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29th August 2014

Dear Sir/Madam

**LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY)
COMMITTEE**

A meeting of the above mentioned Committee has been arranged to take place on
MONDAY 8th SEPTEMBER 2014 at **6.00 p.m.** at the **COMMITTEE ROOM**, District Council
House, Lichfield to consider the following business.

Yours faithfully



Strategic Director

To: **Members of Leisure, Parks and Waste Management (Overview and Scrutiny)
Committee:**

Councillors Mrs Tranter (Chairman), Mynott, (Vice Chairman), Tittley (Vice Chairman),
Awty, Bacon, Mrs Boyle, Mrs Evans, Mrs Constable, Mrs. Hancocks, Isaacs, Mosson,
Pearce, Yeates.



AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. To approve as a correct record the Meeting held on 18th June 2014 (copy attached)
4. The Restoration of Stowe Pool And Fields (copy attached)
5. Fit for the Future: Parks, Grounds Maintenance and Countryside Review - Hospital Road Playing Fields (copy attached)
6. Fit for the Future: Parks, Grounds Maintenance and Countryside Review - Land on the Line of the Lichfield Canal (copy attached)
7. Work Programme and Forward Plan (copy attached)

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 items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

8. Annual Review of Prices for Core Leisure Activities (copy attached)

Briefing Papers to be issued separately:

Fit for the Future Community Consultation

*Briefing Papers were introduced after the Overview and Scrutiny Committee Co-ordinating Group requested that the length and volume of agendas be addressed. Briefing papers, which are intended to provide Members with information on relevant issues, are an alternative to placing items on the Agenda. If Members wish a paper to be discussed it can be included on the Work Programme and scheduled for a future meeting.



**LEISURE, PARKS AND WASTE MANAGEMENT
(OVERVIEW AND SCRUTINY) COMMITTEE**

18th JUNE 2014

PRESENT:

Councillors Mrs Tranter (Chairman), Mynott (Vice-Chairman), Tittley (Vice-Chairman, Awty, Bacon, Mrs Boyle, Mrs Hancocks, Isaacs, Mosson and Pearce.

APOLOGIES FOR ABSENCE: were received from Councillors Mrs Constable and Yeates

(In accordance with Council Procedure No. 17 Councillors I. Eadie and A. Smith also attended the meeting.)

DECLARATIONS OF INTEREST

There were no declarations of interest.

MINUTES

The Minutes of the Meeting held on 5th March 2014 and were taken as read, approved as a correct record and signed by the Chairman.

RESOLVED: That the Minutes of the Meeting held on 5th March 2014 be approved as a correct record

TERMS OF REFERENCE

As it was the first meeting of the municipal year, the Members received the Terms of Reference for the Committee. It was agreed to amend the Terms of Reference to remove mention to services no longer provided by the District Council.

RESOLVED: That the Terms of Reference for the Committee be noted and amended as agreed.

END OF YEAR PERFORMANCE OVERVIEW 2013/14

The Committee received a report on progress against the activities and projects set out in the District Council's One Year Action Plan. It was reported that there had been some notable highlights over the past year including the construction of the Skatepark, refurbishment of wetside changing rooms at Friary Grange Leisure Centre and ongoing support to the Lichfield Garrick.

Members asked what could be done regarding litter at the skatepark as Ward Councillors were receiving complaints and it was reported that Park Rangers regularly patrolled the site and litter picked and the majority of users were looking after the area. It was reported that the skatepark had been well received and was well used by people from outside the District as well as local young people. It was

noted that District Council liaised continuously with residents during planning and construction and no Anti-Social Behaviour (ASB) had been reported. Members were reminded to notify the Parks team if there were any problems so they could be rectified promptly.

Members asked why the ASB target, associated with the Positive Futures programme, had not been met. It was reported that the District Council had asked the Safer Community Partnership for reasons for the ASB increases and were awaiting a response. It was suggested that the Police Inspector be invited to a forthcoming meeting to discuss what more could be done to help reduce ASB in the area.

Members asked when the handover of Hawksyard would be taking place and it was reported that it would be after the bridge is installed.

It was reported that work on investigating installing ground source heat pumps at Burntwood Leisure Centre had started and would be progressed in due course.

Members had concerns with the state of grass roadside verges in the District and it was reported that the District Council cut the grass on behalf of Staffordshire County Council with a contract to do so 8 times a year. It was reported that cutting started late this year as the County Council were late instructing the council. It was noted that nothing else apart from this had changed from previous years. It was also noted that the District Council do not cut grass on behalf of Bromford Housing. Members were concerned at the lack of maintenance by Bromford Housing. It was suggested that Bromford Housing be invited to a future meeting to discuss this. Members noted that verges needed to be kept tidy to aid tourism.

Members noted that there were some issues with the wetside flooring at Friary Grange Leisure Centre which was being managed and dealt with.

Members asked for more information regarding the added value given from grants and Service Level Agreements in the reports in the future.

Members noted that the County Council had deferred their decisions regarding recycling sites in the District and felt usage of the centres needed to be recorded to prove how popular they are to help prove their need.

RESOLVED: That the report be noted.

COMPLAINTS AND COMPLIMENTS – 2013/14

Members received a report on the complaints and compliments received corporately during the last financial year along with a more detailed analysis of those with specific reference to the remit of the Committee.

It was reported that there was a three stage complaints process with the complainant having the opportunity to make representation to the Local Government Ombudsman if still not satisfied after stage 3.

It was then reported that there had been 19 complaints regarding the leisure and Parks service with 15 being resolved at stage 1 and 4 at stage 4. It was noted that one complaint concerning the skatepark was escalated to the Ombudsman but it was determined that the Council was not at fault.

Members asked if the result of a complaint called for training, if it was offered to all Officers or just the one involved and it was reported that it would be offered to all if beneficial to do so.

Members felt compliments should be recorded too and it was noted that any compliment received was shared with Officers and the Cabinet Member. The Committee requested that compliments received be added to the report in future. Members also requested that the outcome of complaints be reported too.

RESOLVED: That the report be noted.

UPDATE ON THE CHANGES TO THE ORGANIC WASTE COLLECTION SERVICE DUE IN OCTOBER 2014

The Committee received a report updating Members on progress to make necessary changes to the service by the deadline of October 2014. It was reported that a communications plan was in place to ensure residents understood the changes and knew which bin to start using for food waste. It was noted that leaflets would be delivered to every household along with bin stickers put on every brown and black bin as well as vehicle graphics on the trucks. Examples of these were given to the Committee. It was also noted that there would be press releases, a feature in 'In Touch' magazine as well as a website. Members noted that the communications plan would commence at the end of June to ensure the October deadline is fully met.

Members asked if information on what organic waste could be composted that would not encourage rats could also be communicated, as some residents didn't know, and it was agreed that this could be added to the website.

Members asked if Officers would be checking bins and it was reported that there would be some Officers checking and helping residents make the changes but it would be for the short term only to ensure there was no cross contamination.

Members suggested that if any leaflets were left over after delivery to households, they be given to Parish and Town Councils and at events like the Burntwood Wakes.

Councillor Awty notified the Committee that as Chairman of the Parish Forum, he would bring to their attention.

The Committee were pleased with progress made and the planned communications with residents.

RESOLVED: That the report be noted.

THE CONTROL OF DOGS IN PARKS

The Committee received a report on the responses to the recent consultation to assess the extent of problems with out of control dogs in parks in the District and level of support for introducing Dog Control Orders or other restrictions.

It was reported that there had been 350 submissions to the on-line 'Voice It' survey with at least 77% being dog owners. It was reported that 69% did not support the idea of Dog Control Orders but 75% did feel that dogs should be barred from children's play areas.

