

Public Document Pack

Date of meeting **Wednesday, 20th January, 2016**

Time **6.00 pm**

Venue **Committee Room 1, Civic Offices, Merial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG**

Contact **Geoff Durham**

Cabinet

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies**
- 2 MINUTES** **(Pages 3 - 12)**
To consider the minutes of the previous meeting.
- 3 DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in the agenda.
- 4 Council Tax Base - 2016-17** **(Pages 13 - 18)**
- 5 Scale of Fees and Charges 2016-17** **(Pages 19 - 56)**
- 6 Revenue and Capital Budgets 2016-17** **(Pages 57 - 80)**
- 7 Hackney Carriage Tariff** **(Pages 81 - 90)**
- 8 Community Centres Review Action Plan** **(Pages 91 - 98)**
- 9 Community Infrastructure Levy Viability** **(Pages 99 - 104)**
- 10 Public Sector Hub : Expansion of ICT Facilities at Kidsgrove
Customer Service Centre** **(Pages 105 - 108)**
- 11 Selective Licensing** **(Pages 109 - 114)**
- 12 Local Plan Update** **(Pages 115 - 218)**
- 13 The Future Development of the Borough Museum and Art
Gallery** **(Pages 219 - 224)**
- 14 Public Space Protection Orders** **(Pages 225 - 230)**
- 15 Procurement of the Council's Long Term Agreement
(Insurance)** **(Pages 231 - 238)**
- 16 URGENT BUSINESS**
To consider any business which is urgent within the meaning of Section 100B(4) of the
Local Government Act 1972.
- 17 DISCLOSURE OF EXEMPT INFORMATION**

To resolve that the public be excluded from the meeting during consideration of the attached report, because it is likely that there will be disclosure of exempt information as defined in paragraphs 1, 2 and 3 in Part 1 of Schedule 12A of the Local Government Act 1972.

18 Scale of Fees and Charges. Confidential Appendix (Pages 239)

19 ATTENDANCE AT CABINET MEETINGS

Councillor attendance at Cabinet meetings:

- (1) The Chair or spokesperson of the Council's scrutiny committees and the mover of any motion referred to Cabinet shall be entitled to attend any formal public meeting of Cabinet to speak.
- (2) Other persons including non-executive members of the Council may speak at such meetings with the permission of the Chair of the Cabinet.

Public attendance at Cabinet meetings:

- (1) If a member of the public wishes to ask a question(s) at a meeting of Cabinet, they should serve two clear days' notice in writing of any such question(s) to the appropriate committee officer.
- (2) The Council Leader as Chair of Cabinet is given the discretion to waive the above deadline and assess the permissibility of the question(s). The Chair's decision will be final.
- (3) The maximum limit is three public questions at any one Cabinet meeting.
- (4) A maximum limit of three minutes is provided for each person to ask an initial question or make an initial statement to the Cabinet.
- (5) Any questions deemed to be repetitious or vexatious will be disallowed at the discretion of the Chair.

Members: Councillors Beech, Kearon, Turner (Vice-Chair), Williams, Shenton (Chair) and Rout

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

FIELD_TITLE

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

CABINET

Wednesday, 11th November, 2015

Present:- Councillor Elizabeth Shenton – in the Chair

Councillors Beech, Kearon, Turner, Williams and Rout

1. **APOLOGIES**

Apologies were received from Councillor Bert Proctor.

2. **MINUTES**

Resolved: That the minutes of the meeting held on 16 September, 2015 be agreed as a correct record.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

4. **MEDIUM TERM FINANCIAL STRATEGY 2016/17 TO 2020/21**

Consideration was given to a report providing background on the financial strategy for the Council over the next five years in light of the national and local financial situation.

The Council's Portfolio Holder for Finance, IT and Customer referred Members to page 42 of the agenda report which contained a table indicating the pressures on the revenue budget. In addition to the items listed, there were issues such as the replacement of bin lorries which needed to be taken into consideration.

There were also savings that the Council are required to make. It was stated that the Council would not be making any redundancies and services were being kept at a substantial level but unfortunately in order to maintain that, various assets would have to be sold.

The Government had stated that Authorities need to be self-sufficient by the year 2020. Councillor Kearon enquired as to how much could be gained by applying the maximum increase to Business Rates and Council Tax. The Council's Executive Director for Resources and Support Services informed Members that, as this could only be increased by 1.99%, based on current rates it could generate in the region of £124,000.

Resolved: That the Medium Term Financial Strategy for 2016/17 to 2020/21 be approved.

5. **FINANCIAL AND PERFORMANCE MANAGEMENT REPORT TO END OF QUARTER TWO (JULY - SEPTEMBER) 2015**

A report was submitted to Cabinet providing information on the Financial and Performance Management Report for quarter two.

Members were advised that the report had been through the Finance, Resources and Partnerships Scrutiny Committee before being brought to Cabinet.

- Resolved:**
- (i) That the contents of the report, attached to this agenda item be noted and the recommendation that the Council continues to monitor and scrutinise performance alongside the latest financial information for the same period, be agreed.
 - (ii) That the comments made through the Scrutiny process and the responses from officers and others to these comments be noted.

6. ASSET DISPOSALS - LAND AT SHELDON GROVE, CHESTERTON

A report was submitted to Cabinet regarding the proposed disposal of Council owned land at Sheldon Grove (The Grumbles) Chesterton.

Reverend Sue Sidebottom spoke on this item stating that it was the only area of its kind in Holditch. The site is well used and is a safe haven for children. In addition, there is a mature natural habitat for wildlife.

Councillor Sophia Snell spoke on behalf of the Holditch Residents, again stating the importance of the land for local people. Councillor Snell requested that the Cabinet present the same benefits to this area as had been given to others.

The Chair, Councillor Elizabeth Shenton had received three questions from a local resident which she read out and gave responses to:

- (1) Has the Council any evidence to suggest that this land does not come under the Open Space and Cemeteries Act, 1906?

It was confirmed that, upon examining the deed, there was no evidence to suggest this.

- (2) Why are the Council not waiting for the report to be submitted from the consultants commissioned to view this area as part of the North Staffordshire Green Space Strategy?

An assessment needed to be carried out that would update and refresh the Strategy.

- (3) Would the Council consider applying a protection order to safeguard this land?

At this point in time, no consideration had been given to this which was reflected in the Council's Asset Strategy. Some of the land would be retained for recreational purposes in the locality.

The Council's Portfolio Holder for Town Centres', Business and Assets stated that he supported the proposal subject to the following:

- (i) The retention of a significant amount of public open space.

- (ii) The placing of a covenant on the public open space, securing it for the community
- (iii) That an outline design be prepared and brought back to Cabinet for approval prior to any disposal.
- (iv) That any Planning Application be presented at a Strategic Planning Advisory Committee giving local Members the opportunity to comment.

- Resolved:**
- (i) That the principle of a partial disposal of the subject land be approved subject to the following conditions:
 - (1) That, given the location of the land and the lack of suitable green space for community use in the area, any proposal for development will include the retention of a significant amount of accessible public open space suitable for children's play space – a kick about area etc.
 - (2) That, as part of any sale, a covenant be placed on the public open space area – securing it for the community in perpetuity.
 - (3) That officers facilitate the preparation of an outline design and bring it to a future Cabinet meeting for approval, prior to any disposal.
 - (4) That, any planning application will be presented at a meeting of the Strategic Planning Advisory Committee where local Members will have the opportunity to comment on the plans.

7. ASSET DISPOSALS - LAND AT KNYPE WAY, BRADWELL

A report was submitted to Cabinet regarding the proposed disposal of land at Knype Way, Bradwell.

No further comments were made other than those contained within the agenda report.

- Resolved:**
- (i) That the disposal of the land at Knype Way be approved, subject to having first secured outline planning permission on this area of land.
 - (ii) That the procurement of specialist consultants, to prepare and submit a planning application in respect of this site, be approved.

8. SAFEGUARDING CHILDREN AND ADULTS AT RISK OF ABUSE AND NEGLECT POLICY

A report was submitted to Cabinet reaffirming the Borough Council's role in safeguarding children and adults at risk of abuse.

The Council's Portfolio Holder for Safer Communities stated that the Policy, which was appended to the agenda report, was a long and complex document which had been revised and required Cabinet's approval for adoption. It was a living document linked to the wider community which warranted training sessions for everyone affected.

Councillor Ann Beech advised members that, as part of her role as County Councillor, she had received training on this subject. It had been recommended that all County Councillors attend and chase-up letters were sent to those who had not attended. Councillor Beech recommended that all Members of the Borough Council receive such training.

Resolved: That the revised Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and accompanying procedure for introduction and delivery in the Borough be approved.

1. That the revised Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and the accompanying procedure for introduction and delivery in the Borough, be approved.

9. PLANNING PEER REVIEW

A report was submitted to Cabinet updating Members on further progress made in implementing the proposals agreed at its meeting on 22 July, 2015.

No further comments were made on this item other than those contained within the report.

Resolved:

- (i) That the progress made be noted.
- (ii) That, subject to a report coming forward on the Community Infrastructure Levy, no further reports on the Action Plan be required.

10. BILL PAYMENT SERVICES CONTRACT 2015/16 TO 2020/21

A report was submitted to Cabinet seeking approval to enter into a Contract for the Council's bill payment contract.

No further comments were made on this item other than those contained within the report.

Resolved: That the contract for the Council's Bill Payment Service be awarded to allpay Limited for a five year period from 1 December, 2015.

11. **APPLICATIONS FOR DISCRETIONARY RATE RELIEF**

A report was submitted to Cabinet to consider the granting of Discretionary Rate Relief in accordance with powers contained within the Local Government Finance Act, 1988.

No further comments were made on this item other than those contained within the report.

Resolved: That, in accordance with Section 47 of the Local Government Finance Act 1988, Discretionary Rate Relief be either granted or refused in respect of the organisations and premises as detailed in the Appendix attached to the report on the agenda.

12. **UPDATE ON THE FUTURE OF KIDSGROVE SPORTS CENTRE**

A report was submitted to Cabinet providing an updated position statement on options available in respect of the future of Kidsgrove Sports Centre.

The Council's Portfolio Holder for Leisure, Culture and Localism welcomed the report, stating that it gave the Council the ability to take steps to ensure that adequate sporting facilities were being provided for Kidsgrove.

The County Council needed to be made aware that a firm commitment was now required giving a date when this would be going ahead in order to keep the residents of Kidsgrove informed.

Resolved:

With regard to a replacement Facility:

- (i) That Cabinet agree to the consideration of a constant depth pool of modular construction as part of a new sports centre on the school campus as an option for the development.
- (ii) That officers be authorised to enter into detailed discussions with the Penda Partnership and a suitable pool supplier with a view to establishing a business case for the development of replacement swimming pool, fitness centre and studio on the school campus.
- (iii) That a Cabinet Panel be established to provide the leadership and governance required to bring such a scheme to fruition, chaired by the Portfolio Holder for Leisure, Culture and Localism.

With regard to extending the current agreement:

- (iv) That it be agreed to extend the current agreement with the school and County Council for the management of Kidsgrove Sports Centre until the school takes on operational responsibility for the new education super block and sports block.

With regard to a Community Use Agreement for School Facilities:

- (v) That officers be authorised to hold further detailed discussions with the Head teacher and Governing Body of the Kings School with a view to developing an agreement for the community use of the astro-turf pitch, natural grass pitch and new school sports hall.

13. NORTHERN GATEWAY DEVELOPMENT ZONE

A report was submitted to Cabinet advising Members about a potential opportunity to establish a high-growth development zone, pre-dictated on HS2 investment in the area, supported by some form of economic partnership.

- Resolved:**
- (i) That the information provided and the actions taken to date be noted.
 - (ii) That the signing of a Concordat by the Local Enterprise Partnerships of Stoke on Trent and Staffordshire and Cheshire and Warrington be noted.
 - (iii) That the Leader and relevant Portfolio Holders and officer be authorised to engage with the emerging Northern Gateway Development Zone initiative and the potential partnership that may arise.
 - (iv) That officers report back on progress with the initiative at appropriate intervals.

14. IMPLEMENTATION OF NEW HOUSING LEGISLATION FOR THE REDRESS SCHEME AND SMOKE/CARBON MONOXIDE ALARMS

A report was submitted to Cabinet advising Members of new housing legislation in respect of the Redress Scheme and smoke/carbon monoxide alarms.

- Resolved:**
- (i) That the new duty placed on Local Authorities under both 'The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to belong to a scheme etc) (England) Order 2014, and The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 be noted.
 - (ii) That authorisation to investigate, take enforcement action and issue civil penalties and monetary penalties under the above legislation be delegated to the Head of Housing, Regeneration and Assets (and appropriately qualified housing officers). To report this amendment to the Scheme of Delegation to full Council.
 - (iii) That the issue of a monetary penalty or a civil penalty notice of up to £5,000 as provided for in the legislation (also referred to in this report as 'fines') for breaches of the legislation reflecting the serious consequences non-compliance can have on tenants' rights and on their safety be approved.

- (iv) That the Executive Director for Regeneration and Development in liaison with the Portfolio Holder for Planning and Housing be authorised to to revise the Housing Enforcement Policy to include the new legislation and principles used to determine the level of fine and enforcement requirements.

15. SYRIAN VULNERABLE PERSONS RELOCATION SCHEME

A report was submitted to Cabinet in respect of proposals to work in partnership with the County Council to deliver the Syrian Vulnerable Persons Relocation Scheme.

No further comments were made on this item other than those contained within the report.

Resolved:

- (i) That the proposals to work with Staffordshire County and other District Councils to establish referrals processes and to authorise officers to commission appropriate support packages in consultation with the Portfolio Holder for Planning and Housing be accepted.
- (ii) That the Borough Council confirms its support for the Syrian Vulnerable Persons Relocation Scheme being co-ordinated through Staffordshire County Council with the borough accepting 6 households in the first tranche.
- (iii) That subject to the delivery of the first tranche of relocation of persons qualifying under this scheme the Executive Director for Regeneration and Development in consultation with the Portfolio Holder for Planning and Housing be authorised to take forward further tranches in accordance with the processes described in this report.
- (iv) That, if the most appropriate option is to house the Syrian Refugees through a nomination with a Registered Provider (e.g. Aspire Housing), officers be authorised to make delegated decision(s) for a direct letting and for the nomination to be acknowledged as an exception to the Housing Allocation Policy.
- (v) That officers report back on progress with the scheme to a future Cabinet (by no later than June 2016).

