT PLANNING APPLICANT'S AGENT)

**118 16/00806/FUL – REMOVAL OF CONDITIONS 3, 4, 5 AND 6 OF
APPLICATION 16/00129/COU
YEW TREE LODGE, CHESTER CLOSE, LICHFIELD**

RESOLVED: Not to support the Officer's recommendation and accordingly that planning permission be REFUSED.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MR ANDREW BROWN

(OBJECTOR) AND CLLR GREATOREX (NON-COMMITTEE WARD MEMBER)

119 16/00746/FUL – TWO STOREY SIDE EXTENSION TO EXTEND LOUNGE AND KITCHEN AND FORM 2 NO BEDROOMS AND ENSUITE ABOVE 4 EARL DRIVE, CHASE TERRACE, BURNTWOOD

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Strategic Director of Place and Community.

(The Meeting closed at 8:15 pm)

CHAIRMAN

EMPLOYMENT COMMITTEE

26th OCTOBER 2016

PRESENT:

Councillors Powell (Chairman), Hassall (Vice Chairman), Mrs Banevicius, Smedley, Mrs Stanhope MBE, Strachan and B. Yeates

- 120** (AN APOLOGY FOR ABSENCE was received from Councillors Mrs Eagland, Cox and Humphreys)

121 DECLARATIONS OF INTEREST

Councillor Strachan disclosed a personal pecuniary interest in one example of a claim against the Council described in the Annual Health and Safety Report (Agenda Item No. 5).

123 MINUTES

The Minutes of the Meeting held on 24th May 2016, as printed and circulated, were taken as read, approved as a correct record and signed by the Chairman.

124 DRIVING AT WORK POLICY

Consideration was given to the proposed Driving at Work Policy which amalgamated current service specific procedures in to one document.

The policy required employees driving at work to have appropriate licences, insurance cover and permits for the vehicles they used/drove and these would be checked annually. The committee noted that driving licences were now submitted digitally rather than in paper form.

In response to concern raised about refuse vehicles reversing, it was confirmed that refuse vehicles were required to reverse with a “banks-man” and any breach of this procedure could lead to an investigation and potentially disciplinary action. Mr Langston promised to follow up the observation with the Councillor.

Details were given of the process to be followed if an incident/accident occurred and it was noted that vehicles are fitted with recordable CCTV systems, which provide additional evidence in the event of an accident/incident.

RESOLVED: That the Report and Driving at Work Policy be approved.

125 ANNUAL HEALTH AND SAFETY REPORT

The Committee received the Council's Health, Safety and Insurance 2015/16 Annual Report. The Committee interrogated the data in detail and explored the difference between public liability, employee and motor vehicle claims. Accidents whilst reversing were identified as a cause for concern and this was being monitored but the Committee noted the improving trend. The Health and Safety Manager said he was currently working with the Joint Waste Service to try and improve the systems used i.e. look at different routes which could be taken, different storage areas for the bins, different times of the day which would alleviate the risks. In-house staff training had been delivered to 160 members of staff over the last 12 months. Lichfield District Council had had no visits from the Health & Safety Executive nor the Environment Agency or Fire Service in relation to its health and safety, however, there was likely to be a HSE Audit of the Joint Waste Service at some point as part of their National Audit Strategy.

RESOLVED: That the Health, Safety and Insurance 2015/16 Annual Report be approved.

126 REVISED PAY POLICY STATEMENT

Mr Turner, Director of Transformation and Resources introduced the revised Pay Policy Statement. This revision had been necessary as a consequence of the recent new management structure. However, since publishing the document there had been one additional amendment relating to the authorising of all potential recruitments which has now been delegated to all Heads of Service and Directors not the Leadership team as stated on page 3. This additional amendment was agreed.

Apprentices were mentioned as there did not seem to be many employed by Lichfield District Council. Mr Turner said this is likely to increase in time.

RESOLVED: That the Pay Policy Statement be approved subject to the amendment on page 3.

127 EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following item of business, which would involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

IN PRIVATE

128 FIT FOR THE FUTURE REDUNDANCY REPORT

The Committee received a redundancy report following the review of the Community Transport Scheme and the decision to cease the service.

RESOLVED: That the Compulsory Redundancy as detailed in Appendix A of the report be approved and recommended to Full Council.

(The Meeting closed at 6.30 p.m.)