It was also reported that the local Policing Team had been consulted and they indicated that there were no current concerns regarding the number of incidents. The Police also indicated that if a trend were to occur, they would notice it and with a recent change in legislation they now had the ability to prosecute owners who allowed their dogs to be dangerously out of control. It was noted that along with the Police, a number of other organisations had also been approached and responded to the consultation including Burntwood Town Council and Friends of Lichfield Historic Parks.

A number of proposals had been identified following the findings of the consultation including the restriction of access for dogs to the Council's junior play sites, authorise Parks staff to challenge the owners of out of control dogs and if not done so, ask for the dog to be removed from the park, and to improve information available in parks and on the website.

Overall, Members felt there was now enough legislation to allow the Police to deal with any problems without Dog Control Orders or By-laws but agreed that dogs should be kept away from play areas. Members also felt that the penalties for offences should be publicised. It was considered that dog fouling was still an issue as well and signs for this needed to be replaced and updated.

RESOLVED: That the Committee resolve that

- a) the contents of the report be noted;
- b) the results of the consultation programme be noted;
- c) the proposal to restrict access for dogs to the council's junior play sites by way of signs and fences be endorsed;
- d) the proposal to remind park rangers and attendants that they have the authority to challenge the owners of out-of-control dogs, to request that dogs are brought under control, and if this is not done, to ask the dog to be removed from the park be endorsed;
- e) the proposal to improve information available in parks and on the website about keeping dogs under control and how to report dog related issues be endorsed;
- f) there appears to be insufficient evidence of such an extensive problem of out-of-control dogs that would justify pursuing Dog Control Orders; and
- g) the existing and new powers available to the Police to investigate and prosecute owners whose dogs are permitted to be out-of-control be noted.

MANAGING ANTI-SOCIAL BEHAVIOUR AT BURNTWOOD LEISURE CENTRE

The Committee received a report on the recent levels of Anti-Social Behaviour (ASB) experienced at Burntwood Leisure Centre and the operational procedures in place to reduce the number and the effects on customers, staff and facilities.

It was reported that there had been, for many years, periods of ASB at the centre especially in the winter months. It was also reported that to respond to this, measures had been taken including the installation of CCTV and turnstiles and at times the employment of door supervisors. It was then reported that the Safer Community Partnership and the Police were concentrating on reducing the problems and 12 Acceptable Behaviour Contracts had been issued as a starting point. Members asked if there was support given to those with Acceptable Behaviour Contracts and it was noted that Officers would report back with information.

It was noted that the Positive Futures programme, which was now funded through the Office of the Police and Crime Commissioner, was based at the leisure centre and designed to encourage young people most at risk of becoming involved in ASB or other criminal behaviour to take part in sporting and physical activity and to divert them from risk-taking behaviour.

Members asked what the age range of the people involved in the ASB was and it was reported that it was between the ages of 13 to 18. When asked, it was reported that it was up to the Safer Community Partnership to work with local schools to help address issues and the District Council would raise the suggestion with them.

Members commented that at times, the access gate inside the centre and the gates to the synthetic pitches were open and it was reported that the gate was open at times where there was a lot of traffic entering or exiting the reception area like swimming classes.

Members asked if the data of the incidents logged was correct as there were some inconsistency with other data and it was reported that the amount of official calls to the Police was correct although Officers had informally talked to PCSO's in the area more regularly in the past.

Members felt that the reduction in facilities in Burntwood was a large contributing factor and the loss of youth centres could compound this.

Members agreed to invite the local Police Inspector to talk to her about what else could be done to help.

RESOLVED: That the report be noted.

FIT FOR THE FUTURE SERVICE REVIEW – LEISURE SERVICES

The Committee received a report on the proposals to initiate and complete the service review for the council's Leisure operations including the three leisure centres, sports development and sports facilities in the parks.

It was reported that although the centres generated an income, overall the service was delivered at a cost to the Council. It was reported that due to this, one option that would be explored would be to seek a private sector operator to run the centres on behalf of the District Council. It was noted that other neighbouring Local Authorities had outsourced their leisure service and their experiences would be drawn upon.

Members asked if the ground lease at Burntwood Leisure Centre would be affected if the service was outsourced and it was reported that the lease had been checked and it would not be as the nature of the site would not change.

Members then asked if people would still be able to access affordable leisure and it was reported that it was anticipated that protecting access for target groups would be at the heart of any contract offered.

Members noted that extra leisure facilities including the provision of an additional swimming pool had been included in the Local Plan.

Members felt that other ways of making savings should still be explored and the results of the District wide Fit for the Future survey should be considered.

Members noted that this report was as an introduction to the Service Review and more detailed reports would be forthcoming in due course.

RESOLVED: That the report be noted.

FIT FOR THE FUTURE SERVICE REVIEW UPDATE – PARKS GROUNDS MAINTENANCE AND COUNTRYSIDE

The Committee received a report on the progress made in reviewing the Council's parks, Grounds Maintenance and Countryside services as part of Phase 2 of Fit for the Future.

It was reported that key actions had been identified and delegated to lead Officers. It was also reported what progress had been taken to date.

It was reported that it had become apparent that there were different data sets on the ownerships of open space but this had been rectified and it was agreed to circulate plans when completed.

Members had some concern that transfer of Parks to Parish Council could cause problems as they were also experiencing financial difficulties and they could just end up having to put up their Council Tax precepts. It was reported that parks would only be offered for transfer to Parish Councils if they desired.

Members also had concerns of the potential closure of public toilets in Chasetown as it could discourage people from visiting the area and so affecting retail businesses.

PROCEDURE RULE 9 WAS SUSPENDED TO ALLOW THE MEETING TO CONTINUE AFTER 9.00PM

Members asked if the bowling clubs were in agreement to take on the greens in Chasetown, Chase Terrace and Beacon Park and it was reported that there had been a mixed reaction but Uxbridge, who play at Chasetown, were particularly keen.

RESOLVED: That the report be noted.

WORK PROGRAMME AND FORWARD PLAN

Consideration was given to the Committee's Work Programme and Council's Forward Plan.

RESOLVED: That the Work Programme and Forward Plan be noted.

(The Meeting Closed at 9.05 pm)

CHAIRMAN

LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE

8 September 2014

Agenda Item 4

Contact Officers: J Smith / L Hammant

Telephone: 01543 308016 /308866

SUBMISSION BY CABINET MEMBER FOR LEISURE & PARKS

THE RESTORATION OF STOWE POOL AND FIELDS

1. Purpose of Report

- 1.1 To describe to the Committee the encouragement of the Heritage Lottery Fund for the council to prepare and submit a Funding Enquiry Form, as an initial step towards submitting a full application for grant to meet the costs of restoring Stowe Pool and Fields in Lichfield.
- 1.2 To describe the current use and condition of Stowe Pool and Fields, the importance of investment and to outline the anticipated process for preparing an application.
- 1.3 To seek the views of the Committee regarding improvements required, the desirability of submitting an application, and of proposed project management.

2. Stowe Pool and Fields

Background

- 2.1 Stowe Pool and Fields (Stowe) is an integral part of the city's Historic Parks. Stretching from Cross Keys on the northern edge of the city centre to St Chad's Church, the 19th century reservoir provides a natural and attractive backdrop to the Cathedral and The Close.
- 2.2 Nearest the city centre is Stowe Fields which is largely laid to grass, and hosts a modest play area and outdoor gym.
- 2.3 Stowe Pool is a raised reservoir, which because of its volume above the natural ground level, is a registered reservoir in accordance with the 2010 Floods and Water Management Act, and because of its historic population of white clawed crayfish, is also designated as a Site of Special Scientific Interest (SSSI).
- 2.4 The reservoir is popular with anglers because of its population of carp.
- 2.5 On the banks of the reservoir is a circular footpath with benches, bins and 'Johnson's Willow', a tree of some historical note because it was said to be a regular resting spot for Samuel Johnson.
- 2.6 Next to the reservoir is a pleasant looking Victorian wooden boat house – which is now used for storage. In recent years there has been little boating activity on the pool. However, when Chasewater was drained for repairs, the Outdoor Education Centre relocated its sailing

sessions to the pool and many people commented that it was good to see the boats on the water.