16. PETITION SUBMITTED TO COUNCIL TO PRESERVE THE LAND AT SANDY LANE, MAY BANK AS OPEN SPACE

A report was submitted to Cabinet in respect of a petition which had been received to preserve land at Sandy Lane, May Bank as public open space.

Councillor Simon Tagg spoke on this item stating that a further petition containing 250 names had been acquired since the last Council meeting and that over a hundred people had written letters requesting protection of the land for leisure purposes etc.

The Council's Portfolio Holder for Town Centres' Business and Assets stated that a petition of 552 names had been reported to full Council asking for their comments to be considered by Cabinet.

Two options were outlined in the agenda report, with option one being the preferred route to take.

- Resolved:**
- (i) That the petitioners' concerns and objections be received and noted.
 - (ii) That the issues raised by Petitioners in light of previous decisions, be taken into consideration.
 - (iii) That the decision of 12 November, 2014 be reaffirmed and the disposal of this area of land be authorised subject to the securing of a residential planning permission on the site.

17. PROPOSAL FOR SELECTIVE LICENSING

A report was submitted to Cabinet advising on the progress of the Council's proposal for selective Licensing in the Miners Estate in Kidsgrove to address anti-social behaviour concerns and general estate management.

Councillor Margaret Astle, who spoke on this item, had researched this matter and had found it to be a harrowing experience. Crime in the area was on the increase and statistics had been acquired showing that the former mining community was one of the most deprived areas in the Borough.

An email had been sent to the Leader and Deputy Leader of the Council requesting that a meeting be arranged with a view to investigating this matter.

The Deputy Leader stated that, within the Borough, there were pockets of privately let houses owned by absent landlords which caused problems for the residents already living there. In addition, the number of times that a tenancy changed hands was on the increase.

Staffordshire Police had provided evidence that anti-social behaviour was two times greater than that of other areas within the Borough.

Members welcomed this and stated that the scheme should be rolled out as soon as possible across the Borough.

- Resolved:**
- (i) That it be agreed to take forward, in principle, a Selective Landlord Licensing Scheme for the area of Kidsgrove contained in the report known locally as the former Coal Board Estate.
 - (ii) That the area also include the shops and flats in the King Street area and the flats in the former Lamb Stores.

- (iii) That advice be sought from another local authority, which has successfully delivered a scheme, to ensure that this Council's report and action plan are robust.
- (v) That a final report be brought to Cabinet in January, 2016 with a timetable for implementation and commencing the consultation period at the beginning of February, 2016.

18. URGENT BUSINESS

There was no Urgent Business.

19. DISCLOSURE OF EXEMPT INFORMATION

Resolved:- That the public be excluded from the meeting during consideration if the following matter because it is likely that there will be disclosure of exempt information as defined in paragraphs 1,2, and 3 in Part 1 of Schedule 12A of the Local Government Act, 1972.

20. LAND ADJ THE FORMER MAXIMS NIGHT CLUB, LOWER STREET, NEWCASTLE

Consideration was given to a report on the former Maxims nightclub site and adjacent land.

Resolved: That the recommendation, as set out in the confidential report on the agenda, be agreed.

COUNCILLOR ELIZABETH SHENTON
Chair

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MEETING BEING SUBMITTED TO: CABINET

1. **HEADING** Calculation of the Council Tax Base 2016/17

Submitted by: Revenues Manager

Portfolio: Finance IT and Customer

Ward(s) affected: All

Purpose of the Report

To approve the Council Tax Base to be used to calculate the 2016/17 levies for the Borough Council, Staffordshire County Council, the Office of the Police and Crime Commissioner, Stoke-on-Trent and Staffordshire Fire and Rescue Authority and each Town and Parish Council.

To delegate the responsibility for the calculation in future years to the Executive Director (Resources and Support Services) in consultation with the relevant portfolio holder.

Recommendations

- a.) That, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amounts calculated as the Council Tax Base for 2016/17 shall be as follows:-

	<u>Band D equivalent properties</u>
Newcastle Borough Council	36,078
Kidsgrove Town Council	6,536
Loggerheads	1,878
Audley	2,510
Balterley, Betley and Wrinehill	576
Chapel and Hill Chorlton	192
Keele	332
Madeley	1,445
Maer	260
Whitmore	814
Silverdale	1,457

- b.) That approval be given to delegate responsibility for the calculation of the Council Tax Base in future years to the Executive Director (Resources and Support Services) and that the Council's Scheme of Delegation be amended accordingly.

Reasons

To enable the Borough Council, Staffordshire County Council, the Office of the Police and Crime Commissioner, Stoke-on-Trent and Staffordshire Fire and Rescue Authority and each Town and Parish Council to calculate the Council Tax applicable to their approved budgetary requirements.

1. **Background**

Legislation requires that the “Council Tax Base” for the Authority and for each of the areas covered by Town and Parish Councils is calculated and notified to these precepting bodies, before 31st January for the following new financial year.

2. **Issues**

Sections 33 and 34 of the Local Government Finance Act 1992 formerly required the Council to calculate the “Council Tax Base” for the Authority and for each of the areas covered by Town and Parish Councils. These regulations were replaced for the financial years 2013/14 onwards by The Local Authorities (Calculation of Tax Base) (England) Regulations 2012.

The “Council Tax Base” represents the number of properties in the area concerned, expressed as if all properties were valued at Band “D” and now takes account of discounts under section 11 and 11A, certain increases due to the application of the empty homes premium under section 11B and in other reduced amounts payable under section 13 and 13A.

For 2016/17 the “Council Tax Base” continues to be calculated with a reduced discount rate of 0% in respect of Class A, B and C dwellings (second homes, furnished unoccupied dwellings and long term empty dwellings), locally determined discount rates of 0% in respect of properties formally entitled to Class A exemptions (properties undergoing or having recently completed major structural repair) and a locally determined discount rate of 100% for 56 days, followed by a locally determined discount rate of 0% thereafter in respect of properties formally entitled to Class C exemptions (properties that are unoccupied and unfurnished for up to six months), and an empty home premium of 50% in respect of Class C properties that have been empty for two years or longer.

For 2016/17 the “Council Tax Base” should be calculated by multiplying the total of the “relevant amounts” for each tax band by the estimated collection rate.

Calculations have been made for the Borough Council and for each Town and Parish Council and attached at Appendix A to this report is a schedule which shows the effect of applying the Estimated Collection Rate of 97.5%.

The Council’s approved budget requirement will be divided by the Council Tax Base to produce a Council Tax Rate for the Borough to which the various proportions (i.e. $\frac{6}{9}$ ths to $\frac{18}{9}$ ths) will be applied to produce the tax applicable for each Council Tax Band. A similar exercise will be carried out in relation to Staffordshire County Council, the Office of the Police and Crime Commissioner, Stoke-on-Trent and Staffordshire Fire and Rescue Authority and Town and Parish Council’s precept requirements.

Approval of the Council Tax Base is not required by Council or Cabinet and can be delegated. A number of other local authorities have delegated the responsibility to their Chief Financial Officers (Section 151 Officers) which for this authority is the Executive Director (Resources and Support Services). It is proposed that for future years’ calculations responsibility is delegated to the Executive Director (Resources and Support Services) and that the Council’s Scheme of Delegation is amended to this effect.

3. **Options Considered**

Not applicable

4. **Proposal**

That the Council Tax Base calculations set out in the attached appendix be approved.

5. **Reasons for Preferred Solution**

Legislation directs the method of calculation of the Council Tax Base.

6. **Outcomes Linked to Corporate Priorities**

The Council's approved budget covers all corporate priorities. Calculating the Council Tax Base enables the level of Council Tax to be determined to meet these budgetary requirements.

7. **Legal and Statutory Implications**

The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 requires the Council to calculate the "Council Tax Base" for the Authority and for each of the areas covered by Town and Parish Councils.

8. **Equality Impact Assessment**

Not applicable

9. **Financial and Resource Implications**

Calculating the Council Tax Base enables the level of Council Tax to be determined to meet the Council's budgetary requirements.

10. **Major Risks**

Failure to set the Council Tax Base will leave the Council in breach of its statutory duty and unable to determine the appropriate level of Council Tax.

11. **Key Decision Information**

Not applicable

12. **Earlier Cabinet/Committee Resolutions**

Not applicable

13. **Recommendations**

That, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amounts calculated as the Council Tax Base for 2016/17 shall be as follows:-

	<u>Band D equivalent properties</u>
Newcastle Borough Council	36,078
Kidsgrove Town Council	6,536
Loggerheads	1,878
Audley	2,510
Balterley, Betley and Wrinehill	576
Chapel and Hill Chorlton	192

Keele	332
Madeley	1,445
Maer	260
Whitmore	814
Silverdale	1,457

14. **List of Appendices**

Appendix A - Council Tax Base calculation

15. **Background Papers**

Not applicable

Appendix A

Council Tax Base Calculation 2016/17

Council Tax Base = Relevant Amount x Estimated Rate of Collection of 97.5%

	Relevant Amounts	Council Tax Base
Newcastle Borough Council	37,004	36,078
Kidsgrove	6,703	6,536
Loggerheads	1,926	1,878
Audley	2,574	2,510
Balterley, Betley and Wrinehill	591	576
Chapel and Hill Chorlton	197	192
Keele	341	332
Madeley	1,482	1,445
Maer	266	260
Whitmore	835	814
Silverdale	1,495	1,457

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1. SCALE OF FEES AND CHARGES

Submitted by: Executive Director – Resources and Support Services

Portfolio: Finance IT and Customer

Ward(s) affected: All

Purpose of the Report

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2016.

Recommendation

(a) That the fees and charges proposed to apply from 1 April 2016, as set out in Appendix 1 be approved.

Reasons

It is necessary to review the fees and charges which the Council makes in order to keep them in line with the cost of service provision, ensure compliance with the Charging Policy and to establish the amounts to be included in the 2016/17 budget.

1. **Background**

- 1.1 The Cabinet is asked annually to consider proposals for the fees and charges to be applied during the following financial year. It is proposed that the new fees and charges set out at Appendix 1 should take effect from 1 April 2016 and remain in force until 31 March 2017.
- 1.2 The Council has an approved Charging Policy (the most recent version of which was approved by Cabinet on 10th September 2014), which is followed when fees and charges are proposed and agreed. This sets out the criteria that should be taken into consideration when establishing the amounts to be charged.

2. **Issues**

- 2.1 The Medium Term Financial Strategy assumed an overall 2% increase in the amount of income raised from fees and charges in 2016/17 in line with assumptions about the rate of inflation over the period that these charges will be in force, reflecting the real increases in costs being incurred by services.
- 2.2 The proposals made by Heads of Service vary between minimal decreases, freezes in fees and charges and increases. When these proposals are applied to the appropriate income budgets a shortfall of approximately £30,000 exists in comparison to the assumed overall 2% increase. The shortfall, which is net of increases in fees and charges which are above 2%, was incurred as a result of freezes in fees and charges (i.e. planning applications and leisure) and changes in regulations regarding charging for environmental information (i.e. land charges). The shortfall will need to be addressed as an additional pressure in the 2016/17 budget preparation process.
- 2.3 Most of the fees and charges are inclusive of VAT but in some cases no VAT is chargeable or VAT is added to the fee or charge. The VAT status of individual fees and charges is shown in Appendix 1.

- 2.4 When considering the level of fees and charges the principles contained in the Charging Policy, as approved by Cabinet on 10th September 2014, should be followed.
- 2.5 In drawing up the proposed fees and charges for 2016/17 these have been considered by Heads of Service who were provided with a copy of the Charging Policy and were requested to ensure that their charges were set in accordance with the Charging Policy, taking into account:
- The cost of providing the service
 - How much income it is desired to generate and why
 - Comparison of charges made by other Councils or providers of similar services
 - Whose use of services it is desired to subsidise and by how much
 - Whose behaviour it is desired to influence and in what ways
 - How will charges help to improve value for money, equity and access to services
 - Will the cost of collecting the income outweigh the income likely to be collected
 - Any other relevant factors
- 2.6 It is acceptable for charges to be set at a level where costs are not fully recovered. There may be particular reasons for doing so, such as a desire to encourage take up of a service by specified groups, for example the unemployed, benefits recipients, the elderly, disabled persons or children, or to influence particular forms or patterns of behaviour.
- 2.7 The decision to charge less than cost ought to be a conscious one, taken by members and justified by reference to the reasons for setting charges at less than cost as set out in the charging principles contained in section 5 of the Charging Policy. These principles are shown in Appendix 2.
- 2.8 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2016/17 and indicates those which have been frozen at current levels.
- 2.9 There are a number of new charges proposed for 2016/17. The table below shows these:

New Charges - Description of Charge	Fee/Charge 2016/17 £.p
CAR PARKS Fog Street East (Zone A) Season ticket - per quarter 230.00 Charge per quarter for each additional permit for the same numbered bay 25.00 High Street (Rear of) (Zone A) Charge per quarter for each additional permit for the same numbered bay 25.00	
ENVIRONMENTAL HEALTH Environmental Protection Act 1990 Environmental Information Regulations 1992 (requests for information) – Per Hour 25.00	
LEISURE Jubilee2 Active2 Membership Charges Junior (4-17 years) Active2 Membership - 4-17 years - monthly direct debit (initial 2 month payment) 16.00 Active2 Membership - 4-17 years - 6 months for price of 5 months 80.00	

LICENCES	
Private Hire Operators 5 Year Licence	1 Vehicle - £170 2-5 Vehicles - £340 6 - 15 Vehicles- £600 16 -25 Vehicles - £1600 26 - 35 Vehicles - £2600 36 - 50 Vehicles - £3600 £20 per additional vehicle after 50 223.00
Dual Driver Badge (Hackney Carriage and Private Hire) 3 years	
PEST CONTROL	
Ants	£40.00
RADAR KEYS	
Key for disabled toilets	3.00
TOWN CENTRE DISPLAYS (Officer Approval)	
Local promotions (minimum charge)	22.00

