

Public Document Pack

LICHFIELD DISTRICT COUNCIL

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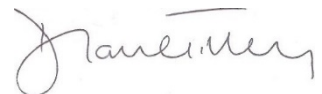
10 February 2020

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, 18 FEBRUARY 2020 at 6.00 pm.**

Prayers will be said by Reverend Bateman.

Access to the Council Chamber is 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 previous meeting (*Pages 3 – 10*)
4. Chairman's Announcements
5. Report of the Leader of the Council on Cabinet Decisions from the Meeting held on 11 February and Cabinet Member Decisions (copy to follow)
6. Minutes of the Economic Growth, Environment & Development (Overview & Scrutiny) Committee (*Pages 11 – 20*)
7. Minutes of the Strategic (Overview And Scrutiny) Committee (*Pages 21 – 24*)
8. Minutes of the Strategic Asset Management Committee

The Chairman of the Strategic Asset Management Committee to move that the proceedings of the meeting held on 28 November 2019 be received and where necessary approved and adopted (Pages 25 – 28)
9. Minutes of the Planning Committee

The Chairman of the Planning Committee to move that the proceedings of the meetings held on 16 December 2019 and 13 January 2020 be received and where necessary approved and adopted (Pages 29 – 34)
10. Minutes of the Audit & Member Standards Committee (copy to follow)

The Chairman of the Audit and Member Standards Committee to move that the proceedings of the meeting held on 5 February 2020 be received and where necessary approved and adopted

11. Strategic Plan 2020-2024

To approve the Strategic Plan 2020 – 2024 (copy to follow)

12. Medium Term Financial Strategy

To agree the Medium Term Financial Strategy (Revenue and Capital) 2019-2024 and the Council Tax Resolution 2020-2021 (copy to follow)

13. Allocation of seats on committees and panels

To agree changes to the allocation of seats on committees and panels to reflect the revised political balance of the Council (as attached, Pages 35 – 42)

14. Amendments to the Constitution

To agree the recommendation as set out in the attached report (Pages 43 – 44)

15. Calendar of Meetings

To approve the Calendar of Meetings as submitted (Pages 45 – 48)

16. Questions

To answer any questions under Procedure Rule 11.2

COUNCIL

10 DECEMBER 2019

PRESENT:

Councillors Powell (Chairman), Cross (Vice-Chairman), Anketell, Baker, Ball, Banevicius, Barnett, Binney, Birch, Brown, Cox, Eadie, Eagland, D Ennis, L Ennis, Evans, Grange, Greateorex, Gwilt, Ho, Lax, Leytham, A Little, E Little, Marshall, Matthews, Norman, Parton-Hughes, Pullen, Robertson, Salter, Silvester-Hall, Smith, Spruce, Strachan, Tapper, Warburton, Warfield, Westwood, White, M Wilcox, S Wilcox, A Yeates and B Yeates.

40 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Checkland, Humphreys and Ray.

41 DECLARATIONS OF INTEREST

Councillors Ball, Baker, Birch, Cox, Eadie, D Ennis, L Ennis, Evans, Grange, Ho, Marshall, Matthews, Norman, Spruce, Westwood and B Yeates declared interests as Trustees/Members of organisations/bodies with an interest in premises used as polling places (Agenda Items 12 and 14 – Review of Polling Districts and Polling Places – see Members’ register of interests for details of bodies/organisations to which Members belong).

Councillor Pullen declared an interest in Disabled Facilities Grants as an application had been made for a Member of his family.

Councillor A Little and E Little declared interests in Agenda Item 16 (Amendments to the list of Buildings of Local Architectural and Historic Interest) as owners of a listed property.

42 TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 15 October 2019 were approved as a correct record subject to the final paragraph of Minute No.33 (Designation of Monitoring Officer) being amended to read ‘It was proposed by Councillor Lax *and seconded by Councillor Norman.*’

43 CHAIRMAN'S ANNOUNCEMENTS

(a) Previous Meeting

The Chairman thanked the Vice-Chairman for chairing the last meeting of Council.

(b) Armistice Day

The Chairman thanked all those that had attended the Armistice Day Commemoration at the Alrewas National Memorial Arboretum.

(c) Chairman's Charity

The Chairman invited Members to make a Christmas donation to his nominated charity, the food bank.

(d) Civic Lunch

The Chairman advised that his Civic Lunch would be held on 8 March.

(e) Neil Turner

The Chairman advised that Neil Turner, Strategic Director of Transformation and Resources was leaving the Authority and this would be his last Full Council. He thanked him for his work over many years and wished him good luck for the future.

44 REPORT OF THE LEADER OF THE COUNCIL ON CABINET DECISIONS FROM THE MEETINGS HELD ON 12 NOVEMBER AND 3 DECEMBER AND CABINET MEMBER DECISIONS.

The report of the Leader of the Council was received.

45 MINUTES OF THE MEETING OF THE COMMUNITY, HOUSING AND HEALTH (OVERVIEW & SCRUTINY) COMMITTEE

Councillor Eagland submitted the Minutes of the Community, Housing and Health (Overview and Scrutiny) Committee held on 17 October 2019.

15 – Standing Items

Councillor Evans stressed the importance of keeping the George Bryan Centre open and called on Councillor Leytham to raise it at the Staffordshire County Council Health Select Committee.

17 – Homelessness and Rough Sleeper Strategy

Councillor Evans noted that the data for rough sleeping in the District was due to have been updated at the end of November and asked for the latest figures.

Councillor Robertson referred to the excellent work undertaken by the emergency night shelter and the delay in national funding.

Councillor Banevicius asked about arrangements for running the alternative giving scheme and Councillor A Yeates advised that discussions were currently taking place.

20 - Discretionary Housing Payments

Councillor Robertson said the Council could look at providing affordable houses through the Property Investment Strategy to hopefully mitigate problems for those requiring financial assistance with housing costs.

Councillor Eadie said arrangements for Lichfield Housing Ltd were progressing and he was sure the shareholders would be listening to what was being said.

46 MINUTES OF THE STRATEGIC (OVERVIEW & SCRUTINY) COMMITTEE

Councillor A Little submitted the Minutes of the Strategic (Overview and Scrutiny) Committee held on 22 October 2019.

In addition to the Members listed in the Minutes, it was noted that Councillor Strachan had attended the meeting.

47 MINUTES OF THE LEISURE, PARKS AND WASTE MANAGEMENT (OVERVIEW & SCRUTINY) COMMITTEE

Councillor Matthews submitted the Minutes of the Leisure, Parks and Waste Management (Overview and Scrutiny) Committee held on 18 November 2019.

48 MINUTES OF THE EMPLOYMENT COMMITTEE

It was proposed by Councillor Barnett, duly seconded and

RESOLVED: That the Minutes of the meeting of the Employment Committee held on 15 October 2019 as amended be approved and adopted.

49 MINUTES OF THE PLANNING COMMITTEE

It was proposed by Councillor Marshall, duly seconded and

RESOLVED: That the Minutes of the meetings of the Planning Committee held on 28 October and 25 November be approved and adopted.

50 MINUTES OF THE AUDIT AND MEMBER STANDARDS COMMITTEE

It was proposed by Councillor Greatorex, duly seconded and

RESOLVED: That the Minutes of the meeting of the Audit and Member Standards Committee held on 14 November 2019 be approved and adopted.

51 MINUTES OF THE REGULATORY AND LICENSING COMMITTEE

It was proposed by Councillor B Yeates, duly seconded and

RESOLVED: That the Minutes of the Meeting of the Regulatory and Licensing Committee held on 26 November 2019 be approved and adopted.

52 REVIEW OF POLLING DISTRICTS AND POLLING PLACES

It was reported that the Regulatory and Licensing Committee had been supporting the review of the District's polling places and polling districts. The Council was required to complete such a review at least every five years and by no later than 31 January 2020.

The Review was conducted in accordance with the Representation of the People Act 1983 and guidance issued by the Electoral Commission.

The Regulatory and Licensing Committee considered the findings of the review at its meeting on the 26 November 2019 and had proposed a series of recommendations for 2020 and beyond.

Councillor Norman suggested that due to the poor nature of one of the access routes to the polling place at Cherry Orchard information be provided about the best way to access the premises.

Councillor White said it was good to be pragmatic and avoid closing schools where possible. Councillor Evans noted that the school she served as governor only closed part of the school for elections. Councillor Greatorax advised that it could be difficult to keep schools open when car parking was poor.

Councillor L Ennis advised paragraph 3.25 of the report referred to Spring Hill Primary school whereas it should read Highfield Primary School.

Councillor B Yeates noted the reduction in the number of mobile polling stations would improve disabled access and reduce costs.

It was proposed by Councillor B Yeates, seconded by Councillor Binney and

RESOLVED:

In Burntwood

- (i) Move the polling place from St Joseph's and St Theresa's Primary School to The Old Mining College Centre.
- (ii) Move the polling place from a mobile unit at the Oakdene Road Island and incorporate within the polling places at Burntwood Area Youth Centre for voters in polling district CM and at Springhill Academy for polling district CS2.
- (iii) Move the polling place from Fulfen Primary School to Burntwood Memorial Institute.
- (iv) Move the polling place at Holly Grove Primary School to St John's Community Church.