- 2.7 Stowe Pool is connected to Minster Pool by a 200-year old culvert which runs deep under Stowe Field and the properties of Dam Street.
- 2.8 Whilst this area was included within the original, unsuccessful, bid for funding to the Heritage Lottery Fund for the historic parks, Stowe was removed from the subsequent, successful application because of budgetary pressures.
- 2.9 In consequence, whilst Beacon Park, the Museum Gardens, the Garden of Remembrance, and Minster Pool and Walk have been restored to a very high level and are extremely popular and valued, Stowe, in contrast, looks unloved, less popular and in need of investment.
- 2.10 Whilst there have been various repairs completed over the years and the occasional investment from organisations like the Lichfield Rotary Club who paid for the outdoor gym, the condition of the site, furniture and infrastructure remains dated, and areas are generally in an unsatisfactory state of repair.
- 2.11 But this area could be so much more and should be making a more significant contribution to the city's and district's visitor and leisure offer.
- 2.12 The area is full of history. At the southern end is the Cathedral dedicated to St Chad, at the northern end, the St Chad's Church and St Chad's Well. The remains of a Saxon Village were unearthed when the new car park was built at Cross Keys. The natural lake was used to provide fish for the monks of the Cathedral and water to power a mill. The area was a popular walking spot for Dr Johnson before the Moggs, a term unique to Lichfield to describe an area of bog and water, was dammed to construct the reservoir in the 1800s by South Staffordshire Water to provide clean water to the Black Country. It is also said to have been used as a waymarker by German pilots during the Second World War.
- 2.13 In recognition of this, officers have met, on-site, with representatives of the Heritage Lottery Fund to discuss the prospect of a bid for funding for Stowe and have been encouraged by them to prepare proposals.
- 2.14 Officers have been advised that HLF would welcome an application for a project costing up to £1m with at least 5% of the costs being met by the council and other sources. The HLF advisors recognised the historic value and the potential of Stowe and acknowledge that it would build upon the very real success exhibited by the original Historic Parks project.
- 2.15 In considering an application, the HLF will be assessing the impact that the project will have in delivering positive outcomes for heritage, people and communities.

What Might Be Done

- 2.16 Initial enquiries of users and the Friends of the Historic Parks have begun to shape some of the works that might be undertaken to restore Stowe. These suggestions include:
 - A better play area
 - Restoration and reuse of the boathouse – perhaps as an educational facility
 - Resurfaced footpaths
 - New benches, picnic tables, bins and signs
 - Tree planting
 - Accessibility improvements
 - Softening of the reservoir banks to provide greater wildlife habitats

- The re-introduction of boating and other water sports with associated on shore facilities
- Interpretation boards
- Improved lighting
- Removal of pedestrian bridge
- Wildlife habitat improvements.

Progress so far

- 2.17 A project working group, comprising officers from Parks, Finance and Implementation has been established who have met with representatives of the Heritage Lottery Fund. The Working Group is ensuring that:
- The obligations placed upon the Council by the S106 awards relating to the play site are met.
 - A timely grant bid to Heritage Lottery Fund is developed.
 - The play area at Stowe is designed and implemented in accordance with the wishes of the district council bearing in mind ongoing maintenance obligations and costs, and health and safety.
 - Clear procedures are developed and met for the implementation of any project initiated from any monies awarded.
 - Proper and effective involvement of, and consultation with, Members, partners, residents and other stakeholders is undertaken.
- 2.18 The project was described in the directorate's service plan approved by Committee and a Project Initiation Document has been drafted.
- 2.19 Modest funding has been secured from s106 and from the council's own capital programme to progress these works and to use as matched funding.
- 2.20 The Friends of the Historic Parks have been kept advised of progress and have expressed a desire to be consulted and to act as an independent champion of the project.
- 2.21 Next steps include establishing more robust project governance and ensuring that what we learned from the historic parks project is incorporated within our approach.

Timescales

- 2.18 After submitting the Project Enquiry Form, Officers of HLF will advise of the proposed applications viability and subsequently guide on the process for the first round application.
- 2.19 First Round applications have two submission dates; 31st August for a December decisions and 28th February for a June decision. In the first instance, we will be scoping the work required to determine whether we can meet the February deadline.
- 2.20 If successful at the First Round stage, you are then required to develop the proposals further, going into a 'development phase', before making the final Second Application.

3. Recommendations

- 3.1 The views of the Committee are sought.

4. Financial Implications

- 4.1 This HLF application is proposed to apply for funding up to the value of £1,000,000. The Match funding has already been secured.

Source of funding	Amount
S106 Capital LDC	£45,000
LDC Capital Fund	£5,000
Total	£50,000

5. Risk Management

- 5.1 A full project risk log is being prepared but the initial possible high-level risks have been identified as follows:

Risk Description	Likelihood / Impact	Countermeasures
HLF not supportive	Medium/ High	Officers are continuing to discuss the proposals with the HLF.
Insufficient capacity of officers	Medium / High	If the Committee endorses the proposal to submit a bid then the project will be prioritised.
Poor project governance and management hampers effective delivery.	Medium / High	One of the first tasks will be to ensure that appropriate governance and management systems are agreed and are in place.

SUBMISSION BY CABINET MEMBER FOR LEISURE & PARKS

FIT FOR THE FUTURE: PARKS, GROUNDS MAINTENANCE AND COUNTRYSIDE REVIEW

HOSPITAL ROAD PLAYING FIELDS

1. Purpose of Report

- 1.1 To seek the views of the Committee regarding the prospect of seeking a suitable and appropriate tenant for Hospital Road Playing Fields in Hammerwich.
- 1.2 These playing fields are jointly owned with Hammerwich Parish Council and have seen significant investment in recent years, from the Football Foundation and from S106, to provide a four-team changing block and an extensive new play area.
- 1.3 As well as the changing rooms and play area, the site boasts two full sized grass pitches and two mini-pitches. The venue is a popular and well-loved area of open space.

2. Background

Hospital Road Playing Fields

- 2.1 Hospital Road Playing Fields is a large site of public open space between Hospital Road and Cobby Nook Lane in Hammerwich parish and to the south-east of Burntwood.
- 2.2 The playing fields are popular with local residents who use it to play organised and informal sport and games, to visit the play area and to exercise dogs.
- 2.3 Part of the site was compulsorily purchased by the Highways Agency from the district council and transferred to Hammerwich Parish Council to mitigate its loss of Jubilee Park to the M6 Toll. In consequence, the ownership of the site is divided between the district and parish councils.
- 2.4 The parish council also received compensation for the loss of a pavilion at Jubilee Park and this money was matched with funding from the Football Foundation to build a four team changing pavilion at Hospital Road. The building, which was opened in 2009, is owned by the parish council but it sits on land in the ownership of the district council. The pavilion was built on the district council land as it provided better access to roads and to utilities.
- 2.5 To secure the Football Foundation grant, the councils committed to the delivery of a Football Development Plan.

- 2.6 The district council manages and maintains the facility and a charge is made annually to the parish council for its share of the costs.
- 2.7 The site currently has two full sized grass pitches and two mini-pitches which are used throughout the season. In 2012, the parish council built a play area using s106 money. This play area is also on the district council owned part of the site because it is closer to residents.
- 2.8 Regular users of the pitches include the following clubs: Burntwood Town FC, Chasetown FC including female and junior teams, Burntwood Star FC, The Swan FC, Boney Hay FC and the Nelson FC.