- 2.10 A number of the new fees and charges are to be made where a charge was previously in place, albeit for a slightly different service. Only the charge in relation to Radar Keys, which allow disabled people access to disabled toilets around the country, is an entirely new charge for 2016/17 that has not been included in any previous fees and charges.
- 2.11 The charge that has been added for Active2 Membership Charges Junior (4-17 years) at Jubilee2 is replacing two previous separate ClubLyme membership charges that were for 4-11 and 12-15 year olds. In effect these two charges have now been absorbed into the single charge as Active2.
- 2.12 In respect of the new fees for licenses, the Private Hire Operators 5 year licence has been introduced in order to comply with new legislation that amends the Miscellaneous Provisions Act 1976. The new legislation specifies that Private Hire Operator's licences must be granted for a period of 5 years, as such this new charge replaces the previous 3 year licence. The Dual Driver Badge charge (Hackney Carriage and Private Hire) for 3 years is replacing the two separate charges for Hackney Carriage Driver Badges and Private Hire Drive Badges, the new charge now includes an additional badge to be displayed in the vehicle.
- 2.13 Pest Control has separated treatments for ants from other higher cost insect controls, offering this simpler treatment at a lower tariff. This is to encourage take up of the service.
- 2.14 As per the report presented to and agreed by Cabinet on 16th September 2015 charges have been included in relation to season tickets for car parking at Fogg Street East and High Street (Rear of). The report highlighted the need for these new parking fees due to the increasing number of instances whereby the lack of control on these car parks causes problems with vehicles and private accesses being blocked in by other car park users.
- 2.15 The final new fee is in relation to Town Centre Displays, specifically in relation to local promotions. Previously a charge has been in place for each metre of a display that is exhibited. This new charge aims to ensure that there is a minimum fee in order to ensure administrative overheads are covered.
- 2.16 A number of fees and charges approved for 2015/16 have been deleted from the proposed fees and charges for 2016/17. The table below shows these:

Deleted Charges - Description of Charge	Fee/Charge 2015/16 £.p
CAR PARKS	
Midway (Zone A) Up to ½ hour	0.70
Ryecroft (Zone B) Up to ½ hour	0.70
ENVIRONMENTAL HEALTH	
Environmental Protection Act 1990 Environmental Information Regulations 1992 (requests for information) – Per Day	200.00
JUBILEE2	
ClubLyme Membership Charges Junior (4-11 years) Junior membership - joining fee (includes inductions) (4-11 years) (one off fee - free to existing JETS)	5.00
Junior membership - 4-11 years - monthly direct debit (minimum initial payment of 2 months)	11.00
Junior Membership - 4-11 years - 6 month membership for price of 5 months	55.00
ClubLyme Membership Charges Junior (12-15 years) Junior membership - joining fee (includes inductions) (12-15 years) (one off fee - free to existing JETS)	12.00
Junior membership - 12-15 years - monthly direct debit (minimum initial payment of 2 months)	16.00
Junior Membership - 12-15 years - 6 month membership for price of 5 months	80.00
Swimming Pool Hire Pool Party – teaching pool	65.00
KIDSGROVE SPORTS CENTRE	
Membership Charges(Including gym, classes, swim, sauna) Direct Debit monthly payments – single member (no contract)	21.99
LICENCES	
Private hire operators (£100 per additional vehicle - maximum of 50)	85.00
Hackney Carriage – Drivers Badge (3 years)	214.00
Private Hire – Drivers Badge (3 years)	214.00
PRIVATE SECTOR HOUSING	
Re-submission of returned applications	50.00
TOWN CENTRE DISPLAYS (OFFICER APPROVAL)	
Market traders & local promotions (per metre)	7.00

2.17 As highlighted above at 2.10 a number of new charges are to be included for 2016/17 that in fact replace existing charges, but the service varies slightly. The charges that are to be removed due to this include ClubLyme Membership Charges Junior for both 4-11 and 12-15 year olds, separate charges for Hackney Carriage and Private Hire driver badges and market traders and local promotions (per metre).

- 2.18 Pool parties held in the teaching pool at Jubilee2 are to be removed as a separate charge, and now are incorporated into the general teaching pool hire charge, as these two charges were deemed to be the same in practice.
- 2.19 The Direct Debit membership charge at Kidsgrove Sports Centre with no contract has also been removed due to members utilising the cheaper equivalent membership that includes a 3 month contract notice.
- 2.20 The charge for a re-submission of returned applications under private sector housing has been removed due to case law.
- 2.21 The Council recognises the need to promote and maintain economic activity within its town centres. The provision of car parking facilities and the level of charges made for parking are factors which may influence the number of visitors, particularly to Newcastle town centre. It is proposed that the half an hour charge is removed in order to encourage visitors to stay longer in the town.
- 2.22 Due to the commercial sensitivity of the proposed charges for the trade waste service, these are not included on part 1 of the agenda and are exempt from publication by reasons of paragraph 3 of part 1 of schedule 12a of the Local Government Act 1972. The proposed charges can be found in part 2 of the agenda.
- 2.23 Following a review of the fees in relation to Land Charges by the Information Commissioner's Office, it has been identified that no charge is allowable for maintaining an environmental database. The removal of the charge for maintaining the database ensures that the Council complies with the Environmental Information Regulations which class these costs as an unreasonable overhead to pass on to the public. The annual overheads in relation to maintaining this database total £18,000. The overheads have therefore been removed from the calculation of the fees for 2016/17.
- 2.24 Due to the underutilisation of Roe Lane football pitches, the fees for the hire of this pitch have been reduced in order to encourage users to make use of the facility.
- 2.25 The report was considered by the Finance, Resources and Partnerships Scrutiny Committee at their meeting on 3 December when their comments were requested. There were two points that the Committee wished to be fed back to the Cabinet:
- i.) Concern about the number of Leisure charges that were being frozen.

The Committee were told that a wider review of Leisure Services was being undertaken which would also look at opening hours and the various services that were provided.

ii.) The Committee felt that the prices charged for the hire of rooms were very competitive and requested that additional marketing and promotion should be considered to encourage additional usage.

Your officers are looking into how best this can be done.

3. **Proposal**

- 3.1 That the fees and charges proposed to apply from 1 April 2016, as set out in Appendix 1 be approved.

4. **Reason for Preferred Solution**

- 4.1 Applying selective increases to fees and charges will enable economic activity to be promoted within the Borough. It will also contribute to the delivery of a sustainable budget for 2016/17 and later years and will help to keep fees and charges in line with the cost of service provision.

5. **Legal and Statutory Implications**

- 5.1 Statutory charges are included in the scale of fees and charges, and are noted as such. These are set by the government rather than by this Council. Land Charges and Licensing fees are set in accordance with a statutory requirement to balance income with expenditure. All other charges may be set by the Council in accordance with its Charging Policy.

6. **Financial and Resource Implications**

- 6.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2016/17.
- 6.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £115,000 from an average increase of 2% across the existing range of fees and charges.
- 6.3 The proposals made vary between minimal decreases to increases. When these proposals are applied to the appropriate income budgets a shortfall of approximately £30,000 exists in comparison to the assumed overall 2% increase. This shortfall, incurred as a result of below inflation increases, freezes in fees and charges (i.e. planning applications and leisure) and changes in regulation regarding charging for environmental information (i.e. land charges), will need to be addressed as an additional pressure in the 2016/17 preparation process.

7. **Major Risks**

- 7.1 A major risk is that the current depressed economic situation leads to less demand from users of Council services, resulting in significant loss of income. The level of charges will in some cases influence this demand.

8. **Key Decision Information**

- 8.1 This is a key decision; it has been included in the Forward Plan.

9. **List of Appendices**

Appendix 1 - Proposed charges from 1 April 2016

Appendix 2 - Charging principles included in Charging Policy

SCALE OF FEES AND CHARGES 2016/17**INDEX**

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	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
ALLOTMENTS				Cabinet	No VAT
Rent (per annum) full plot	70.80	77.88	7.08	£82.00 - 2017/18	
Rent (per annum) half plot	35.40	38.94	3.54	£41.00 - 2017/18	
<i>Note: 20% concession for Junior/60+/Unemployed</i>					
BULKY RECYCLING SERVICE (Furniture Mine)				Cabinet	No VAT
1-3 Items non reusable/waste items	35.00	35.00	Freeze		
4-6 Items non reusable/waste items	55.00	55.00	Freeze		
7-9 Items non reusable/waste items	70.00	70.00	Freeze		
Additional items non reusable/waste items	10.00	10.00	Freeze		
Reusable items	Free	Free	Freeze		
BUS DEPARTURE CHARGES				Cabinet	Plus VAT
Fee per departure	0.18	0.19	0.01		
CAR PARKS					
Charges for Infringements				Parking Board	No VAT
Civic parking enforcement - higher charge	70.00	70.00	Freeze		
Civic parking enforcement - lower charge	50.00	50.00	Freeze		
Bankside				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	Freeze		
Blackfriars (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	0.80	1.00	0.20		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 4 hours	2.50	2.50	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	150.00	150.00	Freeze		
Cherry Orchard (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Civic Offices - Saturdays Only (Zone A)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Corporation Street/Merrial Street (Zone A)				Cabinet	VAT Incl.
Up to ½ hour	0.80	0.80	Freeze		
Up to 1 hour	1.50	1.50	Freeze		
Fog Street East (Zone A)				Cabinet	VAT Incl.
Season ticket – per quarter	NEW	230.00	N/A		
Each additional permit for the same numbered bay – per quarter	NEW	25.00	N/A		
Goose Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Hassell Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Resident permit - per quarter	50.00	50.00	Freeze		
High Street (Rear of) (Zone A)				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	Freeze		
Each additional permit for the same numbered bay – per quarter	NEW	25.00	N/A		
King Street (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	0.80	1.00	0.20		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season Ticket - per quarter	150.00	150.00	Freeze		
Midway (Zone A)				Cabinet	VAT Incl.
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Ryecroft (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
School Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Up to 4 hours	4.00	4.00	Freeze	Cabinet	VAT Incl.
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Silverdale Road (Zone C)					
Up to 1 hour	0.80	1.00	0.20	Cabinet	VAT Incl.
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	150.00	150.00	Freeze		
Resident permit - per quarter	50.00	50.00	Freeze		
Windsor Street (Zone B)					
Up to 1 hour	1.00	1.00	Freeze	Cabinet	VAT Incl.
Up to 2 hours	2.00	2.00	Freeze		
Season ticket - half hour after school	3.00	3.00	Freeze		
CEMETERIES					
Interment Fees				Cabinet	No VAT
Under 16 years of age	Free	Free	Freeze		
16 years & over	784.00	808.00	24.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	418.00	430.00	12.00		
Cremated remains at 2 feet	343.00	353.00	10.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	343.00	353.00	10.00		
Additional depth for cremated remains over 2 feet	122.00	126.00	4.00		
Additional depth over 6 feet per foot	132.00	136.00	4.00		
Purchase of Graves (Inclusive of right to erect a memorial for a single grave)				Cabinet	No VAT
Lawn graves/reservation	1,056.00	1,088.00	32.00		
Woodland grave/reservation - Keele Cemetery (1 full interment only in each grave plus memorial tree)	778.00	802.00	24.00		
Cremated remains graves/reservation	522.00	538.00	16.00		
Woodland grave cremated remains at 2 feet/reservation - Keele Cemetery (4 interments only in each grave plus memorial shrub)	522.00	538.00	16.00		
Reservation of shrubbery cremated remains grave/reservation - Keele Cemetery (allows for 1 full interment plus shrub)	522.00	538.00	16.00		
Renewal of exclusive right of burial & memorialisation (full grave)	500.00	515.00	15.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	250.00	258.00	8.00		
Transfer of ownership of exclusive rights of burial & memorialisation	83.00	85.00	2.00		
Duplicate deed of exclusive rights of burial & memorialisation	43.00	44.00	1.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Erection of Memorials Where no Prior Right Was Given Memorial not exceeding 3 feet in height Replacement memorial	128.00 44.00	132.00 45.00	4.00 1.00	Cabinet	No VAT
Columbarium 10 year lease including 1st interment 2nd interment Renewal of 10 year lease Additional 5 year lease	500.00 70.00 250.00 250.00	500.00 70.00 250.00 250.00	Freeze Freeze Freeze Freeze	Cabinet	No VAT
Use of Chapel & Community Room Newcastle cemetery chapel Keele community room - service Keele community room - full day hire Keele community room - half day hire Keele community room - per hour hire Keele community room - evening hire per hour	73.00 73.00 75.00 40.00 15.00 20.00	75.00 75.00 75.00 40.00 15.00 20.00	2.00 2.00 Freeze Freeze Freeze Freeze	Cabinet	No VAT
Private Maintenance of Grave Non-Lawn Types Only Turfing Spring/summer planting & maintenance	43.00 90.00	44.00 93.00	1.00 3.00	Cabinet	No VAT
Sundry Items Single abstract information from registrar Family history research Caskets Wooden cross Memorial benches Memorial benches - maintenance By request (cleaning & staining) Memorial trees Barrier fob replacements	62.00 20.00 73.00 42.00 627.00 150.00 320.00 10.00	62.00 20.00 75.00 43.00 646.00 150.00 330.00 10.00	Freeze Freeze 2.00 1.00 19.00 Freeze 10.00 Freeze	Cabinet	VAT Incl.
CREMATORIUM Cremation Fees Under 16 years of age 16 years & over 9.20am service time only 16 years & over from 10am Cremation environmental charge Use of TV for DVD photographs or 3-5 minute films during services Burial of remains cremated elsewhere Chapel hire - additional use to cremation service	Free 400.00 589.00 62.00 20.00 181.00 73.00	Free 412.00 607.00 64.00 20.00 186.00 75.00	Freeze 12.00 18.00 2.00 Freeze 5.00 2.00	Cabinet	No VAT
Urns & Containers Oak casket Postage & packaging	73.00 Cost	75.00 Cost	2.00 Freeze	Cabinet	VAT Incl.
Memorialisation				Cabinet	VAT Incl.