CHAIRMAN

SPECIAL REGULATORY AND LICENSING COMMITTEE

3 NOVEMBER 2016

PRESENT: Councillors B.W. Yeates (Chairman), Warfield (Vice-Chairman), Mrs Baker, Mrs Barnett, Mrs Eagland, Mrs Evans, Humphreys, Leytham, O'Hagan, Miss Shepherd, and Mrs Stanhope MBE

APOLOGIES FOR ABSENCE were received from Councillors Drinkwater, Miss Fisher, Smedley and A. Yeates

129 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

130 2018 REVIEW OF PARLIAMENTARY CONSTITUENCIES

The Committee received a report relating to the Boundary Commission's proposals for new constituencies in England and Members were asked to consider the initial proposals which affect the Staffordshire and Stoke-on-Trent sub-region and decide how they wish to respond to the first stage of the consultation.

131 MEMBERS RESOLVED THAT:-

- 1) They wish to protest most strongly to the proposal to move the remainder of the ward of Whittington & Streethay from the Lichfield Constituency to the Tamworth Constituency.
- 2) Streethay and Whittington have historic community ties to Lichfield City and no affiliation with Tamworth Constituency.
- 3) As an alternative the Committee propose instead that the remainder of the ward of Hammerwich with Wall is moved into Tamworth Constituency.

(The meeting closed at 6.45 p.m.)

CHAIRMAN

PLANNING COMMITTEE

7 NOVEMBER 2016

PRESENT:

Councillors Smedley (Chairman), Mrs Allsopp, Awty, Mrs Bacon, Mrs Baker-Thomas, Bamborough, Mrs Barnett, Mrs Evans, Humphreys, Matthews, Powell, Pritchard, Mrs Stanhope MBE, Strachan

(**APOLOGIES FOR ABSENCE** were received from Councillors Cox, Drinkwater, Marshall, Mosson Miss Shepherd and A. Yeates)

132 DECLARATIONS OF INTEREST:

There were no declarations of interest.

133 MINUTES:

The Minutes of the Meeting held on 17 October 2016 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

134 DECISIONS ON PLANNING APPLICATIONS:

Applications for permission for development were considered with the recommendations of the Strategic Director of Place and Community and any letters of representation and petitions together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 16/00806/FUL; 16/00328/FUL; and, 16/00947/FUL.

**135 16/00806/FUL – REMOVAL OF CONDITIONS 3, 4, 5 AND 6 OF APPLICATION 16/00129/COU
YEW TREE LODGE, CHESTER CLOSE, LICHFIELD**

RESOLVED: The committee gave the reason for refusal; full wording to read as follows:

“It is considered that the removal of condition 4 of planning permission 16/00129/COU would result in an undue impact on the amenity of nearby residents by virtue of increased traffic movements and general disturbance. It is therefore considered that the proposal does not meet the provisions of policy BE1 of the Lichfield Local Plan Strategy (2015) and guidance contained in the National Planning Policy Framework.”

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MR ANDREW BROWN (OBJECTOR) AND CLLR GREATORIX (NON-COMMITTEE WARD MEMBER).

**136 16/00328/FUL – ERECTION OF 4NO. TWO BEDROOM DWELLINGS,
ACCESS AND ASSOCIATED WORKS
LAND JUNCTION OF PINGLE LANE AND BURNTWOOD ROAD,
HAMMERWICH**

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Strategic Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MR CLLR VANCE WASDELL ON BEHALF OF HAMMERWICH PARISH COUNCIL, CLLR DOUG PULLEN, NON-COMMITTEE WARD COUNCILLOR AND WILL BREARLEY, CT PLANNING - APPLICANT'S AGENT).

**137 16/00947/FUL – RETENTION OF EXISTING EMPLOYMENT USE
(CLASS B1c – LIGHT INDUSTRIAL) OF FORMER AGRICULTURAL
BUILDING
LAND SOUTH OF MEERASH LANE, HIGH ASH GRANGE, MEERASH
LANE, HAMMERWICH**

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Strategic Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY CLLR VANCE WASDELL ON BEHALF OF HAMMERWICH PARISH COUNCIL, CLLR DOUG PULLEN, NON-COMMITTEE WARD COUNCILLOR AND WILL BREARLEY, CT PLANNING - APPLICANT'S AGENT).