The Proposal

- 2.9 The Fit for the Future Service Review for Parks, Grounds Maintenance and Countryside has identified one of its objectives as looking to reduce the scale of the council's estate by transferring assets to appropriate and sustainable voluntary organisations and community groups that are better placed than the council to manage and develop such assets.
- 2.10 The principle of leasing sports facilities to clubs is not unusual. The council is already landlord to other sports clubs including Lichfield City FC at Brownsfield Park, Lichfield Archery Club at Christian Fields and Burntwood St Matthews CC. The council was also landlord to Burntwood Rugby Club and Chasewater sailing and waterski clubs before the transfer of the country park.
- 2.11 Hospital Road Playing Fields lends itself to consideration for its transfer to an appropriate sports club. The council's Asset Strategy Group considered this matter in July 2014 and endorsed the proposal to seek a transfer.
- 2.12 It is proposed that the two councils work together to seek a local sporting organisation to lease the site and to assume responsibility for its management and maintenance. There would be expectations that the tenant would maintain public access to the site, and that the pitches, grounds and play area are properly maintained and that the Football Development Plan continues to be implemented.
- 2.13 Hammerwich Parish Council has expressed its support for such action and the councils have already received expressions of interest from local football clubs.
- 2.14 The findings of the Fit for the Future consultation programme suggested that 52% of respondents agreed with the aspiration to transfer parks and open spaces to other organisations. 34% disagreed.
- 2.15 This is an important part of the district's sporting infrastructure and so the council will need to consider carefully the type of organisation it would wish to have as a tenant. There are a number of clubs in Burntwood that may be interested in the site and so officers are preparing a marketing brief which will call for expressions of interest.
- 2.16 It is anticipated that the marketing brief will request that interested parties commit to maintaining public access to the fields and to the play area, to maintain in good condition, the fields and pitches, boundaries, car park, play area and equipment, and the pavilion, and that the existing Football Development Plan is implemented. These issues would be referenced in the lease with the club.
- 2.17 It is further anticipated that clubs will be asked to provide their own sporting development plans so that the council can examine the extent of opportunity for local people to play sport, particularly children and young people, girls and women, and those with disabilities.
- 2.18 There would also be an expectation that the playing fields would be made available to other clubs for a reasonable charge, in accordance with the football development plan and the club's own development plan.

- 2.19 It will be recommended that clubs expressing an interest must already hold a relevant Charter Mark or be close to securing such a qualification. A charter mark is an accreditation standard awarded by the relevant governing body and ensures, inter alia, that the club has appropriate child protection and governance measures in place.
- 2.20 In order for a tenant to be able to secure external grant to invest in the facilities, it is anticipated that the length of the lease would need to be for a minimum of 25 years.
- 2.21 It is anticipated that a brief calling for expressions of interest will be prepared for publication before the end of September with a decision by Cabinet on a preferred tenant by the end of January, with the lease taking effect before the start of the next football season.

Experience Elsewhere

- 2.22 In 2009, the council leased Brownsfield Park to Lichfield City FC. Since then the benefits of agreeing such a lease include:
- The club hold title to land such that they have secured external funding and have been able to justify investing in the facilities. Since agreeing the lease the club has invested in the clubhouse and changing rooms, improved the playing surface, added floodlights, dug-outs and pitch perimeter fencing. In consequence, their improved facilities have allowed the first team to progress up the football pyramid in light of performances on the pitch. Indeed, their facilities are now of such a standard that the club has been admitted to the 2014/15 FA Cup.
 - Success on the pitch has been mirrored off the pitch. With somewhere to call home, and with a welcoming clubhouse, the financial sustainability of the club has improved and the club has been able to invest in its junior sides and now has more teams and more members than ever before.
 - Public access to the non-playing / spectating area of the park has been maintained.
 - Trent Valley Bowls Club has asked if they can use part of the park to build their own bowling green, thereby further enhancing the club's sustainability and providing sporting opportunities for a different section of the population;
 - The council receives a reliable rent stream;
 - And the cost to the council of maintaining the park has been reduced to zero.
- 2.22 The views of the Committee are sought.

3. Recommendations

- 3.1 It is recommended that the Committee endorses the intention to seek a tenant for Hospital Road Playing Fields.

4. Financial Implications

- 4.1 The site generates £3,530 of income per year but costs approximately £15,927 to manage and maintain.
- 4.2 In 2013/14 Hammerwich Parish Council contributed £3,520 towards its share of the costs.

5. Risk Management Issues

5.1 The following risk has been identified as relevant to this report.

Risk Description	Likelihood / Impact	Countermeasures
Public dissent to the proposals	Medium / Medium	Councils to promote proposals – councils to secure ongoing public access to the site through tender and lease agreements.
Failure to identify a suitable tenant	Medium / Medium	The councils have already received informal expressions of interest from 3 local clubs. It is anticipated that the site will be extensively marketed and proposals sought from potential tenants.
Councils do not agree	Low/ High	Officers from the two councils have been discussing this for some time. Hammerwich Parish Council has already agreed its desire to seek a tenant, as has the district council's Asset Strategy Group.
Legal restrictions prevent a lease being agreed with a club	Medium/ High	Restrictions on the land will be identified and addressed before the marketing brief is issued.
Restrictions on the Football Foundation grant prevent a lease being agreed with a club	Medium / High	The Football Foundation grant conditions will be examined and any ongoing obligations will be included within any lease agreement.

Background Documents:

Land titles
Football Foundation Funding Agreement
Report to Asset Strategy Group – July 2014

SUBMISSION BY CABINET MEMBER FOR LEISURE & PARKS

FIT FOR THE FUTURE: PARKS, GROUNDS MAINTENANCE AND COUNTRYSIDE REVIEW

LAND ON THE LINE OF THE LICHFIELD CANAL

1. Purpose of Report

- 1.1 To seek the views of the Committee regarding the prospect of transferring land owned by the district council to the Lichfield and Hatherton Canals Restoration Trust in order to facilitate the restoration of the Lichfield Canal.
- 1.2 The Trust's ambition to restore the Lichfield Canal, and hence reconnect the city to the canal network, is well known and is recognised in the draft Local Plan.
- 1.3 Whilst this is a long term project, substantial and visible progress has been made along Tamworth Road where part of the canal is now back in water. Excavation works have also been completed at Darnford Park on land owned by the council.
- 1.4 Elsewhere, parts of the line, including that at Muckley Common and along Falkland Road are in the ownership of the council and at some point will need to be transferred to the Trust.

2. Background

The Canal Restoration Trust

- 2.1 The Lichfield & Hatherton Canal Restoration Trust (the Trust) has been working towards restoring the Lichfield Canal for many years. The restoration of the canal is supported in principle by Lichfield District Council and the line of the route is shown and protected in the draft Local Plan.
- 2.2 Officers have been working with the Trust for many years to assist them in bringing forward their aspirations. Whilst the council has offered support for the restoration of the canal because it recognises the environmental, economic and tourism enhancements a vibrant, restored canal can bring, it has not provided any financial resources – other than allocating s106 funds.
- 2.3 Restoring the canal will mean that residents and visitors will be able to enjoy the delights of an active canal that will stretch from Huddlesford on the Coventry Canal to Brownhills on the Wyrley and Essington Canal via Darnford Park, Lichfield, Pipe Hill and Muckley Corner.
- 2.4 Over recent years, the Trust has made visible and substantial progress in restoring parts of the canal. At Tamworth Road, at the newly branded Borrowcop Locks Canal Park, the canal is now in water. At Darnford Park, a culvert has been diverted, excavation works have been completed,

and buffer embankments have been built and planted with trees to shield the canal from the A38(T). These works have been done under license from the Council and have been noted and appreciated by users of Darnford Park.