In Lichfield

- (v) Move the polling place from the Co-op Superstore car park to Boley Park Community Centre.
- (vi) Move the polling place from The Willows Primary School to Curborough Community Centre.
- (vii) Move the polling place at St Michael's Primary School to the three primary schools – St Michael's Primary School, Five Spires Academy and St Joseph's Primary School – and define the polling place as 'Cherry Orchard schools'.
- (viii) Move the polling place at St Peter's and St Paul's Primary School and incorporate within the polling place at Chadsmead Primary Academy.

In Villages

- (ix) Move the polling place at Bexmore Drive, Streethay to Streethay Primary Academy.
- (x) Move the polling place at the Longwood Public House, Fazeley and incorporate within the polling place at Fazeley Town Hall.
- (xi) Move the polling place at The Highwayman Public House, Shenstone Wood End and incorporate within the polling place at Shenstone Village Hall.

53 COMMUNITY LOTTERY

Further to the approval of a community lottery by Cabinet on 12 November 2019, consideration was given to the policies that would support the application to the Gambling Commission for a licence.

In response to a question Councillor B Yeates confirmed that the policies would be kept under review by Overview and Scrutiny.

It was then proposed by Councillor B Yeates seconded by Councillor Eagland and

RESOLVED: (i) That approval be given to the policies listed below to govern the operation of the lottery:

- Social Responsibility in Gambling
- Protection from Crime and Disorder
- Implementation Procedures
- Fair and Open Gambling
- Children and vulnerable person protection.

(ii) That the Cabinet Member for Housing and Communities, in consultation with the Head of Regulatory Services Housing and Wellbeing be authorised to make any minor amendments that may be required to the policies in the future.

54 AMENDMENTS TO THE CONSTITUTION

It was reported that the Council's Constitution was constantly reviewed and updated to ensure it remained fit for purpose, reflected changes in legislation, and provided appropriate delegations.

Due to recent staffing changes and findings from a scheme of delegation audit, several changes were proposed to the scheme of delegation to officers.

It was proposed by Councillor Lax, seconded by Councillor Pullen and

RESOLVED: (1) That the updated scheme of delegation be approved.

(2) That the temporary delegations to all Heads of Service be approved.

55 AMENDMENTS TO THE LIST OF BUILDINGS OF LOCAL ARCHITECTURAL AND HISTORIC INTEREST

Details were given of the results of the public consultation on the amendments to the Council's List of Buildings of Local Architectural and Historic Interest (commonly referred to as the "Local List").

Councillor Marshall thanked the Principal Design and Conservation Officer for her work and Councillor Evans welcomed the recognition of important buildings in Burntwood. She also commented on the interesting training provided to Members.

Councillor D Ennis said it was a good idea for Members to get involved and engage with owners of buildings of local architectural and historic interest.

It was proposed by Councillor Lax, seconded by Councillor Marshall and

RESOLVED: That the results of the consultation be noted and the amendments to the Council's List of Buildings of Local Architectural and Historic Interest be supported and ratified.

56 MOTION ON NOTICE

The following Motion was submitted by Councillor Norman:

"Lichfield District Council recognises that a climate change emergency exists and, in consequence, resolves to take this into account as a factor in all future policy and spending decisions of the Council, with an Environmental Impact Assessment, whenever appropriate."

Councillor Norman said this was not a political statement but was on behalf of future generations. He said the Council's contribution may only be small, but each issue should have an Environmental Impact Assessment.

It was proposed by Councillor Pullen to amend the motion to:

'Lichfield District Council recognises that a climate change emergency exists and in consequence, resolves to take this into account as a factor in future decisions of the Council and accepts that specific actions are necessary and therefore resolves that it will:

- Support the Government's target of Net Zero Carbon Emission by 2050
- Actively consider investment in green technologies
- Ensure that, where appropriate, decisions made by the Council consider Environmental Impact
- Ask an Overview & Scrutiny Committee to investigate initiatives that will reduce our impact on the environment
- Name a specific Cabinet member for Climate Change'

Councillor Yeates then seconded the amendment.

Referring to the Marches energy report Councillor Norman listed previous commitments and targets for 2020, and said actions rather than intentions were needed this time.

Councillor Ball said that he supported the motion and the amendment, and pointed out the linkages to local procurement.

Councillors Marshall, White and Strachan also spoke in favour of the amendment.

Councillor Anketell asked the net zero carbon emission date be brought forward from 2050 to 2040.

Councillor Eadie said while it was not true to say that no action had been taken to date, the Council could do more.

Councillor Binney said he did not support the term 'emergency' and that the word 'priority' was more accurate.

Councillor Robertson said he hoped the motion and the amendment would be passed and that the Council should look to bring the 2050 target date forward.

Councillor A Yeates then called upon the Council to act and for everyone to work together to make a difference. Following a vote the amendment, as proposed and seconded, was passed

RESOLVED: That the amendment to the Motion as proposed and seconded be agreed.

Councillor Norman referred to his environmental record and noted that in the 1990s Environmental Impact was included in every report and he hoped under Cllr Strachan's leadership and scrutiny the necessary action would be taken. He formally moved the substantive motion.

Councillor Pullen said the amended motion just passed included the good things put forward by Councillor Norman about ensuring that environmental impact was taken into consideration, so whilst he thought the amended motion did more in terms of putting pragmatic action into place, he would still certainly support Councillor Norman's motion because it had been included in the amendment.

Councillor White advised that the substantive motion had been amended to incorporate the amendment.

Councillor Greatorex said the amendment had been passed and the motion as amended should be voted upon.

Following a vote it was

RESOLVED: That the motion as amended be approved.

57 QUESTIONS

Q1. Question from Councillor Evans to the Cabinet Member for Communities and Housing

At the Community, Housing and Health meeting on the 17th October the Cabinet Member, Councillor Yeates was asked in 13, Minutes of the Previous Meeting, about the delivery of Disabled Facilities Grants and the response expected from Staffordshire County Council (SCC) regarding the way they had contributed to the problem. Can he please inform us if any response has been received yet and if so what is the outcome? It is an important issue and we must continue to ensure improvements are made as we were promised.

Response from the Cabinet Member for Communities and Housing

There was detailed discussion on the issues at the October Strategic Project Board meeting, particularly around the quality of service provided to the end user when an Occupational Therapist (OT) assessment is completed and then a second assessment

has to be done by Millbrook. The SCC rep agreed to review this in line with SCC/Midland Partnership Foundation Trust (MPFT) contract to ensure that the service specified is being provided and also set up a meeting with the SCC lead on the OT service to discuss in more detail.

Following this meeting we've had confirmation that the SCC rep has raised the issue about MPFT OTs only passing through minimal referral information with the county lead for the s75 contract with MPFT, and has been assured that it wouldn't happen again. The issue of information on the poor referrals has been raised with the First Contact Team Leaders who confirmed that they were going to ensure that all referrals were on the one form.

A fuller update by SCC was due for SPB meeting on 12th December, however this meeting has been cancelled due to the election and will be held early in the New Year. Please be assured that all issues over performance are being actively followed up.

Key:

SPB Strategic project board - the senior governing body of the SILIS contract comprising 6 Chief executives and SCC representatives MPFT Midland Partnership Foundation Trust - hold the s75 OT service contract with SCC

58 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 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.

59 REPORT OF THE LEADER ON CONFIDENTIAL CABINET DECISIONS FROM THE MEETING HELD ON 3 DECEMBER 2019

The report of the Leader was received.

60 CONFIDENTIAL MINUTES OF THE STRATEGIC (OVERVIEW & SCRUTINY) COMMITTEE

Councillor A Little submitted the confidential Minutes of the Strategic (Overview and Scrutiny) Committee held on 22 October 2019.

(The Meeting closed at 7.22 p.m.)

CHAIRMAN

**ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW
& SCRUTINY) COMMITTEE**

17 DECEMBER 2019

PRESENT:

Councillors Cox (Chairman), Ball (Vice-Chair), S Wilcox (Vice-Chair), Binney, D Ennis, Ho, Parton-Hughes, Ray, Warburton and Westwood.

(In accordance with Council Procedure Rule No.17 Councillors Eadie and Strachan attended the meeting).

15 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Gwilt, A. Little and Marshall.

16 DECLARATIONS OF INTEREST

There were no declarations of interests.

17 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting as circulated were agreed and signed as a correct record.

18 LICHFIELD CITY CENTRE MASTER PLAN - DRAFT FOR CONSULTATION

The Committee received a report on the draft Lichfield City Centre Masterplan which David Lock Associates (DLA) had been commissioned by the Council to produce. It was requested that Members give their views on the draft document before being published for consultation. Representatives from DLA were in attendance to present their report and aid the Committee in their discussions

The Committee heard, as part of the presentation, that Stage 1 of the masterplan where baseline analysis had been completed and DLA were now in Stage 2 of having a draft masterplan with the final Stage 3 being the definitive document. The Committee also noted the core proposals and that it was aspirational but considered deliverable.