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Book of remembrance per line (up to 3 lines)	27.00	28.00	1.00		
Book of remembrance for 4 lines	94.00	94.00	Freeze		
Book of remembrance for 5 lines	121.00	121.00	Freeze		
Book of remembrance for 6 lines	148.00	148.00	Freeze		
Book of remembrance for 7 lines	175.00	175.00	Freeze		
Book of remembrance for 8 lines	202.00	203.00	1.00		
Simple floral emblem	80.00	82.00	2.00		
Coat of arms, badges, ornate floral emblem	113.00	113.00	Freeze		
Additional lines of inscription for cards/books	27.00	27.00	Freeze		
Plaques				Cabinet	VAT Incl.
12" x 4" new plaque & 10 year hire	306.00	306.00	Freeze		
Each succeeding 10 year hire	122.00	122.00	Freeze		
12" x 8" new plaque & 10 year hire	614.00	614.00	Freeze		
Each succeeding 10 year hire	246.00	246.00	Freeze		
24" x 8" each succeeding 10 year hire	490.00	490.00	Freeze		
Adding to existing plaque per letter or figure	6.00	6.00	Freeze		
Regilding existing letters	4.00	4.00	Freeze		
Additional Memorials				Cabinet	VAT Incl.
Memorial benches	627.00	646.00	19.00		
Memorial benches maintenance by request (cleaning & staining)	150.00	150.00	Freeze		
Memorial vases	300.00	300.00	Freeze		
Each succeeding 5 year hire	180.00	180.00	Freeze		
Vases various - small	Various	Various	Freeze		
Planters	673.00	693.00	20.00		
Each succeeding 5 year hire	279.00	282.00	3.00		
Trees	575.00	592.00	17.00		
Each succeeding 10 year hire	299.00	308.00	9.00		
Additional plaques	73.00	75.00	2.00		
Shrubs (inclusive of aluminium vase)	319.00	328.00	9.00		
Each succeeding 5 year hire	137.00	141.00	4.00		
CIRCUSES & FAIRS				Cabinet	No VAT
Hire rate per day of site presence (based on an 8 hour day - 1 day to set up & 1 day to dismantle free of charge)	510.00	520.00	10.00		
Returnable deposit - cleaning	820.00	840.00	20.00		
Returnable deposit - damage	820.00	840.00	20.00		
COPY CHARGES				Cabinet	VAT Incl.
A4 - copies in multiples of 5 (black & white)	2.50	2.50	Freeze		
A3 - copies in multiples of 5 (black & white)	3.50	3.50	Freeze		
Difficult documents to copy (per copy)	12.50	12.50	Freeze		
COPYRIGHT MAPPING				Cabinet	No VAT
Up to 4 - A4/A3 1:1250 mapping	25.00	25.00	Freeze		
Up to 4 - A4/A3 1:500 mapping	25.00	25.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Up to 4 - A4/A3 1:1250 aerial photo	45.00	45.00	Freeze		
COVENANT CONSENTS (Officer Approval)				Cabinet	No VAT
Covenant consents	110.00	115.00	5.00		
DATA PROTECTION				Statutory	No VAT
Subject access request	10.00	10.00	Freeze		
DOG WARDEN SERVICE				Cabinet	VAT Incl.
Dog training equipment loan	20.00	20.00	Freeze		
Microchipping service	10.00	10.00	Freeze		
Event equipment hire	10% of cost	10% of cost	Freeze		
Recovery of Stray Dogs				Cabinet	No VAT
During normal working hours - reclaim fee	70.00	70.00	Freeze		
Daily kennelling fees	Cost	Cost	Freeze		
ELECTIONS					
Rule 9(1) Parliamentary Election Regulations & Rule/Reg 9 (1) European Parliamentary Election Regulations - Candidates' Deposits				Statutory	No VAT
Parliamentary election candidate	500.00	500.00	Freeze		
European parliamentary election candidate/party	5000.00	5000.00	Freeze		
Regulations 48 & 49 Representation of the People Regulations 2001				Statutory	No VAT
Sale of register & lists (printed)	20.00	20.00	Freeze		
Plus per 1,000 names or part 1,000	5.00	5.00	Freeze		
Sale of register & lists (data)	10.00	10.00	Freeze		
Plus per 1,000 names or part 1,000	1.50	1.50	Freeze		
Supply of list of overseas electors (printed)	20.00	20.00	Freeze		
Plus per 100 names or part 100	1.50	1.50	Freeze		
Supply of list of overseas electors (data)	10.00	10.00	Freeze		
Plus per 100 names or part 100	1.50	1.50	Freeze		
Supply of marked registers (printed)	20.00	20.00	Freeze		
Plus per 1,000 entries or part 1,000	1.50	1.50	Freeze		
Supply of marked registers (data)	10.00	10.00	Freeze		
Plus per 1,000 entries or part 1,000	1.50	1.50	Freeze		
Inspection & Copies of Documents				Statutory	No VAT
Regulation 10 representation of the people regulations 2001 - inspection of candidates election expenses	5.00	5.00	Freeze		
A4 - copies (black & white)	0.50	0.50	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status		
ENVIRONMENTAL HEALTH							
Works in default of statutory notice Calculated in accordance with the following formula - a) Contractor costs b) Officer costs (per hour at actual rate) c) Car mileage & subsistence d) On costs (b+c) + 25% e) Disbursements (e.g. warrant application, postage, printing, cost of invoice etc.) Total = a+d+e+ interest on outstanding balance as determined by council at start of financial year	Per formula	Per formula	Freeze	Cabinet	No VAT		
Commercial Hire of Monitoring equipment Salamander Gasclam & user software (per 7 days excluding carriage costs)	220.00	220.00	Freeze	Head of Service	Plus VAT		
Phocheck PID (per 7 days exc carriage costs)	130.00	130.00	Freeze				
GA2000 portable landfill gas analyser (per 7 days excluding carriage costs)	130.00	130.00	Freeze				
Bruel & Kjaer Matron 2250 sound level meter, with sound recording & 1/1 & 1/3 octave frequency analysis module & calibrating certificate (memory card to be supplied by client)	200.00	200.00	Freeze				
Outdoor gear for use with matron 2250 (per 7 days excluding carriage costs)	45.00	45.00	Freeze				
Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days excluding carriage costs)	10.00	10.00	Freeze				
Environmental Offences - Fixed Penalty Notices Waste receptacles - Section 47ZA (2) - if paid within 10 days	75.00	75.00	Freeze	Statutory	No VAT		
Waste receptacles - Section 47ZA (2) - if paid within 14 days	100.00	100.00	Freeze				
Failure to produce authority (waste transfer notes) - section 5B2	300.00	300.00	Freeze				
Failure to furnish documentation (waste carrier licence) - Section 34(2)	300.00	300.00	Freeze				
Litter - Section 88(1) - if paid within 10 days	50.00	50.00	Freeze				
Litter - Section 88(1) - if paid within 14 days	75.00	75.00	Freeze				
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 - if paid within 10 days	50.00	50.00	Freeze				
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 - if paid within 14 days	75.00	75.00	Freeze				
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 10 days	50.00	50.00	Freeze			Public Protection	No VAT

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 14 days	75.00	75.00	Freeze	Public Protection	No VAT
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 10 days	75.00	75.00	Freeze	Council	No VAT
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 14 days	100.00	100.00	Freeze	Council	No VAT
Environmental Protection Act 1990 - Part 1 Pollution Prevention & Control Act 1999 Register of Permits				Cabinet	Plus VAT
Copy of list of applications received	15.00	15.00	Freeze		
Copy of a register entry	70.00	15.00	-55.00		
Copy of tape/CD recorded interviews	13.00	13.00	Freeze		
Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance)	New	25.00	Change in policy	ICO Guidance	
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	250.00	255.00	5.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	200.00	205.00	5.00		
Environmental Health Licences				Cabinet	No VAT
Pet shop - first licence	275.00	275.00	Freeze		
Pet shop - renewal	115.00	115.00	Freeze		
Dog breeding establishment - first licence	275.00	275.00	Freeze		
Dog breeding establishment - renewal	115.00	115.00	Freeze		
Animal boarding establishment - first licence	275.00	275.00	Freeze		
Animal boarding establishment - renewal	115.00	115.00	Freeze		
Riding establishment - first licence	500.00	500.00	Freeze		
Riding establishment - renewal	275.00	275.00	Freeze		
Dangerous wild animals - first licence	450.00	450.00	Freeze		
Dangerous wild animals - renewal	250.00	250.00	Freeze		
Zoo - first licence	On request	On request	N/A		
Zoo - renewal	On request	On request	N/A		
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	130.00	130.00	Freeze		
Registration of each operative	80.00	80.00	Freeze		
Additional treatment registration	65.00	65.00	Freeze		
Export health certificates	140.00	140.00	Freeze		
Charges for Authorised Process - Local Authority Pollution Prevention Control Act				Statutory	No VAT
Under the 'polluter pays principle' the operators of industrial plant are levied a fee for their permits to operate. The scale of charges is set by DEFRA				To be advised by DEFRA in February 2015	

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<p>annually after consultation with Local Authorities, representatives of industry and other stakeholders. The scale of charges is designed to cover the regulatory and administrative costs (including visits, administration, advice and time) to the regulator arising from each process. Full details of the 2014/15 PPC fees and charges can be found on DEFRA's website via the link below. The 2015/16 charges are to be advised by DEFRA in February 2015 http://www.defra.gov.uk/industrial-emissions/files/List-of-Charges-2014.pdf</p> <p>Factual Statements (Food Safety Act, Health & Safety at Work Act, Environmental Protection Act)</p> <p>Charge for factual statements - additional time 120.00 122.40 2.40</p> <p>Charge for factual statements - disclosure of documents 62.50 63.75 1.25</p> <p>Private Water Supplies</p> <p>Risk assessment (per hour, plus mileage) 14.50 18.70 per hour + mileage costs Freeze</p> <p>Sampling 100.00 100.00 Freeze</p> <p>Investigation 100.00 100.00 Freeze</p> <p>Authorisation 100.00 100.00 Freeze</p> <p>Analysis - during Regulation 10 25.00 25.00 Freeze</p> <p>Analysis - during check monitoring 100.00 100.00 Freeze</p> <p>Analysis - during audit monitoring 500.00 500.00 Freeze</p> <p>Swimming Pools</p> <p>Sampling of pool water - per annum 500.00 510.00 10.00</p> <p>Sampling of pool water - one sample 50.00 51.00 1.00</p> <p>Training Courses</p> <p>CIEH Level 2 - food safety in catering 70.00 71.40 1.40</p> <p>CIEH Level 2 - health & safety in the workplace 70.00 71.40 1.40</p> <p>CIEH Level 4 - food safety in catering 210.00 214.20 4.20</p> <p>CIEH Level 2 - food safety in catering (charge for businesses booking 5 employees on the same course) 280.00 285.60 5.60</p>				Cabinet	No VAT
				Statutory	No VAT
				Cabinet	No VAT
				Cabinet	No VAT
GARDEN WASTE RECYCLING (Extra Service)				Cabinet	No VAT
Delivery of new additional garden waste bin in addition to sticker 24.00 24.00 Freeze					
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June 36.00 37.00 1.00					