- 2.5 In addition to the land at Darnford Park, the Trust continues to lease land on a long term basis from the council at several points along the canal route. This includes land at Darnford Moors and Fossey Lane.
- 2.6 The Trust also has aspirations to acquire other areas of land along the canal route such as along Falkland Road and on Muckley Corner Common. **Appendix A** provides plans of the canal route where it crosses council-owned land.
- 2.7 In March 2012, this Committee endorsed the occupation, under licence, and subsequent sale of part of Darnford Park to the Trust. The Trust currently occupies this site under licence.
- 2.8 A report was considered by the council's Asset Strategy Group in July 2014 which discussed the prospect of transferring the land on the route to the Trust.
- 2.9 In particular, the report highlighted that the District Valuer had suggested that the land at Darnford Park might be worth c£10,000. The Trust indicated that it would hope that the council would consider transferring the land at a peppercorn, with suitable restrictive covenants, given the extensive socio-economic benefits that would be generated by the restored canal.
- 2.10 Reducing the costs of land acquisition is also important to the Trust because of the very high costs that will be incurred in building the canal culverts under the A51 and A38 roads.
- 2.11 Furthermore, having an interest in the land will allow the Trust to attract external funding which it is not presently able to do because of the current land ownership.
- 2.12 The Trust is dependent upon raising its own funds through securing grants including s106, charitable donations and their own fund-raising efforts, and so any payment for this land will increase the challenge to their fund raisers. The Trust has approximately 1900 members.

The Proposal

- 2.13 The Fit for the Future Service Review for Parks, Grounds Maintenance and Countryside has identified one of its objectives as looking to reduce the scale of the council's estate by transferring assets to appropriate and sustainable voluntary organisations and community groups that are better placed than the council to manage and develop such assets.
- 2.14 These plots of land lend themselves for consideration of transfer to the Trust. The council's Asset Strategy Group considered this matter in July 2014 and endorsed the proposal to seek a transfer.
- 2.15 The Asset Strategy Group considered the plans and ambitions of the Trust and agreed that it would endorse the proposal to transfer the freehold of these linear pieces of land for a peppercorn, with the proviso that the council's legal costs are met by the Trust, that the sites are maintained in good order, and that ownership should revert back to the council if progress on restoring the canal is not maintained.
- 2.16 Transferring the land to the Trust will remove the council's interests in these site and particularly that of occupier's liability.
- 2.17 All of the land being proposed for transfer is currently not appropriate for development for any other purpose.
- 2.18 The findings of the Fit for the Future consultation programme suggested that 52% of respondents agreed with the aspiration to transfer parks and open spaces to other organisations. 34% disagreed.

2.19 The views of the Committee are sought.

3. Recommendations

- 3.1 It is recommended that the Committee endorses the intention to transfer these plots of land to the Trust for a peppercorn but with the council's legal and administrative costs being met by the Trust.
- 3.2 The transfer should also include the condition that the sites must be maintained in a reasonable, useable and safe condition until the canal is opened and they should revert back to the council if the canal has not been brought into operation by a date to be determined.

4. Financial Implications

- 4.1 Whilst the District Valuer has suggested that the land at Darnford Park might be worth c£10,000, it is believed that the Trust would not agree to proceed with any purchase in the foreseeable future as they are likely to use their available funds to complete engineering operations elsewhere.
- 4.2 Transferring these sites will bring some modest, albeit incalculable savings, in management time and maintenance costs.
- 4.3 In the long term, the canal route into Lichfield is likely to generate tourism activity and could provide a focus for the development of local businesses.

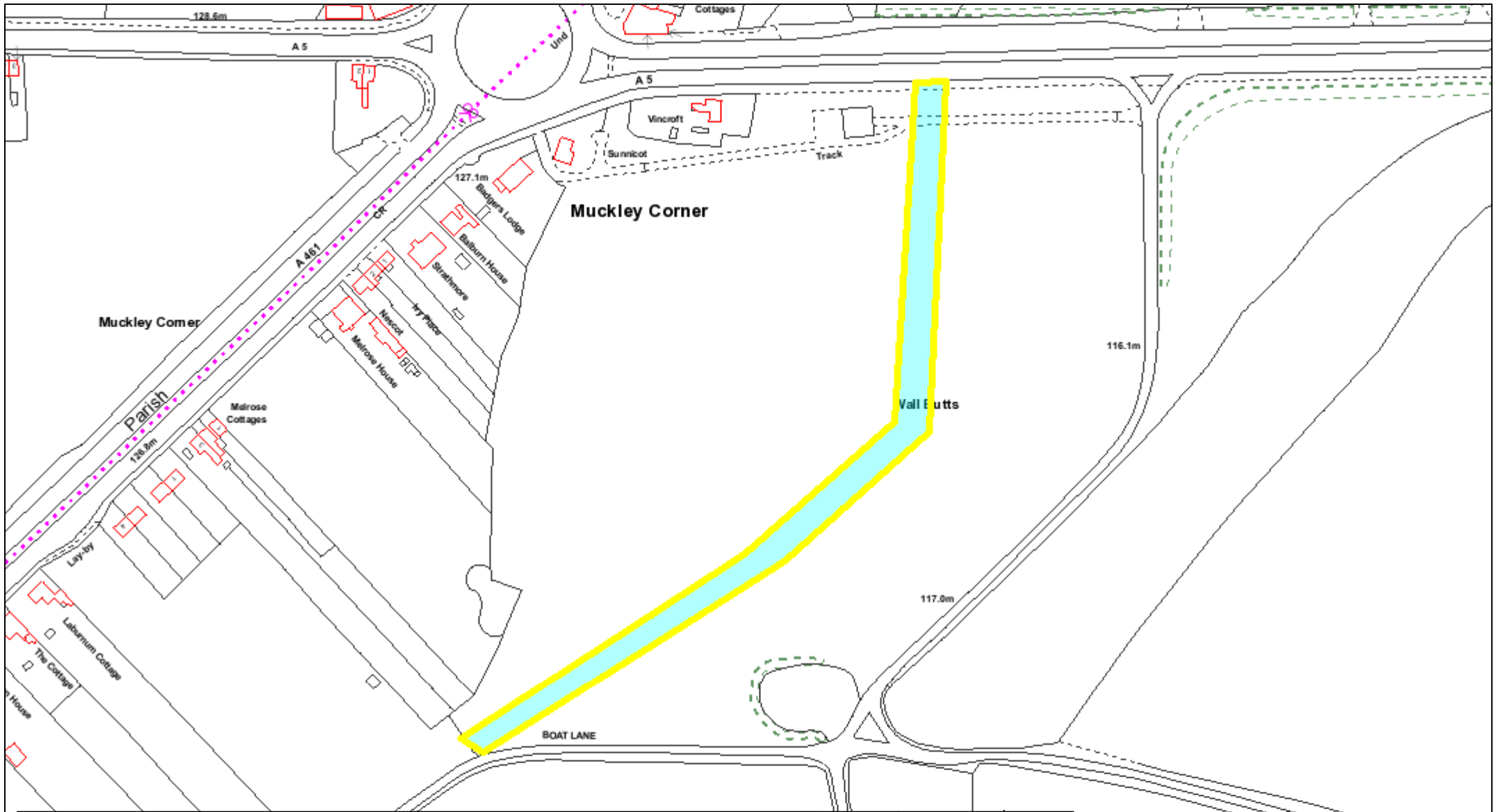
5. Risk Management Issues

5.1 The following risks have been identified as relevant to this report.

Risk Description	Likelihood / Impact	Countermeasures
Opposition to the proposals from local people	Medium / Medium	The Trust to ensure that the restoration of the canal aligns with the design and layout of Darnford Park. Support for the canal was noted during the tree planting works of 2013.
LHCRT not able to deliver the canal	Medium / Medium	a) As part of the transfer a covenant is set that if the Canal Trust fails to deliver the canal restoration that all land is given back to Lichfield District Council. b) Trust and Council Officers currently meet quarterly to discuss the Lichfield Canal restoration.