The Committee were introduced to the proposed masterplan Quarters which split the City centre into areas which established the character of that area and in turn aided the understanding of proposals for development opportunities and publish realm priorities. These Quarters were named to be Cathedral Quarter, Market Quarter, Business & Learning Quarter and Southern Gateway Quarter.

The Committee then discussed each development opportunity in turn.

Birmingham Road Gateway

The Committee noted it was envisioned that people would arrive to an area that was clear and attractive with a better flow for pedestrians.

It was noted that there would be a residential element to the site and this could be developed first. Members were pleased to note that it was suggested that there should be an affordable housing element to the residential development and DLA had worked on the approved policy

of 40% affordable housing. There was some discussion on what demographic should be prioritised for the housing for example elderly, the young or families but it was noted that at this stage, the proposals were flexible. It was reported that there could be scope to build in partnership with a housing association as had been successful in other parts of the city. There was some discussion whether the land was too prime in nature to try and maximise return from housing and have less affordable or whether due to the Council being the land owner, focus should be less financial and on housing need.

Another element of the site was a new modern multistorey car park and the Committee were again in agreement to this proposal. It was reported that the County Council had no objections as long as the Southern Bypass was completed before development. There were concerns that there should be more planning and consideration to traffic management issues getting into the centre and to this site. It was reported that the emerging Local Plan would be out for consultation at the same time and could deal with these sorts of issues.

It was reported that the site would then have some food and beverage outlets and it was requested that family focused providers were sought as there was a current lack of this type in the area. There was also suggestion for flexible office space for start-up businesses. Finally the Committee noted the smaller retail offering at the site and potential provision for cycle storage to encourage healthier and greener forms of travel which the Committee felt was a positive step.

It was requested that some narrative be included in the masterplan to set out how there would be a seamless transition from the approved temporary development to this permanent one.

District Council House

It was reported that there had been an ongoing review of office space requirements for Lichfield District Council and it was noted that currently there was not an efficient use of the space and was not modern in nature so it was proposed to reconfigure the newer element of the building and then use the listed part for requested small to medium event space. It was noted that the Chamber would remain available for Council meetings but could also generate an income stream from such events as weddings.

It was asked if the council could relocate altogether and it was reported that this option was the most cost effective and other authorities that had moved out of centre were returning as that city centre presence was being missed by residents.

Bird Street Courtyard

Development potential for the current Bird Street Car Park was discussed and it was noted that the masterplan suggested a new mixed use development with retention of some car parking and a greatly enhanced public realm with a courtyard and better views of the Cathedral and in the longer term potential to redevelop the adjoining retail buildings to provide better overlooking towards the market area. It was reported that there was potential for a Minster Pool Walk.

The Committee agreed that the car park currently was very popular so these proposals could be contentious however felt it was an exciting opportunity. It was agreed that discussions with already struggling retailers should be undertaken as this car park feeds into many shops and could have a further detrimental effect on footfall.

When asked, it was confirmed that discussions with the Diocese had begun and they were keen to see a walk around the pool be implemented.

Car parking was considered further and it was noted that along with disabled spaces, parent and child spaces were also required and currently lacking in the area and should be considered as part of any development. It was noted that park and ride schemes had been considered but was difficult as a large expanse of space on the outskirts was needed with

express links to the centre and many other schemes were closing as they were no longer viable. It was agreed to look at this again in the longer term.

University West Car Park

Proposals were reported to the Committee which included coach parking and small scale offices or small residential. It was noted that the Council were still trying to purchase the car park and if successful would like to develop the site quickly. The Committee agreed with the proposals as set out in the masterplan.

Public Realm priorities

The Committee then considered the proposed Public Realm priorities which firstly was the Birmingham Road Corridor and Lichfield Transport Hub. It was reported that there should be a better experience at the Train Station with a pavilion style building to aid waiting of passengers or refreshments for arriving people. It was then reported that a better experience to get taxis would be included.

It was then discussed that there could be short term improvements to the Bird Street Walk.

It was requested that thought be given to event vendors when considering street furniture as it may impede delivery of stock.

It was asked if reference to potential public art spaces could be included in the masterplan.

The Committee then finished with more general views as well as comments on the consultation methods proposed.

It was asked if there was any worth in consulting on how the developments could be funded as ultimately it was for the Council to decide and it was reported that it gave credibility to the proposals showing that there were options. It was noted that information around this was an appendix and not formal part of the consultation.

The Committee were shown a new consultation app which DLA had developed and would be using for the first time the Lichfield masterplan consultation. It was agreed that it would hopefully encourage younger residents to give their views. It was noted that it would be advertised at the college and schools and be linked from the Council website.

It was asked if the stakeholders that the BRS Member Task Group met with could be repeated as it proved to be positive and could help again. It was reported that there would be two public events that would act as drop in sessions with DLA and it would be investigated whether time could be set aside specifically for those organisations.

It was asked why leisure had not been included in the master plan especially as there was a commitment by the Council to build a new centre. It was reported that it had been considered however the sites in the masterplan were deemed unsuitable leisure centres in broad terms were box like in nature and that would detract from the historic nature of the city centre. It was also noted that there could be a potential loss in car parking availability and vitality of the area with people only visiting the leisure centre and not the wider city centre.

Thanks was given to DLA for their attendance and input in the meeting.

RESOLVED: That the draft Lichfield City Centre Masterplan be noted and its publication from the 6th January 2020 to 3rd February 2020 for consultation purposes be agreed.

COUNCILLOR HO REITERATED HIS DECLARED INTEREST IN CONNECTION TO A BUSINESS SITUATED ON CONDUIT STREET.

(The Meeting closed at 8.15 pm)

CHAIRMAN

ECONOMIC GROWTH, ENVIRONMENT AND DEVELOPMENT (OVERVIEW & SCRUTINY) COMMITTEE

21 JANUARY 2020

PRESENT:

Councillors Cox (Chairman), Ball (Vice-Chair), S Wilcox (Vice-Chair), Binney, D Ennis, Gwilt, Ho, Marshall, Parton-Hughes, Ray, Warburton and Westwood.

(In accordance with Council Procedure Rule No.17 Councillors attended the meeting).

19 APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Little

20 DECLARATIONS OF INTEREST

There were no declarations of interests.

21 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting as circulated were agreed and signed as a correct record.

22 WORK PROGRAMME

The work programme was discussed by the Committee. Some disappointment was noted that there had still been no report in respect of the Development of Burntwood. It was reported that it remained on the work programme to keep minds focused and although nothing to report at this time, the Leader and Deputy Leader would be meeting the Leader of Burntwood Town Council shortly and would then be able to give a verbal update on the Town Deal soon.

It was confirmed that the Government had still not come to a decision on the location and makeup of the Local Enterprise Partnerships but this would remain on the work programme until there was.

It was also noted that there may be updates on HS2 dependant on what was decided nationally.

It was asked if there was opportunity to consider how the Council could reduce its carbon footprint through its activities. It was reported that Councillor A Yeates had been appointed as Champion for this area so it may be more appropriate for the Community, Housing and Health (Overview & Scrutiny) Committee to consider and it was agreed to scope this further.

RESOLVED: That the work programme be noted.

23 ECONOMIC IMPACT OF EVENTS AND FESTIVALS IN LICHFIELD CITY

The Committee received a report on the findings of the work undertaken by Bournemouth University (BU) to assess the economic impact of key events and festivals that take place in Lichfield City. The Deputy Leader and Cabinet Member for this area was in attendance and

requested the Committees views on the outcomes from the BU study and how events and festivals could be improved.

The Committee discussed various areas where they felt improvements could be made. The first was to have consideration for the current businesses in the city centre. It was noted that there had been some negative comments made in the study by local businesses and it was suggested that there could be some compensation for those who lose income on the days these events took place. An example was given that a baked goods stall was situated outside a bakery. It was reported that there was currently no mechanism for compensation however better coordination of the location of the stalls by event organisers could reduce impact. It was asked whether offering the stall directly in front of the business to them to use themselves could be considered. It was also noted that the use of generators was affecting businesses and it was noted that integrated power supplies for the use of events could be considered as part of the city centre master planning process or that businesses own supply could be used. The Committee felt there should be some recognition of the fact that local business pay rates and stall holders do not.

The number of events and festivals were discussed and it was agreed that there could be scope for more however there should be a more diverse offering than currently It was felt that there were no events to attract younger people although it was noted that the Council may not be able to directly influence this and this demographic may just not wish to attend. It was also discussed that events outside the city centre could be organised which in turn would create a more varied offering including a potential Country show for the rural areas of the district.

Health and safety at events was considered and it felt that stewarding was vital. It was proposed that a permanent team could gain experience and so add value and reduce risks. It was felt that better stewarding could also enable access during events especially emergency vehicles. It was noted that road closure orders stated that event organisers should allow access and that had not always been successful. The Committee agreed that the application process should be simplified and streamlined.