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased July to September	26.00	26.50	0.50		
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased October to March	16.00	16.50	0.50		
HIRE OF ROOMS					
Hire of Civic Suite Rooms					
Hire of council chamber – per day	95.00	95.00	Freeze	Cabinet	No VAT
Hire of council chamber – per half day	50.00	50.00	Freeze		
Hire of committee room 1 or 2 – per day	45.00	45.00	Freeze		
Hire of committee room 1 or 2 – per half day	25.00	25.00	Freeze		
Hire of Civic Offices Rooms					
Standard rates:					
Room 1 or 3 – per day	15.50	15.50	Freeze	Cabinet	No VAT
Room 1 or 3 – per half day	8.00	8.00	Freeze		
Room 4 or 6 – per day	25.50	25.50	Freeze		
Room 4 or 6 – per half day	13.00	13.00	Freeze		
Local statutory bodies rates:					
Room 1 – per day	13.50	13.50	Freeze		
Room 1 – per half day	7.00	7.00	Freeze		
Room 3 – per day	12.50	12.50	Freeze		
Room 3 – per half day	6.50	6.50	Freeze		
Room 4 – per day	18.50	18.50	Freeze		
Room 4 – per half day	9.50	9.50	Freeze		
Room 6 – per day	21.50	21.50	Freeze		
Room 6 – per half day	11.00	11.00	Freeze		
Voluntary & community sector rates:					
Room 1 – per day	7.50	7.50	Freeze		
Room 3 – per day	6.50	6.50	Freeze		
Room 4 – per day	9.50	9.50	Freeze		
Room 6 – per day	11.50	11.50	Freeze		
Room 1, 3, 4 or 6 – per half day	5.50	5.50	Freeze	Cabinet	No VAT
Hire of Training Rooms					
Standard rates:					
Hire of training room 1 - per day	45.00	45.00	Freeze		
Hire of training room 1 - per half day	25.00	25.00	Freeze		
Training room 2 - per day	25.50	25.50	Freeze		
Training room 2 - per half day	13.00	13.00	Freeze		
Hire of training rooms 1 & 2 - per day	70.50	70.50	Freeze		
Hire of training rooms 1 & 2 - per half day	38.00	38.00	Freeze		
Local statutory bodies rates:					
Hire of training room 1 - per day	38.00	38.00	Freeze		
Hire of training room 1 - per half day	21.00	21.00	Freeze		
Training room 2 - per day	21.50	21.50	Freeze		
Training room 2 - per half day	11.00	11.00	Freeze		
Hire of training rooms 1 & 2 - per day	60.00	60.00	Freeze		
Hire of training rooms 1 & 2 - per half day	32.00	32.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Voluntary & community sector rates:					
Hire of training room 1 - per day	20.00	20.00	Freeze		
Hire of training room 1 - per half day	11.00	11.00	Freeze		
Training room 2 - per day	11.50	11.50	Freeze		
Training room 2 - per half day	5.50	5.50	Freeze		
Hire of training rooms 1 & 2 - per day	31.50	31.50	Freeze		
Hire of training rooms 1 & 2 - per half day	17.00	17.00	Freeze		
Hire of Guildhall Rooms				Cabinet	No VAT
Standard rates:					
Room 14 – per day	15.50	15.50	Freeze		
Room 14 – per half day	8.00	8.00	Freeze		
Local statutory bodies rates:					
Room 14 – per day	11.50	11.50	Freeze		
Room 14 – per half day	6.00	6.00	Freeze		
Voluntary & community sector rates:					
Room 14 – per day	7.50	7.50	Freeze		
Room 14 – per half day	5.50	5.50	Freeze		
Hire of Kidsgrove Rooms				Cabinet	No VAT
Standard rates:					
Room 1 or 5 - per day	15.50	15.50	Freeze		
Room 1 or 5 - per half day	8.00	8.00	Freeze		
Room 2 per day	25.50	25.50	Freeze		
Room 2 per half day	13.00	13.00	Freeze		
Local statutory bodies:					
Room 1 per day	13.50	13.50	Freeze		
Room 1 per half day	7.00	7.00	Freeze		
Room 2 per day	18.50	18.50	Freeze		
Room 2 per half day	9.50	9.50	Freeze		
Room 5 per day	10.50	10.50	Freeze		
Room 5 per half day	5.50	5.50	Freeze		
Voluntary & community sector:					
Room 1 per day	7.50	7.50	Freeze		
Room 2 per day	9.50	9.50	Freeze		
Room 5 per day	5.50	5.50	Freeze		
Room 1, 2 or 5 per half day	5.50	5.50	Freeze		
<i>All rooms can be booked by the hour at pro rata rates, subject to a minimum booking charge of £5.00.</i>					
LAND CHARGES				Cabinet	No VAT
Residential LLC1 – local land charges register only	28.00	22.00	-6.00	Review of fees undertaken to ensure compliance with charging permitted per Environmental Information Regulations	
Commercial LLC1 – local land charges register only	65.00	61.00	-4.00		
Residential – Con 29R	67.00	65.00	-2.00		
Commercial – Con 29R	195.00	185.00	-10.00		
Residential – full standard search (LLC1 & Con 29R)	95.00	87.00	-8.00		
Commercial – full standard search (LLC1 & Con 29R)	260.00	246.00	-14.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Con 290 – (optional form) each enquiry	20.00	20.50	0.50		
Each additional enquiry	Cost	Cost	N/A		
Residential – additional parcel of land	40.00	40.50	0.50		
Commercial – additional parcel of land	85.00	85.50	0.50		
LEISURE CHARGES					
Sport & Football Development					
Mini soccer per session	3.20	3.20	Freeze	Cabinet	No VAT
Sports development courses	Market value	Market value	N/A	Portfolio holder	No VAT
Coaching Charges					
One day coaching	8.00	8.00	Freeze		
Two day coaching	16.00	16.00	Freeze		
Three day coaching	24.00	24.00	Freeze		
Football fun weeks	40.00	40.00	Freeze		
Football fun weeks plus trip	50.00	50.00	Freeze		
Player development sessions	3.20	3.20	Freeze		
Just play per session	2.20	2.20	Freeze		
Girls coaching per session	2.20	2.20	Freeze		
Mini kickers per block	22.00	22.00	Freeze		
Knutton Recreation Centre					
Astroturf					
Astroturf pitch - adult full pitch	44.00	44.00	Freeze	Cabinet	VAT Incl.
Astroturf pitch - junior full pitch	28.00	28.00	Freeze		
Astroturf pitch - youth fee full pitch (under 16's) (Monday to Friday 4-6pm, Saturday to Sunday 3-5pm)	18.00	18.00	Freeze		
Astroturf pitch - adult per court	23.00	23.00	Freeze		
Astroturf pitch - junior per court	15.00	15.00	Freeze		
Astroturf pitch - youth fee per court (under 16's) (Monday to Friday 4-6pm, Saturday to Sunday 3-5pm)	10.00	10.00	0.00		
Kidsgrove Sports Centre					
Equipment Resale					
Saleable items	Market value	Market value	N/A	Portfolio holder	VAT Incl.
Lyme Card Concession Scheme					
Lyme card concession scheme membership	4.00	4.00	Freeze	Cabinet	VAT Incl.
Astroturf					
Astroturf pitch - adult per court	27.00	27.00	Freeze	Cabinet	VAT Incl.
Astroturf pitch - junior per court	20.00	20.00	Freeze		
Classes					
Adult - standard	5.50	5.50	Freeze	Cabinet	No VAT
Adult - Lyme card	5.00	5.00	Freeze		
Adult - concession scheme	3.80	3.80	Freeze		
Junior class - Lyme card	2.50	2.50	Freeze		
Climbing Wall					
Climbing Wall Hire (per hour)	12.00	12.00	Freeze	Cabinet	VAT Incl.