Background Documents:

Land titles
Report to Asset Strategy Group – July 2014



Lichfield
district council

District Council House
Frith Lane
Lichfield
Stafford
WS13 6VY

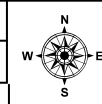
Telephone: 01543 308000
enquiries@lichfielddc.gov.uk

Canal route land at Muckley Corner Common

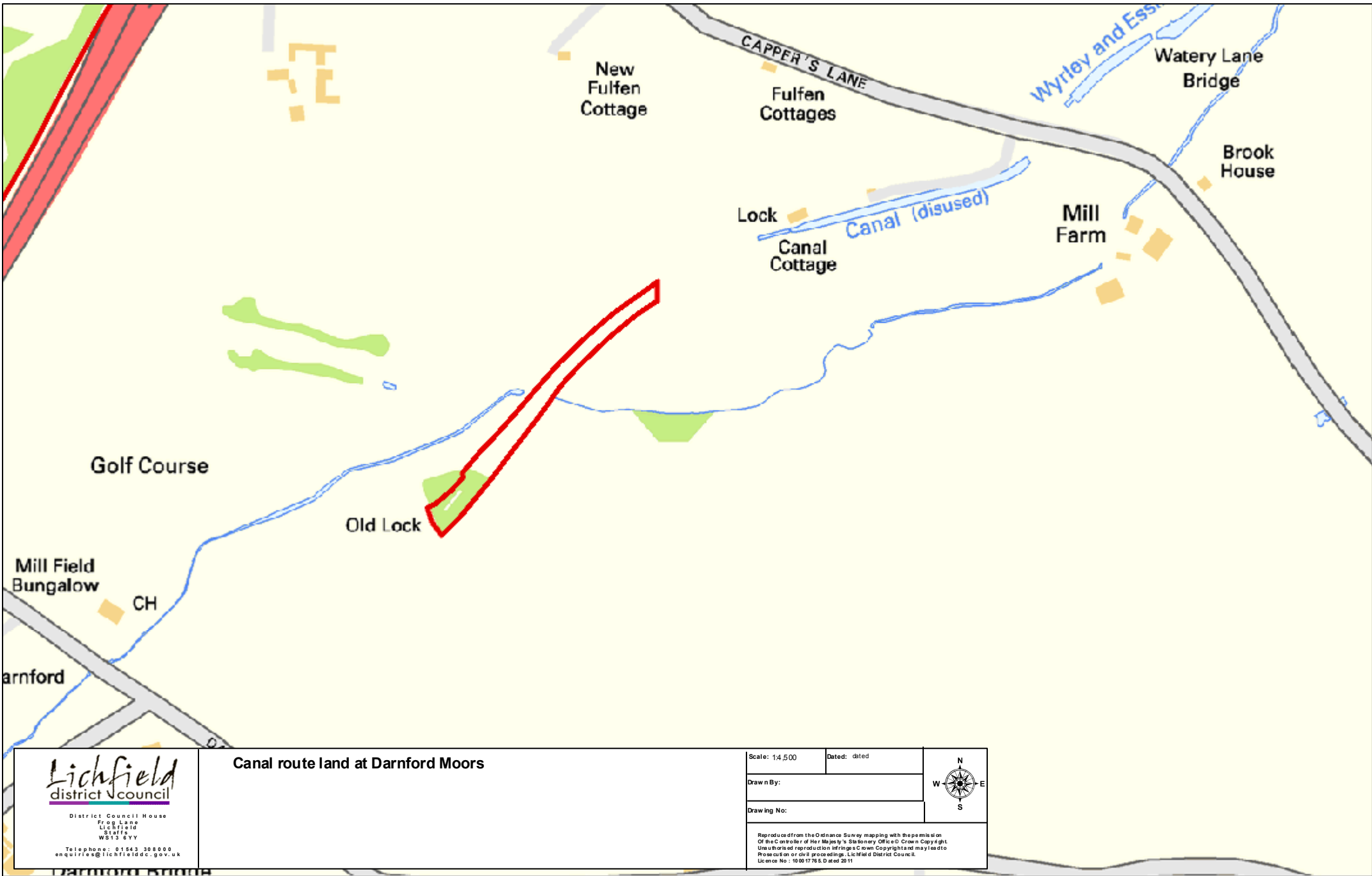
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Drawing No:



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Canal route land at Darnford Moors