Marketing of events was then discussed and it was agreed that this was key. It was agreed that having a single point of contact at the Council would be of great benefit and help deal with the other points that the Committee had raised. It was discussed that a resource like this could help enable more community based events and liaise with businesses, Cathedral, other organisations and event organisers to ensure there was more coordination and guidance through the whole process.

The Committee requested that the BU study key recommendations be considered further when investigating improving the festival and events for the city along with a potential resource for a single point of contact at the Council to help market, enable and coordinate events. With this, there should be a simpler application process, a more diverse offering of events that benefit the whole district.

RESOLVED: (1) That the report be noted and the views of the Committee and recommendations of the BU Study on improving festivals and events be considered by the Cabinet member in preparing a policy approach for LDC.

(2) That the following recommendations from the Bournemouth University report (page 22) be considered further

“The key events programme brings socio-economic benefits to the city, and consideration should be given to enhance and develop it further.

It is suggested that event organisers should look to work more closely and collaboratively with the council and local businesses. Improved communications from event organisers to local businesses would be beneficial. This should include making them aware of any road closures, and any opportunities there are for businesses to get involved with their event.

More events could be encouraged throughout the year to account for seasonal peaks and troughs. A more varied event programme, celebrating the history and heritage of Lichfield may also attract a wider audience.

There should be more promotion and marketing of events to increase awareness of them. Events should be promoted to a wider audience within a 2 hour drive of Lichfield to encourage more non-locals to attend.

It is also important that key events reflect what they are marketed as, with stalls, activities and products reflecting the theme of the event.

Greater consideration should be given to the layout and placement of stalls at events. Through working with local businesses, event organisers should look to place stalls which result in minimal congestion or in areas that will not cause issues with local businesses.”

24 LICHFIELD CITY CENTRE CAR PARKING

The Committee received a report on the current occupancy levels, fee income and proposed improvements to the car parking estate within the ownership of Lichfield District Council. The Deputy Leader and Cabinet Member requested the Committee’s views on Sunday charging and potential betterment of the service provided.

The current charging regime was reported and that there was one set of charges for Monday to Saturday and then £1 charge for Sunday parking. It was reported that there were contemplations of charging the midweek amount on Sundays to bring in extra income that could be used for improvements including more cashless payment systems, more electric vehicle (EV) charging points and digital messaging signage to aid car park users.

It was asked how much income would be raised if the extra charges were brought in. It was confirmed that there would not be any extra charging on evenings and with the Sunday alone, it would be approximately £176k but noted that this would be if parking use was as it was at this point and not reduced, which there was a risk of.

The Committee had many concerns that they felt should be considered or investigated further before any progression was made. The first was the effect it could have on the high street and trading as well as the attractiveness of events that were held on the weekend. Members were concerned that it may not be the right time to introduce extra charging as other close areas outside the district were offering better retail experiences with free parking namely Ventura Park in Tamworth and the soon to be completed McArthur Glen Outlet at Cannock Chase. It was asked whether car park charging in other authorities were considered and it was reported that there was regular benchmarking carried out. It was reported that there would have to be a good communications plan to ensure visitors understood the benefits to the service

It was discussed that the city was a religious centre and it may not be fair to charge worshipers and it was suggested to charge the current £1 for the first two hours then the proposed charge after that to help mitigate this concern. It was added that this may help people who leave their vehicles overnight.

When suggested that charging may encourage people to use public transport more it was noted that the Sunday bus service was reducing and was still a cost similar to the proposed charge so many people may stay at home and order online.

There was some suggestion that there should be no charge at all on a Sunday to encourage local shopping and community benefit.

Overall, the Committee agreed with the need to better the car parking provided and investigations for investing in improvements and EV charging but felt the proposed rise in income would not be enough and so other sources should be investigated. It was felt that the projects should be scoped and costed before any decision on charging was made. It was felt that clear communications as to the benefits of the improvements would have to be made especially as investment in EV charging would only benefit a few users to begin with.

RESOLVED: That the report be noted and the Committees views be taken into account and a further report be submitted when ready on the scope and costs of improvement works to car parking.

25 LOCAL PLAN UPDATE

The Committee received a report updating Members on the consultation on the Local Plan Review Preferred Options document. It was reported that the Leader and Deputy Leader had met with local groups including the Burntwood Action Group and there had been a number of consultation events.

It was reported that residents in Fazeley opposed development in the green belt in that area and traffic was already a concern due to Drayton Manor Theme Park and it was asked if Staffordshire County Council had been asked for views and it was reported that they had been consulted. It was also noted that the preferred options were to encourage growth and help areas meet their own housing needs. It was suggested that residents of that area be encouraged to submit representations to ensure all views were considered. It was requested that SCC be invited to a meeting to discuss infrastructure further with the Committee.

It was asked why greenbelt land at Hammerwich had been reclassified from 'important' to 'moderate' as the area was of historical importance. It was reported there were no proposal to remove this land from the green belt.

Neighbourhood plans were discussed and the Committee were pleased to note the progress made by Burntwood Town Council in developing their plan. It was noted that Kings Bromley had also progressed their plan

Thanks were given to the Development Plans team for their hard work.

- RESOLVED:** (1) That the progress associated with the Local Plan Review be noted;
- (2) That the progress associated with the evidence base being advanced to support the local plan review be noted; and
- (3) That the recent progress in relation to neighbourhood plans within Lichfield District be noted; and

26 COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106 UPDATE

The Committee received a report updating them in terms of the administration and progress of the Community Infrastructure Levy (CIL) and the use of develop contributions to provide key infrastructure, in particular affordable housing. It was reported that there would be a review of the Regulation 123 list to bring the Council in line with regulatory changes.

Discussions centred on affordable housing and there were concerns that 50% CIL monies went to Lichfield City area however there were far less than 50% of the affordable homes for the district, built in the city. It was felt that CIL, S106 and affordable housing should be investigated in more detail and it was suggested that there be a Member Task group created to do this.

It was felt that this group could look at where charging could be introduced including for apartment development as well as the level of offsite contributions as in some cases, this had been smaller than expected. It was reported that one issue was the desire to promote development of brownfield sites however the extra work involved in making the land acceptable to build on lessened the viability to have affordable housing.

It was agreed that there may need to have some input from the Community, Housing & Health (Overview & Scrutiny) Committee as they have the remit for affordable housing although not the planning policy for it.

RESOLVED: That the report be noted and further items be added to the work programme.

(The Meeting closed at 8.35 pm)

CHAIRMAN

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STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE

28 JANUARY 2020

PRESENT:

Councillors Norman (Vice-Chair, in the Chair), Ball, Banevicius, Checkland, Grange, Greatorex, Matthews, Tapper (Vice-Chair), Warfield and White.

(In accordance with Council Procedure Rule No.17 Councillors Pullen, Lax and Strachan attended the meeting).

29 APOLOGIES FOR ABSENCE

Apologies were received from Councillors A. Little, Spruce and S. Wilcox

Congratulations were given to Councillors A. and E. Little on the birth of their daughter.

30 DECLARATIONS OF INTEREST

There were no declarations of interests.

31 MINUTES OF THE PREVIOUS MEETING

With a number of minor amendments, the minutes of the meeting were signed as a correct record.

32 WORK PROGRAMME

The work programme was considered and it was noted that this was the last meeting of the municipal year. It was requested that the outstanding items of Local Procurement Scheme as well as the Commercialisation and Development Company be considered at the earliest opportunity in the next municipal year.

RESOLVED: That the work programme be noted.

33 MEDIUM TERM FINANCIAL STRATEGY (REVENUE AND CAPITAL) 2019-24 (MTFS)

The Committee received a report on the Medium Term Financial Strategy (MTFS) for the period 2019-24. It was reported that there was a statutory duty to set a balanced budget and to calculate the level of Council Tax for the district. It was also reported that the Chief Finance Officer (Head of Finance & Procurement) had a duty to ensure all figures provided for estimating and financial planning were robust and stand up to Audit scrutiny.

The Committee heard from the Cabinet Member for Finance and Procurement who reported that the Council would have a balanced budget for 2020/21. It was noted that the Council had received the provisional Local Government Finance Settlement for 2020/21 only and that little was known beyond this point. It was reported that the Council Tax referendum limit would be 2% or £5 and it was recommended to increase by £5. It was then reported that New Homes

Bonus (NHB) would remain until 2022/23 but it was not known how it would look in the future and that there would be no negative revenue support grant or business rate pilots.

It was noted that there would be a transfer to general reserves and this would contribute to balancing the budget in future years if required.

It was reported that it was proposed to include the Property Investment Strategy within the Capital Strategy to ensure it was fully integrated and not considered in silo. It was reported that it complied with CIPFA guidance on the consideration of the drivers for investment and the principles that should govern any decisions.

The Committee noted that there had been an increase in costs including a commitment of £100k for climate change.

The Committee then asked questions on the report and it was enquired why CIPFA had brought in the guidance around property investment and it was reported that there were concerns on the motivation of the investment especially if borrowing for profit only. It was noted that CIPFA felt more comfortable if social benefit of the investment could be shown.