(The Meeting closed at 7:15 pm)

CHAIRMAN

PLANNING COMMITTEE

28 NOVEMBER 2016

PRESENT:

Councillors Smedley (Chairman), Marshall (Vice-Chairman), Mrs Allsopp, Awty, Mrs Bacon, Mrs Baker-Thomas, Bamborough, Mrs Barnett, Cox, Mrs Evans, Matthews, Mosson, Powell, Pritchard, Miss Shepherd, Strachan and A. Yeates.

(APOLOGIES FOR ABSENCE were received from Councillors Drinkwater, Humphreys and Mrs Stanhope MBE)

138 DECLARATIONS OF INTEREST:

Councillor Mrs Baker-Thomas - Personal Interest in Application 12/00182/OUTMEI as a resident of Long Bridge Road, Lichfield.

139 MINUTES:

The Minutes of the Meeting held on 7 November 2016 and previously circulated were taken as read, approved as a correct record and signed by the Chairman.

140 DECISIONS ON PLANNING APPLICATIONS:

Applications for permission for development were considered with the recommendations of the Strategic Director of Place and Community and any letters of representation and petitions together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 12/00182/OUTMEI and 16/00704FUL.

- 141 12/00182/OUTMEI – CONSTRUCTION OF A SUSTAINABLE MIXED USE URBAN EXTENSION, COMPRISING OF UP TO 450 DWELLINGS; A PRIMARY SCHOOL, MIXED USE COMMUNITY HUB TO INCLUDE RETAIL DEVELOPMENT (A1/A2/A3/A4/A5) AND COMMUNITY BUILDINGS (D1); COMPREHENSIVE GREEN INFRASTRUCTURE INCLUDING FOOTPATHS, CYCLE WAYS, MULTI FUNCTIONAL OPENSACE INCLUDING CHILDREN’S PLAY AREAS, OPEN SPACE FOR SPORT AND SUSTAINABLE URBAN DRAINAGE SYSTEMS; FOUL AND SURFACE WATER DRAINAGE INFRASTRUCTURE INCLUDING BALANCING PONDS; SAFEGUARDED ROUTE OF LICHFIELD CANAL; LINK ROAD TO FORM PART OF LICHFIELD SOUTHERN BYPASS; SITE VEHICULAR ACCESS POINT OPPOSITE SHELL GARAGE, LONDON ROAD; DEMOLITION OF NO 22 LONDON ROAD TO ALLOW PROVISION OF SECOND VEHICULAR ACCESS FROM LONDON ROAD AND OTHER ASSOCIATED ANCILLARY INFRASTRUCTURE AND GROUND REMODELLING. LAND SOUTH OF SHORTBUTTS LANE, LICHFIELD FOR PERSIMMON HOMES WEST MIDLANDS**

RESOLVED: Subject to the owners/applicants first entering into a Section 106 Legal Agreement under the Town and Country Planning Act (as amended) to secure the following contributions/ planning obligations:-

1. 31% affordable housing;

2. Provision and future maintenance of public open space including District Park, children's play areas, playing pitches, allotments, sustainable drainage system and other green infrastructure;
3. Construction and delivery of a primary school to include nursery provision;
4. Delivery of on-site community building;
5. Delivery of on-site retail facilities;
6. Residential Travel Plan;
7. Travel Plan monitoring fee;
8. Provision of bus service to serve the site;
9. Improvements to pedestrian and cycle connectivity;
10. Requirement to provide necessary infrastructure (including road and pedestrian bridges) in the vicinity of the future Lichfield Canal as part of the construction of the Lichfield Southern Bypass;
11. Requirement not to complete any more than 201 dwelling units before the completion and opening of the Southern Bypass (within the applicant's ownership) and the northern junction access with London Road.

planning permission be approved subject to the conditions contained in the report and supplementary report of the Strategic Director of Place and Community.

(PRIOR TO CONSIDERATION OF THE APPLICATION REPRESENTATIONS WERE MADE BY MR R HAWLEY (OBJECTOR) AND MR M DAUNCEY (PEGASUS GROUP - DEVELOPER'S AGENT).

142 16/00704/FUL – TWO STOREY SIDE EXTENSION TO FORM LIVING ROOM AT GROUND FLOOR LEVEL AND 2 NO BEDROOMS AT FIRST FLOOR LEVEL. 1 BARON CLOSE, BURNTWOOD FOR MR ASHLIE.

RESOLVED: That planning permission be approved subject to the conditions contained in the report of the Strategic Director of Place and Community.

(The Meeting closed at 7.32 p.m.)

CHAIRMAN