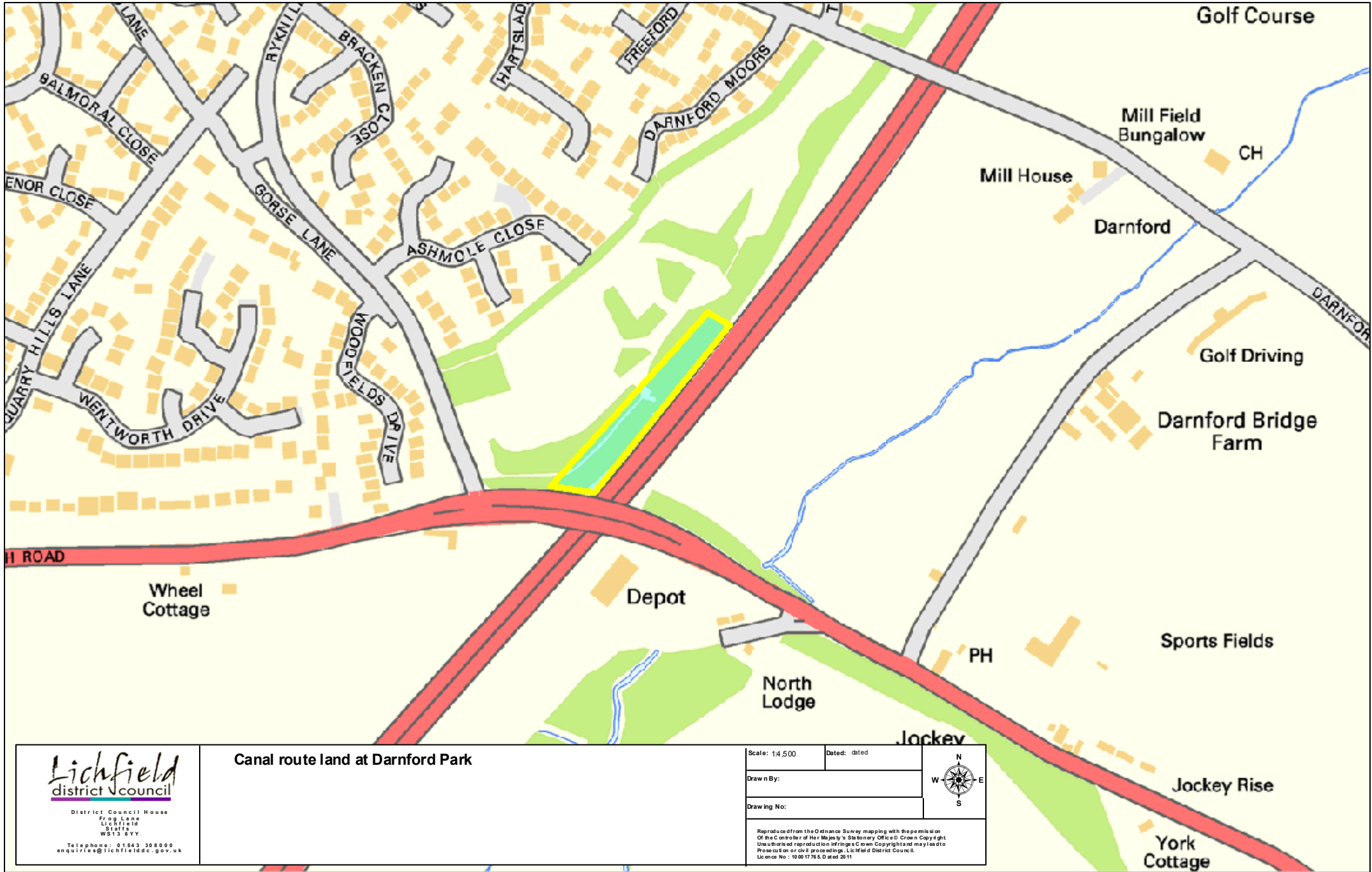
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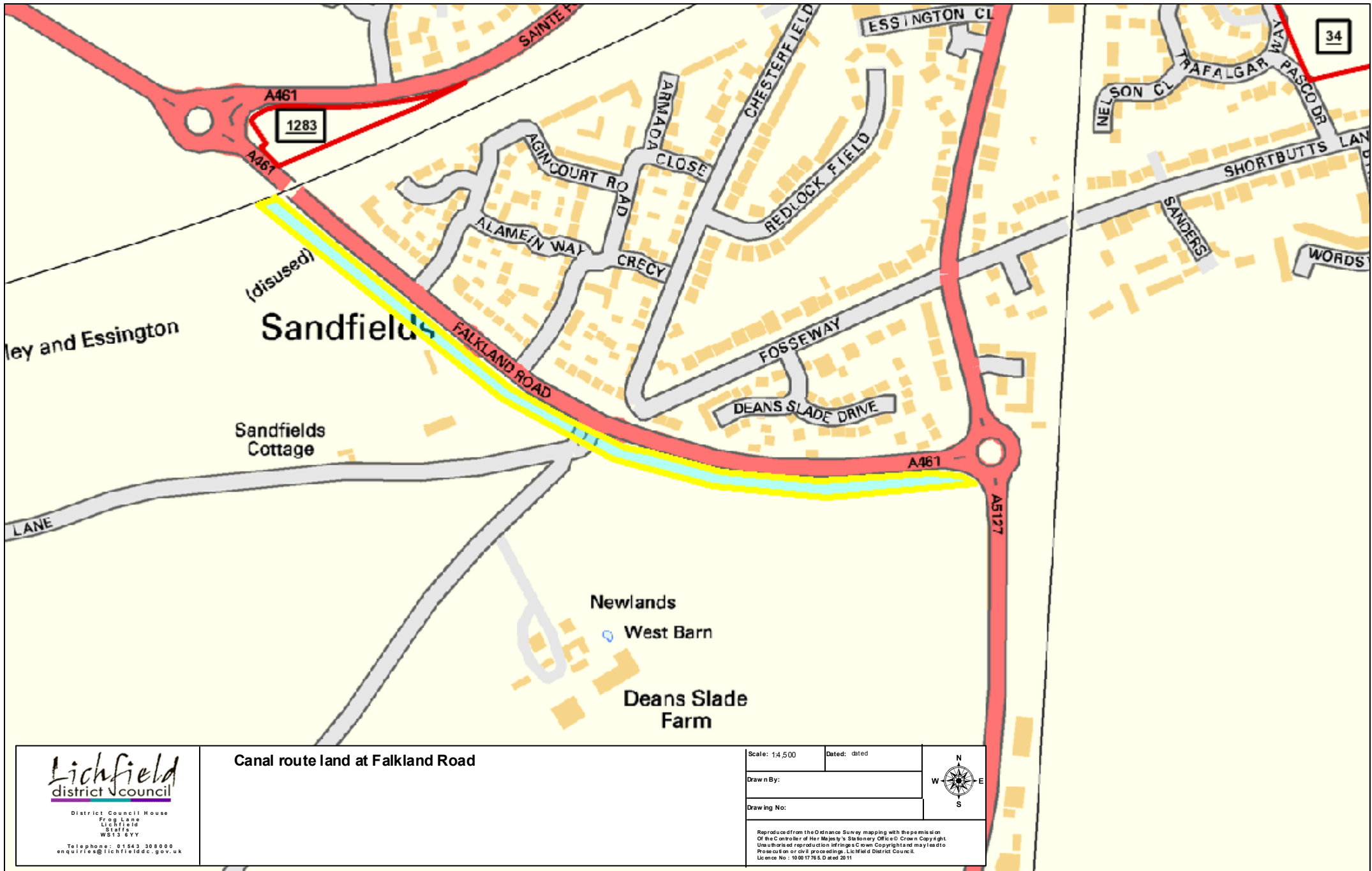


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Canal route land at Falkland Road

Scale: 14,500 Dated: dated

Drawn By:

Drawing No:



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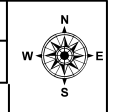
District Council House
Frog Lane
Lichfield
Staffs
WS13 6VY
Telephone: 01543 308000
enquiries@lichfielddc.gov.uk

Canal route land at Fosseway Lane

Scale: 12,500 Dated: dated

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Drawing No:



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LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2014-2015 (v4)

Item	18 June 2014	8 Sept 2014	15 Jan 2015	4 March 2015	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Policy Development								
Terms of reference	√				Annual review of the terms of reference of the Committee		CL	
Performance Monitoring	√		√		To consider the performance of the Leisure and Parks & Waste Directorates against the 13/14 Action Plan and note the priorities for 14/15	A Well Managed Council - We'll maximise the council's performance, innovation and efficiency, so we use our resources well and deliver good quality and better value services.	RP/ CNT/ LT	
Changes to the Organic Waste Collection Service	√				Update to the forthcoming changes to the organic waste collection service including communications plan		AB	
Anti-social behaviour at Burntwood Leisure Centre	√				To describe to the Committee recent levels of anti-social behaviour experienced at Burntwood Leisure Centre and the management team's operational procedures to reduce the number and the effects on customers, staff and on the facilities.		CNT	
Restoration of Stowe Fields		√			To describe the encouragement of the Heritage Lottery Fund for the council to prepare and submit a Funding Enquiry Form, as an initial step towards submitting a full application for grant to meet the costs of restoring Stowe Pool and Fields in Lichfield.		CNT	

LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW AND SCRUTINY) COMMITTEE DRAFT WORK PROGRAMME FOR 2014-2015 (v4)

Item	18 June 2014	8 Sept 2014	15 Jan 2015	4 March 2015	Details/Reasons	Link to 2014/15 One Year Action Plan	Officer	Member Lead
Fit for the Future Transfer of Assets - Hospital Road Playing Fields		√			To seek the views of the Committee regarding the prospect of seeking a suitable and appropriate tenant for Hospital Road Playing Fields in Hammerwich		CNT	
Fit for the Future Transfer of Assets - Route of Lichfield Canal		√			To seek the views of the Committee regarding the prospect of transferring land owned by the district council to the Lichfield and Hatherton Canals Restoration Trust in order to facilitate the restoration of the Lichfield Canal.		CNT	
Review of Grounds Maintenance, Parks and Countryside - Update	√		√		Review under the Fit for the Future Programme		CNT	
Review of Leisure Services	√				Review under the Fit for the Future Programme		CNT	
Leisure Fees and Charges 2015		√			To discuss appropriate levels of fees and charges for our leisure centres and services	Provide accessible, affordable and popular sports and leisure activities that are accessed by all parts of the community especially those with greatest need.	CNT	
Charging for Public Toilets - Update				√	Update on investigations to proposal		CNT	

FORWARD PLAN

VERSION 1

Issued: 11.08.2014

Effective for the Period 01.09.2014 – 31.12.2014

Representations in respect of all the matters shown should be sent in writing to the contact officer indicated at Lichfield District Council, District Council House, Frog Lane, Lichfield, Staffs. WS13 6YU no later than one week before the decision is due to be made.