The Committee thanked the finance and procurement team for their hard work and felt it had been of good foresight to cap the level of NHB included in the base budget given the inherent risks around this funding stream.

The Committee noted that there would be a proposal at Council to increase Council Tax by £5 however they felt uneasy that this was needed whilst also putting more into reserves. It was considered that it may be difficult for the public to understand that it was to help future proof the budget and be able to deal with potential Government funding cuts.

Staffing costs were discussed and it was noted that there had been new posts in car parking, tourism and development however the case had been made and agreed that the work of these Officers brought an income to the authority. It was also reported that there was an interim management structure in place and this was why there were no savings from the current vacant Director posts assumed in the MTFS and this position would be reviewed after the completion of the six months assessment.

The Capital programme was discussed and it was asked whether climate change mitigation could be considered including recycling bins instead of replacing and looking at non diesel waste vehicles. It was reported that this would be passed to the relevant Cabinet Member and Overview & Scrutiny Committee to consider. It was asked why the vehicle replacement plan was for one year and not spread over many and it was reported that the current contract was due to end in a single year however an option would be to extend it.

The Capital funding bid forms were noted and it was asked why there were no values and it was reported that there was a separate funding sheet which had been incorporated in the report. It was also reported that scoring moderation will be considered for future years.

It was asked how much of the Capital programme was committed and it was reported that a number of projects were not at this time including the coach park and IT improvements and the Investment in Property which is the single biggest project included.

Business rate reassessments that had happened outside the district were discussed and it was reported that Officers were not aware of similar in Lichfield but it highlighted the risk of appeals and other Rateable Value reductions but further confirmation from the Revenues Team of the level of risk would be sought.

The Council does have a balanced portfolio of business so not reliant on specific business areas.

The Committee noted that there was no Capital Programme budget allocated to the Developing Prosperity priority after 2021 and it was asked what the Cabinet's plans were and how it could be resolved. The Cabinet Member for Finance and Procurement agreed to look at this issue as part of the normal refreshment process related to the Medium Term Financial Strategy.

RESOLVED: That the Cabinet consider the comments and suggestion made on the following items

- 1) The 2010/21 Revenue Budget, including the Amount to be met from Government Grants and Local Taxpayers of £12,284,000 and proposed level of Council Tax (the District element) for 2020/21 of £180.07 (an increase of £5.00 or 2.86%) for Band D equivalent property;
- 2) The MTFS 2019-24 Revenue Budgets;
- 3) The MTFS 2019-24 Capital Strategy and Capital Programme;
- 4) The requirements and duties that the Local Government Act 2003 places on the Authority on how it sets and monitors its Budgets, including the Chief Finance Officer's report on the robustness of the Budget and adequacy of Reserves; and
- 5) The 25 year financial planning.

34 STRATEGIC PLAN 2020-2024 FINAL DRAFT

The Committee received an update to the draft Strategic Plan 2020-2024. It was reported that the consultation plan had been extended due the General Election and this had now ended. It was then reported that through engagement, 150 people were spoken to and resident and stakeholder focus groups were formed and held in January 2020.

The Committee were presented with the feedback from the residents and stakeholder focus groups and the suggested changes to the Strategic Plan following them.

The Committee debated these suggested changes and there was concern that adding "to preserve the characteristics" to shaping place could make the Council a hostage to the non desire of change. It was noted that there were some recognised unique characteristics in the District with some being cultural not just physical assets. It was agreed that there should be some definition of the words used.

There was then discussion to whether the word "transparent" should be deleted from a good council as it would be covered by the term responsible. It was agreed that it should remain to ensure there was no misunderstanding, but that responsible was not also required.

The Committee then debated if the term 'good' council was aspirational enough or whether the term 'great' should be used. It was noted that it was the definition that counted and doing the best you can with what you have could be considered good enough or indeed great.

The Committee was reminded that the item would now be considered at Cabinet and then full Council.

RESOLVED: That the Strategic Plan 2020-2024 final draft be noted and comments be considered before Cabinet and Council approval.

35 VOTE OF THANKS

It was proposed, duly seconded and

RESOLVED: That the sincere thanks of the Committee be recorded to all the Chairmen and Vice-Chairmen for their work during the past year.

(The Meeting closed at 7.25 pm)

CHAIRMAN

STRATEGIC ASSET MANAGEMENT COMMITTEE

28 NOVEMBER 2019

PRESENT:

Councillors Eadie (Chairman), Cross, A Little and Strachan

6 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Norman.

7 DECLARATIONS OF INTERESTS

There were no declarations of interest.

8 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 11 June 2019 were approved as a correct record.

9 PRESENTATION: AN INTRODUCTION TO PUBLIC SECTOR PLC (PSP)

The Chairman welcomed Mark Hammersley (Partnerships Director), Laila Miles (Development Manager) and Carwyn Beswick (Development Manager) from Public Sector Plc who gave an introduction to the PSP Lichfield LLP Partnership which included:

- An introduction to Public Sector Plc
- Benefits of PSP Partnerships
- A governance overview
- A summary of partnership projects including modular housing.

Members asked a number of questions and discussed the potential role of the Partnership.

RESOLVED: That the presentation by Public Sector Property Plc be noted.

10 WORK PROGRAMME

Consideration was given to the Committee's work programme for the council year 2019-20.

11 UPDATE ON LICHFIELD HOUSING LIMITED

The Committee noted that the delivery mechanisms for the Council's strategy for investing in property including the creation of a company to develop residential property.

The residential property investment company, named Lichfield Housing Company was incorporated on 2 September 2019. The Board of Directors had been formally appointed and had met to undertake the necessary formalities to finalise incorporation.

It was reported that delivery of the transition plan was underway and once completed the company would be operational and able to take forward development opportunities.

RESOLVED: That the content of the report and progress made be noted.

12 PORTFOLIO MANAGEMENT UPDATE

It was reported that, in line with the recommendations of the 'delivering the property strategy' report approved in October 2018, a property services team had been established to improve the approach to estates management and property investment.

This team had undertaken a range of activities to modernise and improve the delivery of estates management and details were given of the progress to date.

Members asked about rental income, dilapidations and service charges (including service charge administration). It was advised that data validation work was currently underway and further core data would be reported in the near future. It was noted that property condition surveys were being undertaken across the estate to enable a proactive repair and maintenance programme to be implemented and inform the establishment of a sinking fund.

RESOLVED: The Committee noted the report and the progress made.

13 ACQUISITION PROCESS FOR INVESTMENT PROPERTY

It was reported that the Council's Property Investment Strategy was approved by Cabinet in December 2017. In October 2018 the Council approved the property acquisition process for investment property.

The significant growth in commercial property investment by local authorities had seen a number of statements issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and proposals had been made to change their guidance on commercial property investment. As a consequence the Council would need to focus investment that was funded by borrowing on opportunities that clearly supported the local economy.

The Committee was advised that in implementing the strategy, potential improvements and areas that required further clarity had been identified. As a consequence it had been decided to undertake a review of the Council's approach.

The Committee discussed the existing acquisitions process noting that it could result in significant delays before an offer could be made, potentially putting the Council at a disadvantage.

Consideration was given to options/models for making the process more streamlined thereby enabling the Council to respond more quickly to opportunities. The Committee was conscious that acquisition procedures needed to be agile while ensuring governance requirements were met including provision for effective scrutiny.

It was suggested that following a successful viability and financial assessment of a potential investment, a review could be undertaken by the Strategic Asset Management Committee. If approved, an offer could be made subject to due diligence and Cabinet approval. Where an offer was accepted by the vendor, upon completion of the necessary due diligence, then the matter would be referred to Strategic (Overview and Scrutiny) Committee and finally Cabinet where making the purchase was deemed to be in the Council's interest.

It was advised that for lower value property investment opportunities (up to £2m) the constitution allowed for the Chief Executive, in consultation with the Leader of the Council, with oversight by the Section 151 Officer and Monitoring Officer, to make an offer (subject to due diligence being undertaken).

RESOLVED: (1) That the approach to only consider acquisitions where there is evidence that the acquisition would have a clear benefit to the local economy be noted.

(2) That the views of the Committee on the acquisition process and changes that could be implemented to improve the approach be noted and that the property acquisition process be refined.

(The Meeting closed at 5.45 pm)

CHAIRMAN

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PLANNING COMMITTEE

16 DECEMBER 2019

PRESENT:

Councillors Marshall (Chairman), Baker (Vice-Chair), Anketell, Barnett, Birch, Brown, Checkland, Cox, Evans, Ho, Leytham and Matthews

28 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Eagland and Councillor Humphreys.

29 DECLARATIONS OF INTEREST

Councillor Anketell declared a personal interest in application no. 19/01162/COUM as the Applicant's Agent is known to him.

Councillor Birch declared a personal interest in application no. 19/01162/COUM as he is the Chair of Burntwood Town Council's Planning Committee.

Councillor Brown declared a personal interest in application no. 19/01162/COUM as he had spoken to an Objector.

Councillor Checkland declared a personal interest in application no. 19/00762/FUL as he has played tennis at the Tennis Courts in Beacon Park and his daughter plays for the netball team who also use the Tennis Courts.