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Health Suite				Cabinet	VAT Incl.
Sauna/steam – Adult (18+) - Lyme card	6.20	5.00	-1.20		
Sauna/steam – Adult (18+) - Concession scheme	4.65	3.75	-0.90		
Gym				Cabinet	VAT Incl.
Pay & Play Entry Fees (must have Lyme card & have had an induction)					
Adult - Lyme Card	6.00	5.00	-1.00		
Concession - Lyme Card	4.50	3.75	-0.75		
Junior - Lyme Card	3.00	2.50	-0.50		
Membership Charges (Including gym, classes, swim, sauna)				Cabinet	VAT Incl.
Direct debit monthly payments - new single member (one month's notice)	16.99	16.99	Freeze		
Equipment Hire/Sale				Cabinet	VAT Incl. No VAT
Hire	1.50	1.50	Freeze		
Deposit (fully refundable)	2.00	2.00	Freeze		
Sports Halls				Cabinet	VAT Incl.
Sports hall hire (peak)	46.50	46.50	Freeze		
Sports hall hire (off peak)	34.50	34.50	Freeze		
Sports hall hire (off peak) - educational use/socially excluded group use	26.00	26.00	Freeze		
Badminton (per 55 minutes booking) – peak per court	9.30	9.30	Freeze		
Badminton (per 55 minutes booking) - off peak per court	6.90	6.90	Freeze		
Badminton court - per person (concession minimum of 2 people - weekends only)	2.20	2.20	Freeze		
Table tennis (per table, per hour)	5.30	5.30	Freeze		
Spectators	1.00	1.00	Freeze		
Studio Hire				Cabinet	VAT Incl. VAT Incl. No VAT
Studio hire – weekdays (peak)	19.00	19.00	Freeze		
Studio hire – weekends (off peak)	15.50	15.50	Freeze		
Instructional courses	Market	Market	N/A	Portfolio Holder	
Swimming Fees				Cabinet	VAT Incl.
Swimming Pay & Play					
Adult swim - standard	4.40	4.40	Freeze		
Adult swim - Lyme card	4.00	4.00	Freeze		
Adult swim - concession (including Keele University card)	3.00	3.00	Freeze		
Junior swim - standard	2.20	2.20	Freeze		
Junior swim -Lyme card	2.00	2.00	Freeze		
Children 3 years & under	Free	Free	Freeze		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme card	Free	Free	Freeze		
Swimming Instruction				Cabinet	No VAT
Swimming Lessons					
Adult swimming lesson (per 30 minutes) - minimum 6 week course	8.00	8.00	Freeze		
Junior swimming lesson (per 30 minutes) - Lyme card	5.20	5.20	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Private Lessons				Cabinet	No VAT
1:1 lesson (per 30 minutes) - Lyme card	20.80	20.80	Freeze		
Additional person - Lyme card	8.35	8.35	Freeze		
Pool Courses				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - Lyme card	6.80	6.80	Freeze		
Other courses	Market value	Market value	N/A	Portfolio Holder	No VAT
Swimming Pool Hire				Cabinet	VAT Incl.
Teaching pool hire	45.00	45.00	Freeze		
Main pool lane hire - (6 lane) (per lane per hour)	15.00	15.00	Freeze		
Additional staff for pool hire (per staff member)	22.00	22.00	Freeze		
Sub aqua main pool hire per hour	Negotiable	Negotiable	N/A	Portfolio Holder	VAT Incl.
Jubilee 2 Equipment Resale					
Saleable items	Market value	Market value	N/A	Portfolio Holder	VAT Incl.
Lyme Card Concession Scheme				Cabinet	VAT Incl.
Lyme card concession scheme yearly membership	4.00	4.00	Freeze		
Aqua Sauna (includes access to swimming pool)				Cabinet	VAT Incl.
Adult - Lyme card	10.00	10.00	Freeze		
Concession (18+) - Lyme card	7.50	7.50	Freeze		
Climbing Uninstructed Pay & Play Entry Fees - (must have Lyme card & be registered & have had a competency test)				Cabinet	VAT Incl.
Adult - Lyme card	5.50	5.50	Freeze		
Concession - Lyme card	4.10	4.10	Freeze		
Junior - Lyme card	2.25	2.25	Freeze		
Pre-school climb (3-5 year olds)	1.25	1.25	Freeze		
Parent & child climb	6.35	6.35	Freeze		
Equipment Hire				Cabinet	VAT Incl.
Belay - Lyme card	1.00	1.00	Freeze		
Harness - Lyme card	2.00	2.00	Freeze		
Instructed Party Sessions - 90 minutes				Cabinet	VAT Incl.
Up to 6 people	70.00	70.00	Freeze		
Up to 12 people	130.00	130.00	Freeze		
Up to 18 people	180.00	180.00	Freeze		
Instructed Courses				Cabinet	No VAT
Junior - 6 x 45 minute sessions	35.00	35.00	Freeze		
Adult - 3 x 45 minute sessions	30.00	30.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Gym					
Pay & Play Entry Fees (must have Lyme card & have had an induction)				Cabinet	VAT Incl.
Adult - Lyme Card	6.00	5.00	-1.00		
Concession - Lyme Card	4.50	3.75	-0.75		
Junior - Lyme Card	3.00	2.50	-0.50		
Active2 Membership Charges Junior (4-17 years) (including swim, climbing)				Cabinet	VAT Incl.
Active2 membership - 4-17 years - monthly direct debit (minimum initial payment of 2 months)	NEW	16.00	N/A		
Active2 Membership - 4-17 years - 6 month membership for price of 5 months	NEW	80.00	N/A		
ClubLyme Membership Charges Adults (including gym, classes, swim, climbing, aqua sauna, table tennis)				Cabinet	VAT Incl.
Joining fee (includes inductions) (16 years +) (one off fee - includes technogym key)	20.00	20.00	Freeze		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 6 month minimum contract - payment monthly by direct debit	22.00	22.00	Freeze		
Off peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	27.00	27.00	Freeze		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 12 month membership for price of 11 months - payable in advance	242.00	242.00	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - 6 month minimum contract - payment monthly by direct debit.	29.50	29.50	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	35.00	35.00	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - 12 month membership for price of 11 months - payable in advance	324.50	324.50	Freeze		
Corporate membership - peak (minimum of 5 members - per month per member)	28.00	28.00	Freeze		
Corporate membership - off peak (minimum of 5 members - per month per member)	21.00	21.00	Freeze		
Three day pass (to be used within 10 days from issue)	10.00	10.00	Freeze		
Joining fee if joining within a week of three day pass expiry	10.00	10.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Student Membership (on production of valid student card)				Cabinet	VAT Incl.
Off Peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	21.00	21.00	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	28.00	28.00	Freeze		
Health Check (free to direct debit & annual members) 4 per year, pay & play usage	12.00	12.00	Freeze		
Replacement technogym key (new key)	10.00	10.00	Freeze		
Replacement technogym key (used key)	5.00	5.00	Freeze		
Technogym key (corporate members)	10.00	10.00	Freeze		
Studio Hire				Cabinet	VAT Incl.
Activity zone	19.00	20.00	1.00		
Studio 1	23.00	24.00	1.00		
Studio 2	23.00	24.00	1.00		
Multi activity space (both studios)	46.00	48.00	2.00		
Party set up/clean up	12.00	12.00	Freeze		
Classes				Cabinet	No VAT
Adult - standard	5.50	5.50	Freeze		
Adult - Lyme card	5.00	5.00	Freeze		
Adult - concession scheme	3.80	3.80	Freeze		
Adult - off peak	3.80	3.80	Freeze		
Junior class - Lyme card	2.50	2.50	Freeze		
Osteo class - adult only	2.60	2.60	Freeze		
Swimming Fees					
Swimming Pay & Play				Cabinet	VAT Incl.
Adult swim - standard	4.40	4.40	Freeze		
Adult swim - Lyme card	4.00	4.00	Freeze		
Adult swim - concession (including Keele University card)	3.00	3.00	Freeze		
Junior swim - standard	2.20	2.20	Freeze		
Junior swim - Lyme card	2.00	2.00	Freeze		
Children 3 years & under	Free	Free	Freeze		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme card	Free	Free	Freeze		
Swimming Instruction					
Swimming Lessons				Cabinet	No VAT
Adult swimming lesson (per 30 minutes) - minimum 6 week course	8.00	8.00	Freeze		
Junior swimming lesson (per 30 minutes) - Lyme card	5.20	5.20	Freeze		
Private Lessons				Cabinet	No VAT
1:1 lesson (per 30 minutes) - Lyme card	20.80	20.80	Freeze		
Additional person - Lyme card	8.35	8.35	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Pool Courses				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - Lyme card	6.80	6.80	Freeze		
Other courses	Market value	Market value	N/A	Portfolio Holder	No VAT
Swimming Pool Hire				Cabinet	VA T Incl.
Teaching Pool Hire	45.00	55.00	10.00		
Main Pool Hire - (8 lane) (per lane per hour)	15.00	15.00	Freeze		
Additional staff for pool hire (per staff member)	22.00	22.00	Freeze		
Newcastle Amateur Swimming Club - per lane - coaching	Negotiable	Negotiable	N/A	Portfolio Holder	No VAT
Shelton Therapy Club - 60 minute session - teaching pool	55.00	55.00	Freeze		No VAT
Octopush - 90 minute session	Negotiable	Negotiable	N/A	Portfolio Holder	No VAT
Set up fee - galas	22.00	22.00	Freeze		
Time equipment hire - galas	22.00	22.00	Freeze		
Bowls				Cabinet	VAT Incl.
Adult	4.00	4.00	Freeze		
Junior/60+	2.00	2.00	Freeze		
Summer season ticket - adult	54.00	56.00	2.00		
Summer season ticket - junior/60+/unemployed	36.00	37.00	1.00		
Joint with Stoke-on-Trent City Council	70.00	72.00	2.00		
Winter season ticket	13.00	13.50	0.50		
Summer & winter season ticket - adult	64.00	66.00	2.00		
Summer & winter season ticket - Junior/60+/Unemployed	45.00	46.50	1.50		
Merit competition per player - per hour	7.00	7.50	0.50		
Greenage fees for prebooking (plus playing fee per person)	9.00	9.30	0.30		
Tennis Class A (Westlands, Wolstanton)				Cabinet	VAT Incl.
Adult 30 minutes (per person)	2.00	2.00	Freeze		
Adult 1 hour (per person)	4.00	4.00	Freeze		
Adult 1 hour (group ticket 4 persons)	12.00	12.00	Freeze		
Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults)	8.00	8.00	Freeze		
Family ticket 1 hour (1/2 adults & 2/3 children)	5.00	5.00	Freeze		
Junior/60+/unemployed 30 minutes (per person)	1.00	1.00	Freeze		
Junior/60+/unemployed 1 hour (per person)	2.00	2.00	Freeze		
Junior/60+/unemployed 1 hour (group ticket 4 persons)	6.00	6.00	Freeze		
Annual tickets - adult (per person)	94.00	94.00	Freeze		
Annual tickets - junior/60+/unemployed (per person)	68.00	68.00	Freeze		
Monthly ticket - adult (per person)	25.00	25.00	Freeze		
Monthly ticket - junior/60+/unemployed (per person)	20.00	20.00	Freeze		
Summer ticket (August only) - junior (per person)	15.00	15.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)	Free	Free	Freeze		
Football (alternate weekly use per season)				Cabinet	No VAT
Birchenwood	733.00	750.00	17.00		
Roe Lane	733.00	500.00	-233.00		VAT Incl.
Wye Road/Black Bank/Clough Hall	649.00	660.00	11.00		
Wolstanton Marsh Pavilion	508.00	520.00	12.00		
All other pitches	351.00	360.00	9.00		
Junior pitch	60% of fee	60% of fee	Freeze		Roe Lane is VAT Incl.
Mini soccer pitch (unmarked)	205.00	210.00	5.00		
Mini soccer pitch (marked)	287.00	295.00	8.00		
Football (casual use per match)				Cabinet	VAT Incl.
Roe Lane/Birchenwood	82.00	82.00	Freeze		
Rugby (alternate weekly use per season)				Cabinet	No VAT
Bathpool	711.00	730.00	19.00		
Lyme Valley	384.00	390.00	6.00		
Rugby (casual use per match)				Cabinet	VAT Incl.
Roe Lane/Bathpool	82.00	85.00	3.00		
Concessionary Licences				Cabinet	No VAT
Brampton Park ice cream sales	717.50	717.50	Freeze		
Brampton Park use of bouncy castle	717.50	717.50	Freeze		
4 Large Parks Northern Section of Borough ice cream sales	615.00	615.00	Freeze		
4 Large Parks Southern Section of Borough ice cream sales	615.00	615.00	Freeze		
Community Events				Cabinet	Plus VAT
Wedding Photos within a park setting	36.00	40.00	4.00		
Advertising within parks	10.00 to 5125.00	10.00 to 5125.00	Freeze		
Hire of display boards (delivery, set up & collection)	26.00	30.00	4.00		
Hire of gazebos (delivery, set up & collection)	77.00	80.00	3.00		
Hire of trailer stage (delivery, set up & collection)	154.00	160.00	6.00		
Hire of tables & chairs (2 tables & 2 chairs) (delivery, set up & collection)	20.50	25.00	4.50		
Booking large events - more than 6 months planning (Midsummer Mayhem)	154.00	160.00	6.00		
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	77.00	80.00	3.00		
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	26.00	30.00	4.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
LICENCES					
General					
Sex establishments - application fee	3,000.00	3,000.00	Freeze	Licensing Committee - 22/10/15	No VAT
Sex establishments - Renewal	3,000.00	3,000.00	Freeze		
Sex establishments - variation	1,000.00	1,000.00	Freeze		
Sex establishments - transfer	1,000.00	1,000.00	Freeze		
Scrap metal dealer site licence	250.00	255.00	5.00		
Scrap metal dealer collectors licence	200.00	204.00	4.00		
Gambling Act 2005					
Lotteries - application fee	40.00	40.00	Freeze	Licensing Committee - 22/10/15	No VAT
Lotteries - annual fee	20.00	20.00	Freeze		
Bingo - application fee	3,500.00	3,500.00	Freeze		
Bingo - annual fee	1,000.00	1,000.00	Freeze		
Bingo - application to vary	1,750.00	1,750.00	Freeze		
Track betting - application fee	2,500.00	2,500.00	Freeze		
Track betting - annual fee	1,000.00	1,000.00	Freeze		
Track betting - application to vary	1,250.00	1,250.00	Freeze		
Track betting - application to transfer	950.00	920.00	-30.00		
Club machine permit - application fee	200.00	200.00	Freeze		
Club machine permit - renewal fee	200.00	200.00	Freeze		
Club machine permit - annual fee	50.00	50.00	Freeze		
Betting premises - application fee	3,000.00	3,000.00	Freeze		
Betting premises - annual fee	600.00	600.00	Freeze		
Betting premises - application to vary	1,500.00	1,500.00	Freeze		
Betting premises - application to transfer	1,200.00	1,200.00	Freeze		
Family entertainment centre - application fee	2,000.00	2,000.00	Freeze		
Family entertainment centre - annual fee	750.00	750.00	Freeze		
Family entertainment centre - application to vary	1,000.00	1,000.00	Freeze		
Family entertainment centre - application to transfer	950.00	950.00	Freeze		
Adult gaming centre - application fee	2,000.00	2,000.00	Freeze		
Adult gaming centre - annual fee	1,000.00	1,000.00	Freeze		
Adult gaming centre - application to vary	1,000.00	1,000.00	Freeze		
Adult gaming centre - application to transfer	1,200.00	1,200.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Private Hire/Hackney Carriage (subject to consultation) Private hire operators 5 year licence	NEW	1 Vehicle - £170 2-5 Vehicles - £340 6 - 15 Vehicles- £600 16 -25 Vehicles - £1600 26 - 35 Vehicles - £2600 36 - 50 Vehicles - £3600 Plus £20 per additional vehicle after 50 vehicles.	N/A	Public Protection/Cabinet - 03/11/15	No VAT
Dual Driver Badge (Hackney Carriage and Private Hire) 3 years	NEW	223.00	9.00	Replaces single badges Includes additional badge to be displayed in vehicle	
Transfer of single badge to dual badge	NEW	30.00		Public Protection/Cabinet - 03/11/15	
Replacement badge	13.00	14.00	1.00		
DBS (CRB check)	44.00	44.00	Freeze	Statutory Licensing Committee - 22/10/15	
Hackney carriage - vehicles	280.00	285.00	5.00		
Private hire - vehicles	275.00	280.00	5.00		
Private hire - vehicles 8+ seats	280.00	285.00	5.00		
Transfer of vehicle	37.00	38.00	1.00		
Failure to attend for vehicle test	100.00	102.00	2.00		
Retest	35.00	36.00	1.00		
Replacement plate & carrier - front	5.00	5.00	Freeze		
Replacement plate & carrier - rear	5.00	5.00	Freeze		
Licensing Act 2003 - New Application				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	100.00	100.00	Freeze		
Premise licence, band B (rateable value of £4,301 to £33,000)	190.00	190.00	Freeze		
Premise licence, band C (rateable value of £33,001 to £87,000)	315.00	315.00	Freeze		
Premise licence, band D (rateable value of £87,001 to £125,000)	450.00	450.00	Freeze		
Premise licence, band E (rateable value of £125,001 & above)	635.00	635.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	1,000.00	1,000.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Additional fee (10,000 to 14,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	32,000.00	32,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	40,000.00	40,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	48,000.00	48,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	56,000.00	56,000.00	Freeze		
Additional fee (90,000 patrons & above)	64,000.00	64,000.00	Freeze		
Licensing Act 2003 - Annual Fee				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	70.00	70.00	Freeze		
Premise licence, band B (rateable value of £4,301 to £33,000)	180.00	150.00	-30.00		
Premise licence, band C (rateable value of £33,001 to £87,000)	295.00	295.00	Freeze		
Premise licence, band D (rateable value of £87,001 to £125,000)	320.00	320.00	Freeze		
Premise licence, band E (rateable value of £125,001 & above)	350.00	350.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	500.00	500.00	Freeze		
Additional fee (10,000 to 14,999 patrons)	1,000.00	1,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	12,000.00	12,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	20,000.00	20,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	28,000.00	28,000.00	Freeze		
Additional fee (90,000 patrons & above)	32,000.00	32,000.00	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	No VAT
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	Freeze		
Section 29 (application for a provisional statement)	315.00	315.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Section 33 (notification of change of name or address)	10.50	10.50	Freeze		
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	Freeze		
Section 42 (application for transfer of premises licence)	23.00	23.00	Freeze		
Section 47 (interim authority notice following death of licence holder)	23.00	23.00	Freeze		
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50	Freeze		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	No VAT
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	Freeze		
Section 100 (temporary event notice)	21.00	21.00	Freeze		
Section 110 (theft, loss etc. of temporary event notice)	10.50	10.50	Freeze		
Section 117 (application for a grant or renewal of personal licence)	37.00	37.00	Freeze		
Section 126 (theft, loss etc. of personal licence)	10.50	10.50	Freeze		
Section 127 (duty to notify change of name or address)	10.50	10.50	Freeze		
Section 178 (right of freeholder etc. to be notified of licensing matters)	21.00	21.00	Freeze		
MARKETS				Cabinet	No VAT
Open market - stall (per day) Monday,	20.00	20.00	Freeze		
Open market - second stall (per day) Monday,	10.00	10.00	Freeze		
Open market - stall (per day) Wednesday	10.00	11.00	1.00		
Open market - second stall (per day) Wednesday	10.00	10.00	Freeze		
Open market - stall (per day) Fri/Sat Zone A	20.00	21.00	1.00		
Open market - stall (per day) Fri/Sat Zone B	20.00	20.00	Freeze		
Open market - additional space (per day) Fri/Sat	10.00	10.00	Freeze		
Farmers market - stall (per day)	20.00	20.00	Freeze		
Antique market - stall (per day)	7.50	7.50	Freeze		
Craft fair (bric-a-brac) - stall (per day)	5.00	5.00	Freeze		
Catering Pitches - minimum charge (per day)	25.00	25.00	Freeze		
MOT				Cabinet	No VAT
MOT - car	40.00	40.00	Freeze		
MOT - car (for discounted partner, including Lyme card holders)	35.00	35.00	Freeze		
MOT - class 7 (up to 3.5 tonnes)	49.00	49.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Retest	12.00	12.00	Freeze		
MUSEUM & ART GALLERY				Cabinet	VAT Incl.
Reproduction prints of items in collection	N/A	N/A	Freeze	Per Staffordshire Prints	
Other prints not on www.staffordshire.org.uk	Cost +100%	Cost +100%	Freeze		
A4 - copies (black & white)	0.50	0.50	Freeze		
A3 - copies (black & white)	0.70	0.70	Freeze		
A4 - copies (colour)	1.50	1.50	Freeze		
A3 - copies (colour)	2.00	2.00	Freeze		
A4 - scanned images	5.00	5.00	Freeze		
CD Rom - image/emailed image (per image)	14.00	14.00	Freeze		
Subsequent images each	4.00	4.00	Freeze		
Community publication	13.00	13.00	Freeze		
Additional	5.00	5.00	Freeze		
Commercial publication	45.00	45.00	Freeze		
Additional	12.50	12.50	Freeze		
Regional TV, film & video - per item	75.00	75.00	Freeze		
UK network TV - per item	95.00	95.00	Freeze		
Overseas TV - per item	190.00	190.00	Freeze		
Commission of picture sales from exhibitions	30% of price	30% of price	Freeze		Plus VAT
Education session per pupil - half day	2.75	2.75	Freeze		No VAT
Education session per pupil - full day	4.75	4.75	Freeze		No VAT
Education sessions - minimum charge half day (20 pupils or fewer)	50.00	50.00	Freeze		No VAT
Education sessions - minimum charge full day (20 pupils or fewer)	95.00	95.00	Freeze		No VAT
Holiday activities per child	4.00	4.00	Freeze	Maximum charge	No VAT
Adult history courses - 10 weeks	75.00	75.00	Freeze		No VAT
Adult history courses - 10 weeks - concession	70.00	70.00	Freeze		No VAT
Adult object handling/reminiscence sessions per hour	25.00	25.00	Freeze		
Outreach fee	25.00	25.00	Freeze		No VAT
Outreach education – schools per session	50.00	50.00	Freeze		No VAT
Hire of meeting room - half day	23.00	23.00	Freeze		No VAT
Hire of meeting room - half day - community/charity rate	16.00	16.00	Freeze		No VAT
Hire of meeting room - full day	45.00	45.00	Freeze		No VAT
Hire of meeting room - full day - community/charity rate	30.00	30.00	Freeze		No VAT
Refreshment Charges - tea/coffee & biscuits per head	1.00	1.00	Freeze		
Education item loan	10.00	10.00	Freeze		No VAT
Saleable items	Market value	Market value	Freeze		
Open art registration - per item	4.00	4.00	Freeze		
Open art registration - three items	10.50	10.50	Freeze		
Open art registration - per item concession	3.50	3.50	Freeze		
Open art registration - three items concession	9.00	9.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Open art registration - per item under 16	1.00	1.00	Freeze	Cabinet	VAT Incl.
Event Fees					
Craft fairs per table - per day	15.00	15.00	Freeze		
Hall gallery weekly charge (non Newcastle artists/organisations)	10.00	10.00	Freeze		
Winter wonders - adult sessions (for a maximum of 12 persons)	35.00	35.00	Freeze		
Visit to Father Christmas	4.00	4.00	Freeze		
NAMING/NUMBERING OF STREETS/PROPERTIES					
New or Redevelopment				Cabinet	No VAT
Charge for naming of a street	166.00	170.00	4.00		
Charge for naming of a commercial building	83.00	85.00	2.00		
Single residential property on existing street	110.00	113.00	3.00		
Number/name 2-5 properties (includes first property)	166.00	170.00	4.00		
Plus - per plot	55.00	57.00	2.00		
Number/name 6-25 properties per phase (includes first property)	166.00	170.00	4.00		
Plus - per plot	44.00	45.00	1.00		
Number/name >25 properties per phase (included first property)	166.00	170.00	4.00		
Plus - per plot	33.00	34.00	1.00		
Change to layout after notification	220.00	225.00	5.00		
Plus - per plot	27.00	28.00	1.00		
Existing Properties/Streets					
Adding or alteration of a house/building name	55.00	57.00	2.00		
Renaming of a street	On request	On request	Freeze		
House or building renumbering (including sub division to flats)	220.00	225.00	5.00		
Confirmation of postal address	33.00	34.00	1.00		
Requests not included in above fees per hour	33.00	34.00	1.00		
PEST CONTROL				Cabinet	VAT Incl.
Treatment of rats (domestic) - residents in receipt of qualifying benefits	Free	Free	Freeze		
Treatment of rats (domestic) - prepayment (up to 4 visits)	35.00	40.00	5.00		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	53.00	60.00	7.00		
Treatment of mice (domestic) – prepayment (up to 3 visits)	35.00	40.00	5.00		
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	53.00	60.00	7.00		
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches – prepayment	65.00	67.50	2.50		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches – payment by invoice	83.00	87.50	4.50		
Insect control treatments (domestic) including wasps, ants & fleas - prepayment	65.00	67.50	2.50		
Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice	83.00	87.50	4.50		
3 treatment scheme (3 for 2 offer) – prepayment	130.00	135.00	5.00		
3 treatment scheme (3 for 2 offer) – payment by invoice	148.00	155.00	7.00		
Ants – prepayment	NEW	40.00	N/A		
Ants – payment by invoice	NEW	60.00	N/A		
Pest control commercial (other) - first hour	83.00	87.50	4.50		
Pest control commercial (other) - per 1/4 additional hour	20.00	21.00	1.00		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	160.00	165.00	5.00		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	178.00	185.00	7.00		
Squirrel control - prepayment (up to 4 visits)	100.00	105.00	5.00		
Squirrel control - payment by invoice (up to 4 visits)	118.00	125.00	7.00		
Advice Visit (no treatment) - prepayment	35.00	40.00	5.00		
Advice Visit (no treatment) - payment by invoice	53.00	60.00	7.00		
Fixed term pest control treatment agreements (commercial premises)	On request	On request	Freeze		
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced)	83.00	As per formulae for works in default	N/A		
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)	20.00	As per formulae for works in default	N/A		
PLANNING SERVICES				Cabinet	No VAT
Postage & packaging <i>Copies up to £1 are free of charge</i>	0.70	0.75	0.05		
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.15	0.15	0.00		
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.25	0.26	0.01		
Paper copies of plans - planning files - per sheet (A4 black & white)	0.15	0.15	0.00		
Paper copies of plans - planning files - per sheet (A3 black & white)	0.25	0.30	0.05		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.30	0.35	0.05		
Paper colour copies of an A3 sheet of planning/building control decision, planning documents or plan	0.55	0.60	0.05		
Scanned copies of documents - charge per hour of scanning (where legal to charge)	31.00	32.00	1.00		
Paper copies of plans - planning files - each plan (A2)	1.80	2.00	0.20		
Paper copies of plans - planning files - each plan (A1)	2.80	3.00	0.20		
Paper copies of plans - planning files - each plan (A0)	3.90	4.00	0.10		
Weekly lists - statutory consultees	Free	Free	Freeze		
Requests for information/site history - commercial organisations (per hour)	67.50	69.00	1.50		
Requests for information/site history - private individuals	Cost	Cost	Freeze		
Pre Planning Application Advice					
Large Scale Major Developments (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m2 of floorspace or where floorspace not known, a site area of 2ha or more)	440.00	484.00	44.00	Cabinet	VAT Incl.
Small Scale Major Developments (residential developments of between 10 & 200 dwellings or where number not known, a site area of between 0.5ha & 4 ha. Non-residential developments of between 1000m2 & 10,000m2 of floorspace or where floorspace not known, a site area of between 1ha & 2ha)	220.00	242.00	22.00		
1 dwelling	65.00	72.00	7.00		
Minor Developments (residential developments of between 2 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1000m2 of floorspace or where floorspace not known, a site area of less than 1ha)	100.00	110.00	10.00		
Householder Development. (30 minutes free advice can be given. For time spent in excess of 30 minutes there will be a charge)	25.00	28.00	3.00		
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	35.00	39.00	4.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Planning Application Fees Owing to the complexity of the fee structure, it is not shown here. Details of Fees payable may be obtained from the Council's Planning Section. Alternatively the fee calculator available at the Planning Portal website can be used to determine the fees payable in respect of individual applications. Please see the link below. http://www.planningportal.gov.uk/PpApplications/genpub/en/StandaloneFeeCalculator	Statutory		N/A	Statutory	No VAT
Building Control fees (North Staffs Building Control Partnership)	Per Board	Per Board	N/A	Partnership Board	VAT Incl.
George Riley walking guides	2.00	2.10	0.10	Cabinet	No VAT
Business directory - Newcastle-under-Lyme	Free	Free	N/A		
Planning & development briefs (as & when prepared)	Free	Free	N/A		
Core spatial strategy	30.00	31.00	1.00		
Local development framework proposals map - north or south	5.00	5.50	0.50		
Local development framework proposals map - north & south	10.00	10.50	0.50		
Strategic housing land availability assessment (SHLAA)	30.00	31.00	1.00		
PRIVATE SECTOR HOUSING				Cabinet	No VAT
Houses in multiple occupation licence fee	540.00	550.00	10.00		
Each additional bedroom	7.00	7.25	New		
Renewal of houses in multiple occupation licence	405.00	410.00	5.00		
Immigration Inspections	110.00	115.00	5.00		
Provision of accommodation for homeless households	Cost	Cost	Freeze		
Charges for work in default notices to remedy Housing Health & Safety issues				Cabinet	No VAT
Officer time (per hour)	30.79	31.41	0.62		
Travelling costs (per mile)	0.65	0.65	Freeze		
Management costs (per hour)	45.17	46.07	0.90		
Land registry fee	4.00	Cost	Freeze	Set externally	
Inspection by qualified electrician or gas engineers	Cost	Cost	Freeze		
Recorded delivery	1.06	Cost	Freeze	Royal Mail cost	
Other costs (stated as per individual case)	Cost	Cost	Freeze		
Administration fee (to cover corporate service recharges)	12%	12%	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
RADAR KEYS Cost of providing keys for disabled toilets	NEW	3.00	N/A	Cabinet	No VAT
REMOVAL OF DOMESTIC ANIMAL CARCASSES Removal of domestic animal carcasses	31.50	35.00	3.50	Cabinet	VAT Incl.
SALE OF SANDBAGS 5 sand bags 10 sand bags 15 sand bags 20 sand bags	30.00 35.50 41.00 47.00	35.00 40.00 45.00 50.00	5.00 4.50 4.00 3.00	Cabinet	VAT Incl.
STREET TRADING (Officer Approval) Newcastle Town Centre (daily) Consent trading (daily, electricity) Eastbound layby A500 (per annum) Northbound layby A500 (per annum)	20.00 3.60 8,745.00 8,745.00	20.00 4.00 8,920.00 8,920.00	Freeze 0.40 175.00 175.00	Cabinet	No VAT
TOWN CENTRE DISPLAYS (Officer Approval) Local promotions (minimum charge) Charity & local community groups National promotions (minimum charge)	New Free 60.00	22.00 Free 65.00	N/A Freeze 5.00	Cabinet	No VAT
TREE PRESERVATION ORDERS Single copy of a tree preservation order	31.00	31.00	Freeze	Cabinet	No VAT