Copies of documents can also be obtained by contacting the relevant Officer.
Facsimile: 01543 309899; Telephone: 01543 308000

- Key decisions are:
1. A decision made in connection with setting the Council Tax
 2. Expenditure or savings if they exceed £50,000
 3. A decision which significantly affects the community in two or more wards

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Money Matters Report: Council's Financial Performance for first 3 months April to June 2014		09/09/2014			Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Money Matters: 2013/14 Review of Financial Performance against the Financial Strategy		09/09/2014			Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733
Money Matters Reports: 1) Council's Financial Performance 2013/14 2) Treasury Management Outturn & Pls for 2014/14 3) NNDR 2014/15 Actual		09/09/2014			Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Managing the Parks Estate	To consider management arrangements of specific parks and open spaces	09/09/2014	Parish Councils Operational Services, Leisure Tourism and Communications (O&S) Committee	Service Review Documents Correspondence with Parish Councils	Cabinet	OFFICER: Mr N Turner (01543) 308761 CABINET MEMBER: Councillor A F Smith (01543) 410685
Funding the Community and Voluntary Sector and Locality Commissioning	The future level of funding of the Community & Voluntary Sector	09/09/2014	Considered by a Member Panel and Community Housing & Health Overview & Scrutiny Committee 24 March 2014.		Cabinet	OFFICER: Mr C Gibbins (01543) 308702 CABINET MEMBER: Councillor C Greatorex (01543) 416677
Internal Audit Service – Fit for the Future (F4F) Service Review	The future of the Internal Audit Service	09/09/2014	The proposals were subject to scrutiny by Audit Committee as the Committee responsible for internal audit. The Council’s Chief Finance Officer, External Auditors, Insurers and the	Report to Audit Committee on 29 April 2014. Report to Audit Committee on 1 July 2014.	Cabinet	OFFICER: Ms D Tilley (01543) 308001 CABINET MEMBER: Councillor M Wilcox (01283) 791761

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
			Council's Monitoring Officer have been consulted. Employment Committee on 24 July 2014, considered an application, as part of the F4F programme, from LDC's Internal Audit Manager.			
Tender for Processing of Dry Recyclate.	Award of contract following evaluation of the bids.	09/09/2014	No consultation. All bids are strictly evaluated in accordance with the criteria specified in the tender documents.	Summary of tender evaluations.	Cabinet	OFFICER: Mr N Harris (01543) 687549 CABINET MEMBER: Councillor I Eadie (07916) 139803
Money Matters Report: 1) Council's Financial Performance 2013/14		23/09/2014			Strategic (O&S) Committee	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
2) Statement of Accounts 2013/14 3) Treasury Management Outturn & Pls for 2013/14 3) Annual Governance Statement 2013/14						
Money Matters Reports: 1) Council's Financial Performance 2013/14 2) Treasury Management Outturn and Pls for 2013/14		30/09/2014			Council	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Better Care Fund	To endorse progress on the development of the Better Care Fund for Staffordshire	07/10/2014	To be included on the Work Programme for CHH O&S in 14/15	Member decision report (reported to Council in April) Better Care Fund submission	Cabinet	OFFICER: Ms H Titterton (01543) 308700 CABINET MEMBER: Councillor C Greatorex (01543) 416677
External Funding for Housing	Acceptance of Government Funding for Disabled Facilities Grants and acceptance of Section 106 commuted sum for affordable housing.	07/10/2014		Notification of Government Funding for DFG's Section 106 Agreement.	Cabinet	OFFICER: Mr C Gibbins (01543) 308072 CABINET MEMBER: Councillor C Greatorex (01543) 416677
Action on an Empty Property	To consider options available to bring an empty property back into use and determination of the appropriate option.	07/10/2014			Cabinet	OFFICER: Mr C Gibbins (01543) 308072 CABINET MEMBER: Councillor C Greatorex (01543) 416677

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Asset Management Review	To consider the potential disposal of some property assets following a review of the property holdings.	14/10/2014	Officers of the District Council and marketing agents.	Public minutes of Asset Strategy Group	Council	OFFICER: Mr J G Brown (01543) 308061 CABINET MEMBER: Councillor C J Spruce (01543) 253722
Money Matters Reports: 1) Council's Financial Performance 2014/15 for first 6 months April to September 2014 2) Treasury Management Performance for first 6 months April to September 2014		18/11/2014			Strategic (O&S) Committee	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Money Matters Reports: 1) Council's Financial Performance 2014/15 for first 6 months April to September 2014 2) Treasury Management Performance for first 6 months April to September 2014		02/12/2014			Cabinet	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733
Money Matters Reports: 1) Medium Term Financial Strategy 2) Treasury Management Policy and Strategy 3) Council's Tax Resolution 2015/16		17/02/2015			Council	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

MATTER FOR KEY DECISION ⁽¹⁾	DECISION EXPECTED TO UNDERTAKE ⁽²⁾	DATE OR PERIOD WHEN DECISION LIKELY ⁽³⁾	CONSULTATION ⁽⁴⁾ INCLUDING CONSULTATION WITH OVERVIEW & SCRUTINY (f no consultation has been undertaken please briefly explain why)	DOCUMENTS AVAILABLE ⁽⁵⁾	WHO WILL MAKE DECISION ⁽⁶⁾	CONTACT OFFICER/CABINET MEMBER ⁽⁷⁾
Exception and Exemptions Financial Regulations 2013/14		08/04/2015			Audit Committee	OFFICER: Mrs J Kitchen (01543) 308770 CABINET MEMBER: Councillor C Spruce (01543) 253733

1. The matter in respect of which the decision is to be made
2. What decision the Council will be asked to make
3. A date on which, or period within which, the decision will be made
4. What groups of people and/or organisations will be consulted before the decision is made and how the consultation will be carried out.
5. What background documents will be available to the person or Committee making the decision
6. Who will make the decision, i.e. the Cabinet, an Cabinet Member alone, an Officer under Delegated Powers
7. The Officer or Member who should be contacted regarding the matter under consideration.

MEMBERS OF THE CABINET

Leader of Cabinet and Cabinet Member for Communications
Deputy Leader of Cabinet and
Cabinet Member for Economic Growth, Tourism & Development
Cabinet Member for Leisure and Parks
Cabinet Member for Community, Housing and Health
Cabinet Member for I.T. and Waste Management
Cabinet Member for Finance, Democratic and Legal Services

Councillor M. J. Wilcox

Councillor I. M. P. Pritchard
Councillor A. F. Smith
Councillor C. Greatorex
Councillor I. M. Eadie
Councillor C. J. Spruce

MEMBERS OF THE COUNCIL

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Arnold, Mrs S P
Awty, R J
Bacon, B F
Bacon, Mrs N
Barnett, Mrs S A
Bland, Mrs M P
Boyle, Mrs M G
Constable, Mrs B L
Constable, D H
Cox, R E
Derrick, B W
Drinkwater E N

Eadie, I M
Eagland, Mrs J M
Evans, Mrs C D
Fisher, Mrs H E
Flowith, Mrs L E
Greatorex, C
Hancocks, Mrs R
Heath, H R
Hogan, P
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Pullen, D.R.
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Roberts, N J
Salter, D F
Smedley, D
Smith, A F

Smith, D S
Spruce, C J
Stanhope MBE, Mrs M
Strachan, R W
Taylor, S D
Thomas, T J
Tittley, M.C
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