30 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 25 November 2019 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

31 PLANNING APPLICATIONS

Applications for permission for development were considered with the recommendations of the Director of Place and Community and any letters of representation and petitions of observations/representations since the publication of the agenda in association with Planning Applications 19/01162/COUM & 19/00762/FUL.

19/01162/COUM – Change of use from residential care home (class C2) to 10 no flats (class C3). Works incl window amendment to front elevation with balcony to rear elevations Southwinds Nursing Home, 17 Chase Road, Burntwood, Staffordshire
For Mrs G Bundy

RESOLVED:- (1) That planning permission be approved subject to the owners/applicants first entering into a Unilateral Undertaking under the Town and Country Planning Act (as amended) to secure contributions/planning obligations towards the Cannock Chase Special Area of Conservation; and,

(2) If the Unilateral Undertaking is not signed/completed by the 1 February 2020 or the expiration of any further agreed extension of time, then powers be delegated to officers to refuse planning permission

based on the unacceptability of the development without the required contributions and undertakings as outlined in the report.

(Prior to consideration of the application, representations were made by Councillor Laura Ennis, Burntwood Town Council (Ward Councillor) and Mr Damian Field (Applicant's Agent))

19/00762/FUL – Resurfacing and reorientation of 4 no existing tarmac courts; replacement of existing fencing and floodlights
Tennis Courts, Beacon Park, Swan Road, Lichfield
For Mr P Shaw

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

(Prior to consideration of the application, representations were made by Mr Philip Shaw (Applicant))

(The Meeting closed at 7.00 pm)

CHAIRMAN

PLANNING COMMITTEE

13 JANUARY 2020

PRESENT:

Councillors Marshall (Chairman), Baker (Vice-Chair), Anketell, Birch, Brown, Checkland, Cox, Eagland, Evans, Ho, Leytham, Matthews and Tapper

32 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Barnett and Councillor Humphreys.

33 DECLARATIONS OF INTEREST

Councillor Matthews declared a personal interest in application no. 19/00753/OUTMEI as he has a relative on the Hawksyard Estate.

Councillor Cox and Councillor Marshall re-iterated what had been recorded on their Register of Members Interests that they are Members on Armitage with Handsacre Parish Council.

Councillor Eagland re-iterated what had also been recorded on her Register of Members Interests that she is a Staffordshire County Councillor for the area.

Councillor Leytham declared a personal interest in application no. 18/01693/FUL as he lives in Fradley Village and has attended Fradley Parish Council meetings where this application has been discussed and he is aware of the feelings of everyone in the village.

34 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on 16 December 2019 previously circulated were taken as read, approved as a correct record and signed by the Chairman.

35 PLANNING APPLICATIONS

Applications for permission for development were considered with the recommendations of the Head of Economic Growth and Development and any letters of representation and petitions of observations/representations together with a supplementary report of observations/representations received since the publication of the agenda in association with Planning Applications 19/00753/OUTMEI & 18/01693/FUL

19/00753/OUTMEI – Outline Planning Application for the creation of development platform and the demolition of existing office building and environmental centre, site clearance, remediation and mixed-use development comprising: up to 2,300 new dwellings and residential units (use classes C3 and C2); up to 1.2 HA of mixed-use (use classes A1, A2, A3, A4, A5, C1, C2, C3, D1 and D2); up to 5 HA of employment (use classes B1A, B, C and B2); 1 no. 2 Form Entry Primary School (use class D1); formal and informal publicly accessible open space; key infrastructure including new adoptable roads within the site and the provision of a new primary access junction on to the A513; ground mounted solar panels and 2 no. existing electricity substations (132 KV and 400 KV) retained (All Matters Reserved Except Access) Rugeley Power Station, Armitage Road, Armitage, Rugeley

RESOLVED:- (1) That planning permission be approved subject to conditions (including those amended within the supplementary report) and subject to the owners/applicants first entering into a Section 106 Legal Agreement under the Town and Country Planning Act (as amended) to secure contributions/planning obligations towards:-

1. On-site affordable housing provision;
2. On-site sports provision (including changing facilities and management);
3. On-site Public Open Space provision (including delivery of the waterside park and public art);
4. Education provision, including on-site delivery of 2 form of entry primary school and secondary school contribution;
5. Highways and transport contributions (comprising off-site highway works (junction improvements), canal towpath improvements, public transport service enhancement sum and travel plan monitoring sum);
6. Cannock Chase SAC air quality mitigation scheme; and
7. The Community Building and Healthcare.

Note: A separate Unilateral Undertaking relating to the payment of £178.60 per dwelling for recreational mitigation of the Cannock Chase SAC is also required.

(2) If the Section 106 Legal Agreement and Unilateral Undertaking are not signed/completed by the 13th April 2020 or the expiration of any further agreed extension of time, then powers to be delegated to officers to refuse planning permission, based on the unacceptability of the development, without the required contributions and undertakings, as outlined in the report.

(Prior to consideration of the application, representations were made by Mr Mark Sitch (Applicant's Agent))

18/01693/FUL – Erection of 8 no. dwellings and associated works
Land fronting Turnbull Road, Fradley
Massey Limited

RESOLVED:- That this application be deferred to allow time for the further consideration of issues relating to drainage and flooding following receipt of additional information from the Lead Local Flood Authority since the publication of the committee report.

36 EXCLUSION OF PUBLIC AND PRESS

RESOLVED:- That, as publicity would be prejudicial to 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 3 of Part 1 of Schedule 12A** of the Local government Act 1972 as amended.

IN PRIVATE

37 ENFORCEMENT MATTERS - UPDATE REPORT

Consideration was given to the Enforcement Matters – Update Report. No matters raised for discussion with the content of the report.

It was noted that the Enforcement Team Leader is due to leave the Authority in early March for a role at another Local Authority.

(The Meeting closed at 7.42 pm)

CHAIRMAN

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CONSTITUTION OF COMMITTEES AND PANELS:

| COMMITTEE / PANEL | SIZE | Con | Lab | Lib Dem | Ind |
|--|-------------|------------|------------|----------------|------------|
| Council | 47 | 34 | 11 | 1 | 1 |
| Leader and Cabinet | 6 | 6 | | | |
| Strategic (Overview and Scrutiny) Committee | 13 | 9 | 3 | | 1 |
| Community, Housing and Health (Overview and Scrutiny) Committee | 13 | 10 | 3 | | |
| Leisure, Parks and Waste Management (Overview and Scrutiny) Committee | 13 | 9 | 3 | 1 | |
| Economic Growth, Environment and Development (Overview and Scrutiny) Committee | 13 | 9 | 3 | 1 | |
| Audit & Standards Committee | 9 | 6 | 2 | | 1 |
| Planning Committee | 15 | 11 | 4 | | |
| Regulatory and Licensing Committee | 13 | 8 | 3 | | |
| Lichfield District Board * To be made up of the Leader and the Community Cabinet Member with other Members of the Cabinet being invited to attend meetings as required | 2 | 2 | | | |

| COMMITTEE / PANEL | SIZE | Con | Lab | Lib Dem | Ind |
|---|-------------|------------|------------|----------------|------------|
| Licensing and Consents Appeals Committee <i>Any 3 from Regulatory and Licensing Committee</i> | 3 | | | | |
| Employment Committee | 10 | 7 | 2 | | 1 |
| Disciplinary and Grievance Appeals Committee | 7 | 5 | 1 | 1 | |
| Investigatory and Disciplinary Committee | 7 | 5 | 1 | | |
| Appointments Committee <i>To be made of four Cabinet Members and the Leader of the Principal Opposition Group</i> | 5 | 4 | 1 | | |
| Strategic Asset Management Committee | 5 | 4 | 1 | | |
| Parish Forum | 11 | 8 | 3 | | |
| Joint Committee for Waste Management <i>The Leader of the Council or authorised deputy The Portfolio Holder responsible for Waste or authorised deputy</i> | 2 | 2 | | | |

| CABINET | |
|---|----------------|
| Leader of Cabinet | D. R. Pullen |
| Deputy Leader of Cabinet and Cabinet Member for Investment, Economic Growth & Tourism | I. M. Eadie |
| Cabinet Member for Finance and Procurement | R. W. Strachan |
| Cabinet Member for Communities & Housing | A. Yeates |
| Cabinet Member for Customer Services & Innovation | A. F. Smith |
| Cabinet Member for Recycling & Leisure | E. A. Little |
| Cabinet Member for Legal & Regulatory | A. C. Lax |

| STRATEGIC (OVERVIEW & SCRUTINY) COMMITTEE | | | |
|--|--------------------|------------------------------|-------------------------|
| Constitution – Up to 13 Members | | | |
| Composition | | | |
| Conservative 9 | Labour 3 | Liberal Democrat 0 | Independent 1 |
| J. Checkland | C. J. Ball | | J. K. Grange |
| C. Greatorex | S.W. Banevicius | | |
| A. M. Little | S. G. Norman | | |
| T. R. Matthews | | | |
| C. J. Spruce | | | |
| S. J. Tapper | | | |
| M. A. Warfield | | | |
| A. G. White | | | |
| S. E. Wilcox | | | |