Charging Principles Included in the Charging Policy

5. CHARGING PRINCIPLES

- 5.1 Charges should be made for services whenever the Council has a power or duty to do so.
- 5.2 There will be a presumption that charges to be made for the provision of a service will be set at a level intended to recover the cost of providing the service.
- 5.3 However, this presumption may be modified by the application of the charging principles set out at 5.5 below, which may result in no charge being made or a lesser charge being made or in some cases a charge being made which is greater than that required for cost recovery.
- 5.4 No charge will be made in cases where the Council is not permitted to charge by law. Where charges are set by external bodies, those charges will be applied. Where maximum or minimum charges are specified externally, charges will be set in compliance with those requirements.
- 5.5 The following matters will be considered when deciding whether to set a charge, which is not to be based on cost recovery. The headings in bold indicate general areas for consideration and the bullet points below them are particular factors which should be taken into account where relevant.

The cost of providing the service

- All direct costs are to be included.
- All overheads related to the provision of the service, which may be attributed to the cost of the service, are to be included.
- Best estimates may be made of costs where it is not practical to obtain precise data or identify precisely those overheads attributable to the service.
- Unit costs are to be calculated by reference to realistic user numbers based on actual experience, either in relation to this Council or, if appropriate comparable services elsewhere.

How much income is it desired to generate and why?

- Is the service required to make a surplus or break-even?
- Does income from the service make a significant contribution to reducing the net amount of the Council's revenue budget?
- Have any targets been set for the income or class of income of which it is a component?
- Is income needed to fund future investment?

Comparison of charges made by neighbouring or similar councils or other providers of similar services

- In making this comparison it will be necessary to establish whether the services being provided by these other bodies are comparable to those provided by the Council and to make adjustments where this is not so.
- Is there a logical reason for significant differences between this Council's charges and those of others?
- Will customers be lost to other service providers if charges are set too high?

Whose use of services is it desired to subsidise and by how much?

- Can all potential users afford to pay the full cost of the service or the same charges as other users?
- Is it desirable to subsidise all users of the service, for example because there is likely to be a desirable outcome for the community as a result.
- Are there particular classes of users that should be subsidised, such as the unemployed, benefits recipients, the elderly, disabled persons or children?

- Should subsidies be given by reducing the charges payable or by offering concessions to offset the charge?

Whose behaviour is it desired to influence and in what ways?

- Is it desirable to influence users to use particular facilities, for example where they are under-used, by charging less for their use than for other similar ones?
- Is it desirable to persuade users to behave in a way which is more acceptable to the community in preference to any other or others less acceptable and can this be promoted by setting charges at a level which might achieve this?
- Is it desired to promote a particular pattern of use, for example short stay parking as opposed to another, such as long stay parking or to discourage peak time use of facilities?
- Should some behaviour or activities be discouraged by setting high charges or penalties?
- Can anti-social behaviour be reduced by charging for services which discourage people from behaving irresponsibly at a level which they will find attractive, for example charges for the collection of bulky waste to discourage fly-tipping?
- Are there desirable outcomes which the Council wishes to see realised, in line with its corporate objectives, which could be assisted through the charging regime, for example maintaining the economic vitality of the town centres through the provision of reasonably priced facilities such as car parking?

How will charges help to improve value for money, equity and access to services?

- What are users' perceptions with regard to what constitutes a fair and reasonable charge?
- Are there any issues relating to social inclusion or equalities?

Will the cost (including staff time) of collecting the income due outweigh the amount of income likely to be collected?

- Is it worth making a charge?
- Should a charge be made anyway as a matter of principle?

Any other relevant factors

- It will be a matter for the Council to determine what the charge will be, based on its consideration of the above factors.

- 5.6 Where, without prior agreement by the Council, individuals or organisations engage in activities that result in a cost to the Council, the Council will seek to recover this cost, wherever possible.
- 5.7 Consideration may be given to offering a discount or other reduction, in appropriate cases, where it is felt that this may improve take up of the service or to encourage prompt payment, following consultation with the Executive Director (Resources and Support Services) who must approve all such initiatives.
- 5.8 Penalties, in the form of fines, may also be imposed in order to deter inappropriate or antisocial behaviour, for example littering. The amount of the fine will be set at a level designed to deter such behaviour.
- 5.9 Activities carried out by the Council will be continually reviewed in order to identify any new areas where it would be appropriate to make a charge to persons or organisations benefiting (actually or potentially) from those activities. The level of the charge will be determined in accordance with these charging principles.

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REVENUE AND CAPITAL BUDGETS 2016/17

Submitted by: Executive Director (Resources and Support Services)

Portfolio: Finance IT and Customer

Wards(s) affected: All

Purpose of the Report

To review progress on the completion of the revenue and capital budgets for 2016/17 following agreement of the 5 year Medium Term Financial Strategy.

Recommendations

- (a) That the assumptions set out in the report be approved.**
- (b) That the Cabinet determine whether any change in the Council Tax levy is proposed in 2016/17.**
- (c) That the Finance, Resources and Partnerships Scrutiny Committee be asked to consider what comments it wishes to make on the draft Budget and Council Tax proposals before the final proposals are considered at Cabinet in February 2016.**

Reasons

To enable the Cabinet to recommend a robust and affordable budget for 2016/17 to the Council meeting on 24 February 2016.

1. Background

- 1.1 The Council is committed to the delivery of high quality services. Integral to this ambition is the need to effectively target its financial resources in line with its stated aims and objectives, as set out in the Council Plan.
- 1.2 The work of the council in 2016/17 is focused on its vision of “creating a borough that is prosperous, clean, healthy and safe”, an aspiration reflected in the Council’s four corporate priorities of:
 - A Co-operative Council delivering High-Value, Community-Driven Services
 - A Clean, Safe and Sustainable Borough
 - A Borough of Opportunity
 - A Healthy and Active Community

These four priorities developed alongside the vision within the Council’s outcome-driven Council Plan, form the basis for the work the Council is currently doing and what it is planning to do.