| ECONOMIC GROWTH, ENVIRONMENT & DEVELOPMENT (OVERVIEW & SCRUTINY) COMMITTEE | | | |
|---|--------------------|------------------------------|-------------------------|
| Constitution – Up to 13 Members | | | |
| Composition | | | |
| Conservative 9 | Labour 3 | Liberal Democrat 1 | Independent 0 |
| N. D. Binney | C. J. Ball | P. W. W. Ray | |
| R. E. Cox | D. M. O. Ennis | | |
| B. J. Gwilt | B. S. Westwood | | |
| W-L. Ho | | | |
| A. M. Little | | | |
| T. Marshall | | | |
| J. A. Parton Hughes | | | |
| H. A. Warburton | | | |
| S. E. Wilcox | | | |

| COMMUNITY HOUSING AND HEALTH (OVERVIEW & SCRUTINY) COMMITTEE | | | |
|---|--------------------|------------------------------|-------------------------|
| Constitution – Up to 13 Members | | | |
| Composition | | | |
| Conservative 10 | Labour 3 | Liberal Democrat 0 | Independent 0 |
| D. F. Baker | C. J. Ball | | |
| R. E. Cox | R. J. Birch | | |
| J. M. Eagland | D. C. Evans | | |
| B. J. Gwilt | | | |
| K. P. Humphreys | | | |
| D. J. Leytham | | | |
| J. A. Parton Hughes | | | |
| J. Silvester-Hall | | | |
| M. J. Wilcox | | | |
| N. D. Binney | | | |

| LEISURE, PARKS & WASTE MANAGEMENT (OVERVIEW & SCRUTINY) COMMITTEE | | | |
|--|--------------------|------------------------------|-------------------------|
| Constitution – Up to 13 Members | | | |
| Composition | | | |
| Conservative 9 | Labour 3 | Liberal Democrat 1 | Independent 0 |
| D. F. Baker | S.W. Banevicius | P. W. W. Ray | |
| D. F. Salter | L. J. Ennis | | |
| S. A. Barnett | B. Westwood | | |
| T. R. Matthews | | | |
| J. Silvester-Hall | | | |
| S. J. Tapper | | | |
| M. A. Warfield | | | |
| M. J. Wilcox | | | |
| B. W. Yeates | | | |

| EMPLOYMENT COMMITTEE | | | |
|--|--------------------|------------------------------|-------------------------|
| Constitution – Up to 10 Members | | | |
| Composition | | | |
| Conservative 7 | Labour 2 | Liberal Democrat 0 | Independent 1 |
| S. A. Barnett | R. J. Birch | | J. K. Grange |
| K. P. Humphreys | D. C. Robertson | | |
| C. Greatorex | | | |
| B. J. Gwilt | | | |
| J. Silvester-Hall | | | |
| H. A. Warburton | | | |
| S. E. Wilcox | | | |

| PLANNING COMMITTEE | | | |
|--|--------------------|------------------------------|-------------------------|
| Constitution – Up to 15 Members | | | |
| Composition | | | |
| Conservative 11 | Labour 4 | Liberal Democrat 0 | Independent 0 |
| D. F Baker | J. Anketell | | |
| S. A. Barnett | R. J. Birch | | |
| J. Checkland | B. J. Brown | | |
| R. E. Cox | D. C. Evans | | |
| J. M. Eagland | | | |
| W-L. Ho | | | |
| K. P. Humphreys | | | |
| D. J. Leytham | | | |
| T. Marshall | | | |
| T. R. Matthews | | | |
| S. J. Tapper | | | |

| REGULATORY & LICENSING COMMITTEE | | | |
|---|--------------------|------------------------------|-------------------------|
| Constitution – Up to 13 Members | | | |
| Composition | | | |
| Conservative 8 | Labour 3 | Liberal Democrat 0 | Independent 0 |
| N. D. Binney | J. Anketell | | |
| J. M. Eagland | D. C. Evans | | |
| D. J. Leytham | D. M. O. Ennis | | |
| J. A. Parton Hughes | L. J. Ennis | | |
| D. F. Salter | | | |
| C. J. Spruce | | | |
| M. A. Warfield | | | |
| B. W. Yeates | | | |
| | | | |

| AUDIT AND MEMBER STANDARDS COMMITTEE | | | |
|---|--------------------|------------------------------|-------------------------|
| Constitution – Up to 9 Members | | | |
| Composition | | | |
| Conservative 6 | Labour 2 | Liberal Democrat 0 | Independent 1 |
| J. Checkland | S. G. Norman | | J. K. Grange |
| C. Greatorex | D. C. Robertson | | |
| W-L. Ho | | | |
| A. M. Little | | | |
| C. J. Spruce | | | |
| A. G. White | | | |

| DISCIPLINARY AND GRIEVANCE APPEALS COMMITTEE | | | |
|---|--------------------|------------------------------|-------------------------|
| Constitution – 7 Members to be appointed when required | | | |
| Composition | | | |
| At least one Member to be from the Cabinet | | | |
| *Chairman is elected from those Members present | | | |
| Conservative 5 | Labour 1 | Liberal Democrat 1 | Independent 0 |
| J. Checkland | D. C. Robertson | P. W. W. Ray | |
| J. M. Eagland | | | |
| K. P. Humphreys | | | |
| A. C. Lax | | | |
| M. A. Warfield | | | |

| INVESTIGATORY AND DISCIPLINARY COMMITTEE | | | |
|--|--------------------|------------------------------|-------------------------|
| Constitution – 7 Members to be appointed when required | | | |
| Composition | | | |
| At least one Member to be from the Cabinet | | | |
| No members from the Disciplinary and Grievance Appeals Committee | | | |
| *Chairman is elected from those Members present | | | |
| Conservative 5 | Labour 1 | Liberal Democrat 0 | Independent 1 |
| S. A. Barnett | S.W. Banevicius | | J. K. Grange |
| N. D. Binney | | | |
| I. M. Eadie | | | |
| C. Greatorex | | | |
| T. Marshall | | | |

| Strategic Asset Management Committee Constitution – 5 Members Composition At least one Cabinet Member and one opposition Member | | | |
|---|--------------------|------------------------------|-------------------------|
| Conservative 4 | Labour 1 | Liberal Democrat 0 | Independent 0 |
| D. G. Cross | S. G. Norman | | |
| I. M. Eadie | | | |
| A. M. Little | | | |
| R. W. Strachan | | | |

| PARISH FORUM Constitution – Up to 11 Members Composition | | | |
|---|--------------------|------------------------------|-------------------------|
| Conservative 8 | Labour 2 | Liberal Democrat 0 | Independent 0 |
| S. A. Barnett | J. Anketell | | |
| D. F. Salter | B. J. Brown | | |
| B. J. Gwilt | D. C. Robertson | | |
| K. P. Humphreys | | | |
| T. Marshall | | | |
| J. Silvester-Hall | | | |
| S. J. Tapper | | | |
| H. A. Warburton | | | |

| APPOINTMENTS COMMITTEE Constitution – 5 Members to be appointed when required Composition Four Cabinet Members and Leader of the Principal Opposition Group |
|---|
| *Chairman is elected from those Members present |

| LICENSING & CONSENTS APPEALS COMMITTEE Constitution – 3 Members Composition Any three from Regulatory & Licensing Committee but including the Chairman of Regulatory & Licensing Committee as standing Chairman |
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| JOINT COMMITTEE FOR WASTE MANAGEMENT Constitution – 2 District Members Composition The Leader of the Council or authorised deputy The Portfolio Holder responsible for Waste or authorised deputy |
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| DISTRICT BOARD Constitution – 2 District Members Composition To be made up of the Leader of the Council and the Communities & Housing Cabinet Member with other Members of the Cabinet being invited to attend meetings as required |
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AMENDMENTS TO THE CONSTITUTION

Report of Angela Lax, Cabinet Member for Legal & Regulatory Services

Date: 18 February 2020

Officer Title: Agenda Item 14

Officer Title: Christie Tims – Head of Corporate Services and
Monitoring Officer

Local Ward
Members N/A



Full Council

1. Executive Summary

- 1.1 The Lichfield District Council Constitution is constantly reviewed and updated to ensure it remains fit for purpose, reflects changes in legislation, decisions and recommendations.
- 1.2 Following a review of Audit Committee effectiveness the Audit and Member Standards Committee has recommended the requirement of a Chair's Annual Report to come to Full Council.
- 1.3 Due to recent changes to EU procurement limits, Contract Procedure Rules have also been updated.

2. Recommendations

- 2.1 To agree the recommendation of the Audit & Member Standards Committee that the Committee submit a Chair's Annual Report to Full Council.
- 2.2 To note the amendments to the EU procurement limits and the update to the Contract procedure Rules which have been updated under delegation.

3. Background

- 3.1 **Part 2** of the constitution details the Articles of the Constitution, which includes committees and how they operate.
- 3.2 In February the Audit and Member Standards Committee undertook an annual review of Audit Committee effectiveness as recommended by CIPFA guidelines. It highlighted that best practice requires the production of a Chair's Annual Report so that:
 - the Audit and member Standards Committee report directly to Full Council
 - the committee is held to account for its performance operating effectively
 - an annual evaluation is undertaken to assess whether the committee is fulfilling its terms of reference
 - consideration is given to all core areas.
- 3.3 The committee accepted the best practice recommendation and have recommended the change to part 2 of the constitution for Full Council to receive a Chair's Annual Report.
- 3.4 **Part 4** of the constitution details the rules of procedure. Following the update of EU procurement limits the content of this section has been updated to reflect the new limits from 1 January 2020.
- 3.5 As this is a change in law, the new limits have been updated under officer delegations and Full Council is notified of the change.
- 3.6 The new thresholds are now over £189,330 for goods and services or £4,733,252 for works.

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| Alternative Options | Not to update the Constitution and in line with recommendations from the Audit and Member Standards Committee or changes in Statute. |
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| Consultation | All changes meet the needs of the organisation and have been consulted with the relevant committee and finance, procurement and legal services. |
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| Financial Implications | None; there are no implications for the changes themselves. The new EU procurement limit determine how items are procured. |
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| Contribution to the Delivery of the Strategic Plan | Proposals will assist with compliance with the legal requirements and effectiveness. |
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| Equality, Diversity and Human Rights Implications | None |
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| Crime & Safety Issues | None |
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| GDPR/Privacy Impact Assessment | Yes – all data collected and collated in the preparation and operation of the constitution has been impact assessed with the appropriate controls in place. |
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| | Risk Description | How We Manage It | Severity of Risk (RYG) |
|---|---|---------------------|------------------------|
| 1 | Legal challenge as constitution is not up to date | Update Constitution | Green |

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| Background documents Current and revised draft Constitution |
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| Relevant web links https://democracy.lichfielddc.gov.uk/ieListDocuments.aspx?Cid=190&Mid=304&Ver=4&info=1 |
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CALENDAR OF MEETINGS (Version 2)
May 2020 – June 2021

| Date | Meeting |
|-----------------------------------|--|
| Tuesday 12th May 2020 | Cabinet |
| Tuesday 19th May 2020 | ANNUAL COUNCIL |
| Wednesday 20th May 2020 | O&S Coordinating Group |
| Thursday 21st May 2020 | Planning Training |
| Monday 25th May 2020 | BANK HOLIDAY |
| Thursday 28th May 2020 | Regulatory & Licensing Committee |
| Monday 1st June 2020 | Planning Committee |
| Tuesday 2nd June 2020 | Cabinet |
| Wednesday 3rd June 2020 | Leisure, Parks & Waste Management (Overview & Scrutiny) Committee |
| Tuesday 9th June 2020 | Economic Growth, Environment & Development (Overview & Scrutiny) Committee |
| Thursday 11th June 2020 | Strategic Asset Management Committee |
| Monday 15th June 2020 | Provisional Date |
| Tuesday 16th June 2020 | Community, Housing & Health (Overview & Scrutiny) Committee |
| Monday 22nd June 2020 | District Board |
| Tuesday 23rd June 2020 | Strategic (Overview & Scrutiny) Committee |
| Monday 29th June 2020 | Planning Committee |
| Wednesday 1st July 2020 | Employment Committee |
| Monday 6th July 2020 | Member Training |
| Tuesday 7th July 2020 | Cabinet |
| Tuesday 14th July 2020 | COUNCIL |
| Thursday 16th July 2020 | Provisional Date |
| Wednesday 22nd July 2020 | Audit & Member Standards Committee |
| Monday 27th July 2020 | Planning Committee |
| Monday 24th August 2020 | Planning Committee |
| Monday 31st August 2020 | BANK HOLIDAY |
| Monday 1st September 2020 | Strategic (Overview & Scrutiny) Committee |
| Thursday 3rd September 2020 | Member Training |
| Monday 7th September 2020 | Economic Growth, Environment & Development (Overview & Scrutiny) Committee |
| Tuesday 8th September 2020 | Cabinet |
| Monday 14th September 2020 | Planning Training |
| Tuesday 15th September 2020 | Community, Housing & Health (Overview & Scrutiny) Committee |
| Wednesday 16th September 2020 | Strategic Asset Management Committee |
| Thursday 17th September 2020 | Lichfield District Parish Forum |
| Monday 21st September 2020 | Planning Committee |
| Wednesday 23rd September 2020 | Leisure, Parks & Waste Management (Overview & Scrutiny) Committee |
| Monday 28th September 2020 | Regulatory & Licensing Committee |
| Thursday 1st October 2020 | Employment Committee |
| Tuesday 6th October 2020 | Cabinet |
| Tuesday 13th October 2020 | COUNCIL |
| Monday 19th October 2020 | Planning Committee |
| Wednesday 21st October 2020 | Provisional Date |
| Monday 2nd November 2020 | Joint Waste Committee |
| Thursday 5th November 2020 | O&S Coordinating Group |
| Tuesday 10th November 2020 | Cabinet |
| Thursday 12th November 2020 | Audit & Member Standards Committee |
| Monday 16th November 2020 | Planning Committee |

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| Thursday 19 th November 2020 | Strategic (Overview & Scrutiny) Committee |
| Monday 23 rd November 2020 | District Board |
| Wednesday 25 th November 2020 | Strategic Asset Management Committee |
| Monday 30 th November 2020 | Member Training |
| Tuesday 1st December 2020 | Cabinet |
| Thursday 3 rd December 2020 | Provisional Date |
| Tuesday 8 th December 2020 | Planning Training |
| Monday 14 th December 2020 | Planning Committee |
| Tuesday 15th December 2020 | COUNCIL |
| Friday 25th December 2020 | CHRISTMAS DAY |
| Monday 28th December 2020 | BANK HOLIDAY (Boxing Day) |
| Friday 1st January 2021 | BANK HOLIDAY |
| Monday 11 th January 2021 | Planning Committee |
| Tuesday 12th January 2021 | Cabinet |
| Thursday 14 th January 2021 | Community, Housing & Health (Overview & Scrutiny) Committee |
| Monday 18 th January 2021 | Member Training |
| Thursday 21 st January 2021 | Leisure, Parks and Waste Management (Overview & Scrutiny) Committee |
| Tuesday 26 th January 2021 | Economic Growth, Environment & Development (Overview & Scrutiny) Committee |
| Wednesday 27 th January 2021 | Strategic (Overview & Scrutiny) Committee |
| Tuesday 2 nd February 2021 | Employment Committee |
| Wednesday 3 rd February 2021 | Audit & Member Standards Committee |
| Monday 8 th February 2021 | Planning Committee |
| Tuesday 9th February 2021 | Cabinet |
| Tuesday 16th February 2021 | COUNCIL |
| Thursday 25 th February 2021 | Regulatory & Licensing Committee |
| Monday 1 st March 2021 | Provisional Date |
| Wednesday 3 rd March 2021 | Leisure, Parks and Waste Management (Overview & Scrutiny) Committee |
| Monday 8 th March 2021 | Planning Committee |
| Tuesday 9th March 2021 | Cabinet |
| Wednesday 10 th March 2021 | Community, Housing & Health (Overview & Scrutiny) Committee |
| Monday 15 th March 2021 | Planning Training |
| Thursday 18 th March 2021 | Economic Growth, Environment & Development (Overview & Scrutiny) Committee |
| Monday 22 nd March 2021 | Joint Waste Committee |
| Wednesday 24 th March 2021 | Strategic Asset Management Committee |
| Thursday 25 th March 2021 | Audit & Member Standards Committee |
| Monday 29 th March 2021 | District Board |
| Thursday 1 st April 2021 | Provisional Date |
| Friday 2 nd April 2021 | BANK HOLIDAY |
| Monday 5 th April 2021 | BANK HOLIDAY |
| Monday 12 th April 2021 | Planning Committee |
| Tuesday 13th April 2021 | Cabinet |
| Tuesday 20th April 2021 | COUNCIL |
| Thursday 22 nd April 2021 | O&S Coordinating Group |
| Tuesday 27 th April 2021 | Audit & Member Standards Committee |
| Wednesday 28 th April 2021 | Member Training |
| Monday 3 rd May 2021 | BANK HOLIDAY |
| Monday 10 th May 2021 | Planning Committee |
| Tuesday 11th May 2021 | Cabinet |
| Tuesday 18th May 2021 | ANNUAL COUNCIL |
| Monday 24 th May 2021 | Planning Training |
| Tuesday 25 th May 2021 | Regulatory & Licensing Committee |

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|---|---|
| Monday 31 st May 2021 | BANK HOLIDAY |
| Monday 7 th June 2021 | Planning Committee |
| Tuesday 8th June 2021 | Cabinet |
| Monday 14 th June 2021 | Leisure, Parks & Waste Management (Overview & Scrutiny) Committee |
| Wednesday 16 th June 2021 | Strategic Asset Management Committee |
| Thursday 17 th June 2021 | Lichfield District Parish Forum |

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