- 1.3 There has been good progress in the current year, with high standards of service delivery. Notable achievements so far in 2015/16 are set out in Appendix 1.
- 1.4 The Council has a Medium Term Financial Strategy (MTFS) to look at its financial position over the next 5 years. This is aligned to the Council Plan and will be the main vehicle in ensuring efficiency in service delivery and targeting resources to its priority areas.

- 1.5 It should be noted that the MTFs and the draft 2016/17 Budget have been compiled against a continuing national picture of reduced funding from central government for local authorities.
- 1.6 The draft 2016/17 budget is based upon the assumptions made in the MTFs which was approved by the Cabinet at its meeting on 11 November 2015 and scrutinised by the Finance, Resources and Partnerships Scrutiny Committee at their meeting on 4 November 2015.
- 1.7 The Budget Review Group has considered all of the proposals contained in this report, which are recommended to the Cabinet as a means to produce a balanced and sustainable budget for the Council. The Group is chaired by the Cabinet Portfolio Holder for Finance IT and Customer; in addition it comprises the Council Leader plus the Executive Management Team. Its remit is to oversee all aspects of the budget process, including service review and challenge, longer term planning, development of budget options, agreeing consultation arrangements and consideration of feedback and seeking to deliver service models that drive improvement to front-line services whilst offering value for money.

2. **Revised Budget 2015/16**

- 2.1 Monthly reports monitoring actual spending against budget have shown overall relatively small variances throughout the first eight months of the year.
- 2.2 Whilst some sources of income (e.g. Kidsgrove Sports Centre and car parking fees) continue to yield less compared to what was received prior to the recently experienced recession and ongoing low level of economic activity, income budgets are set at realistic levels reflecting current circumstances. The amount required in future budgets will be kept under review as the economy improves and, hopefully, income levels rise.
- 2.3 The majority of the savings of £2.098m incorporated in the 2015/16 budget are on target to be achieved. The only area where there will be a shortfall is in respect of the implementation of staff related savings, which were projected to save £0.050m. The latest estimate is that there will be a shortfall of £0.035m in 2015/16. It is envisaged that £0.030m will be delivered in 2016/17. This means that altogether over the eight years from 2008/09 to 2015/16 £17.448m of “gaps” will have been met via a combination of savings, efficiencies and additional income, as shown in the table below:

Year	£m
2008/09	1.250
2009/10	2.572
2010/11	2.389
2011/12	2.655
2012/13	2.621
2013/14	1.783
2014/15	2.100
2015/16	2.078

3. **Draft Budget 2016/17**

- 3.1 In 2016/17, whilst continuing to deliver high performing, quality services and ensuring efficiencies in Council operations, there are many activities planned towards achieving Council Plan outcomes. Examples of these are set out in Appendix 2.
- 3.2 The MTFs was approved by the Cabinet on 11 November 2015. This illustrated that the Council would have a shortfall of £1.478m in 2016/17 which could be addressed by a combination of actions, such as efficiency measures, reductions in expenditure, increases in income or a council tax increase.

- 3.3 Unlike in relation to 2015/16, no illustrative funding amounts for 2016/17 were notified to councils by the government because it was to carry out a comprehensive spending review of public expenditure. The MTFs made assumptions with regards to the reductions in government funding. The provisional funding allocation for 2016/17 was announced on 16 December and results in a reduction in overall funding of £0.840m, which is a 13.8 per cent reduction compared with the 2015/16 amount and £0.238m greater than assumed in the MTFs. This reflects a diversion of resources away from district councils towards those councils with adult social care responsibilities, such as unitaries and counties, achieved via changes to the distribution formula. The final funding allocation for 2016/17 should be announced in late January/early February 2016, and is not expected to differ to any significant extent from the provisional amount. The government has also offered councils a four year funding settlement, which will provide them with provisional allocations for the following three years, 2017/18 to 2019/20. This is subject to councils publishing an efficiency plan, details of which are awaited. Indicative allocations were published with the 2016/17 funding settlement. These show that in 2017/18 funding would reduce by a further £0.687m, which is a 13.1% reduction compared to the 2016/17 settlement, by a further £0.368m (8.1%) in 2018/19 and by £0.412m (9.9%) in 2019/20. So an overall increase of £2.307m (38%) over the next four years.
- 3.4 There have been a small number of changes made to the MTFs since its approval in November, resulting in an increase in the funding “gap” of £0.356m. This means that it now stands at £1.834m for next year. These are set out in the table below:

Change	Amount
	£'000
Local Government Finance Settlement	238
Review of Scale of Fees and Charges	30
Reduction in Housing Benefit Administration Grant	88
Total	356

The table below shows the factors which give rise to the £1.834m “gap” for 2016/17:-

CHANGES TO BASE BUDGET	£'000
<u>ADDITIONAL INCOME</u>	
Fees and Charges	85
Investment Income	58
TOTAL ADDITIONAL INCOME (A)	143
<u>ADDITIONAL EXPENDITURE & LOSS OF INCOME</u>	
Reduction in Government Funding	840
Provision for Pay Awards	123
Incremental Pay Rises for Staff	44
Superannuation increase in employers contribution	197
Additional National Insurance re increases in Pay	23
Additional cost of National Insurance re discontinuation of discount for contracted out employees	320
Price Increases e.g. energy, fuel, rates, insurances, supplies & services	75
Adjustments re One-Off items in 2015/16	67
Council Tax Freeze Grant re 2014/15 ceases	70
Reduction in Housing Benefit Administration Grant	88
TOTAL ADDITIONAL EXPENDITURE AND LOSS OF INCOME (B)	1,847

OTHER ITEMS	
NEW PRESSURES	
Business Improvement District levy re Council Properties	25
Planning - Additional Staffing Resources	60
Insurance Tax increased	14
Debit Card Charges	18
Depot Rent no longer receivable	5
Staffordshire Connects Hosting Costs re ICT systems	8
TOTAL NEW PRESSURES (C)	130
NET INCREASE IN BASE BUDGET (B + C- A)	1,834

3.5 In view of the MTFS forecasts a project called Newcastle 2020 was started at the end of 2013. This is looking at how the Council's decreasing resource base can be best used to meet the needs of the Borough's residents and businesses. In particular it aims to identify means of closing the gaps revealed by the MTFS in the years leading up to 2020 and to define the likely service and budgetary characteristics of the Borough Council by that date. The project consists of a number of different work streams, including those outlined below, all of which will provide a perspective on the future role and funding of the Council.

- Heads of Services were asked to model what their services would look like at a number of levels of resource reduction, from twenty up to a sixty per cent reduction. This work has already identified various savings opportunities which can be incorporated in next year's and future budgets in order to reduce the funding gaps.
- Predictive modelling of future tax base levels in relation to council tax, business rates and new homes bonus.
- Reducing the Burden - this aims to stop or reduce low value tasks across the Council which do not enhance outcomes for or experiences of customers or prevent staff from focussing on more important work.
- Looking at alternative service delivery models, such as demand management, sharing costs with other organisations, self-service for customers.
- Maximising income from fees and charges and exploring new means of income generation.
- Procurement savings - ensuring the Council commissions and procures quality services and supplies as cost-effectively as possible.
- Staffing efficiencies - review of all vacant posts, restructures and flexible early retirements.
- Good housekeeping - reviewing all service expenditure.

3.6 The Budget Review Group and your officers have been identifying and considering ways of eliminating the 2016/17 gap, building upon the work which has already been done to identify savings opportunities as part of the 2020 project. As a result, a number of savings and funding strategies have been identified and agreed with managers as being feasible and sustainable. The proposed savings, totalling £1.834m, are outlined in the table below and set out in detail in Appendix 3:

Category	Amount	Comments
	£'000	
Procurement	201	Smarter procurement and reductions in the amount of supplies procured, insurance premium renewals
Additional Income	351	Net savings arising from New Waste and Recycling Service plus other additional income
Staffing Efficiencies	321	No redundancies are anticipated to arise from these proposals
Good Housekeeping Efficiencies, General Other Savings, Changes in Base Budgets	113	Various savings arising from more efficient use of budgets
Alternative Sources of Finance/ Other Savings	848	Additional contribution to the revenue budget from New Homes Bonus funding, savings from advanced payments of superannuation contributions, effect of forecast Council Tax Base increase
Total	1,834	

- 3.7 As in the last three years, the first draft of the savings plan set out at Appendix 3 was made available to the Finance, Resources and Partnerships Scrutiny Committee for scrutiny at its meeting on 3 December 2015. No additional information was requested by the Committee and no matters were referred to Cabinet for consideration. The Committee will scrutinise this Cabinet report at its meeting on 28 January.
- 3.8 A decision is required whether or not to continue to freeze council tax at the same level as in 2015/16. In recent years the government has offered a council tax freeze grant to compensate councils which did not increase their council tax above the previous year's level and the Borough Council has accepted this offer and held tax at the same level for the last five years. The government has not announced any intention to continue to provide a grant in respect of 2016/17.

Councils have only limited freedom to increase council tax, the Secretary of State each year notifying a percentage increase in tax from the previous year, above which the increase is deemed to be "excessive" and not permissible without a council carrying out a costly referendum of taxpayers to determine whether they approve of the increase. If it is not approved, it cannot be implemented and savings must be found to balance the budget. The Secretary of State has announced that the percentage above which a referendum is required will be 2.00 per cent in respect of 2016/17, which is similar to previous years. If the Council were to increase tax to a point below the referendum threshold, the amount of additional income would equate to £62k for a 1.00 per cent increase and a proportionate amount for a different percentage.

Currently the savings and funding strategy referred to in paragraph 3.6 and set out in Appendix 3 includes nothing in respect of acceptance of a freeze grant (because it was expected that there would be none for 2016/17) and an additional £124k in respect of the additional income which would arise from implementing the option of increasing tax by 1.99 per cent, just below the anticipated referendum threshold. If it is decided not to increase council tax for 2016/17 or to increase it by less than 1.99 per cent, then there will be a need to find further savings to make good the shortfall.

- 3.9 Bringing together all the above results in a balanced draft budget, as shown in the table below:

	£'000	Report Reference
Changes to Base Budget	1,834	3.4
Savings/Increased Income	(1,834)	3.6
BUDGET SHORTFALL ('GAP')	-	

4. **Medium Term Financial Strategy - 2017/18 to 2020/21**

4.1 The MTFS is being continually reviewed for 2016/17 to 2019/20. The shortfalls were estimated as follows in the MTFS approved by Cabinet in November:

£1.109m in 2017/18
 £1.153m in 2018/19
 £0.422m in 2019/20
 £0.646m in 2020/21

4.2 Taking account of the indicative funding allocations for 2017/18 to 2018/19 referred to in paragraph 3.3, the shortfalls for these years would become:

£1.317m in 2017/18
 £1.088m in 2018/19
 £0.818m in 2019/20

4.3 The government also notified councils at the same time as the provisional finance settlement announcement, that they propose to make changes to how New Homes Bonus will operate, partly to reduce its overall cost in order to free up funding to be diverted elsewhere to meet adult social care costs and partly to sharpen the incentive to local authorities to approve new housing developments. In particular they suggest that bonus amounts earned will be payable for four years rather than the current six and that payments may be reduced where new developments take place only after successful appeals against an original decision to refuse permission. A consultation process is currently underway to enable councils to give their views on the government's proposals. Whatever the outcome, it is clear that there will be a significant impact on the Council's finances arising from these changes, which are likely to take effect from 2017/18 and will need to be included in a revised MTFS.

4.4 The current anticipated shortfalls need to be addressed by a combination of measures such as efficiency savings, reductions in expenditure or income increases and consideration of the need for Council Tax increases. The Budget Review Group will continue to develop a strategy for bridging the entire 2017/18 gap and for eliminating the shortfalls in respect of the remaining years up to 2020/21.

5. **Capital Programme 2015/16 - 2016/17**

5.1 The Newcastle Capital Investment Programme Report considered by Cabinet on 5 February 2014 (see 5.6 below) set out the essential capital investment needed over the four years 2015/16 to 2018/19. This report, together with the associated "Funding the Council's Capital Investment Programme" report was endorsed by Full Council when it approved the Capital Strategy 2015-2019, to which these were appended, in February 2015. The capital expenditure proposed for 2016/17 reflects the needs identified in the report updated to take account of current priorities and resources expected to be available for funding purposes.

5.2 Attached at Appendix 4 is the updated capital programme 2015/16 to 2016/17 based on current commitments and agreed schemes plus a number of new schemes which are vital to ensure continued service delivery. New schemes total £7.030m. The remainder of items included in the

Programme relate to continuing expenditure on current schemes, funding for which has already been approved. Particular points to note are:

- a) Consideration has been given to requirements for essential plant and equipment replacements, buildings repairs and maintenance and other work which will be needed over the next few years to enable services to be continued at acceptable levels or to safeguard income from commercial properties. The most urgently required items have been included in the proposed capital programme.
- b) The additional capital investment required to complete the implementation of the new waste recycling service approved by Cabinet on 23 July 2014 has been included as follows:

	2015/16	2016/17
	£m	£m
Noise Reduction works at the Depot		0.100
Other additional works at the Depot	0.060	
Recycling Containers		<u>0.495</u>
Total	<u>0.060</u>	<u>0.595</u>

These additional costs were approved by Cabinet at its meeting on 16 September 2015.

- c) The programme provides for the scheduled replacement of existing waste collection vehicles in the amount of £1.935m as approved by Cabinet at its meeting on 16 September 2015.
- d) The Housing Programme provides for the continuation of a number of existing activities, including disabled facilities grants which have provisionally been allocated a contribution of £0.654m from the Staffordshire Better Care Fund.
- e) A sum of £0.015m has been included to progress more of the actions identified in the Council's Carbon Management plan.
- f) £0.200m is included to complete the facilities at the Wammy Neighbourhood Park.
- g) £0.040 is included in respect of demolition costs and provision of temporary changing facilities in respect of the former Knutton Recreation Centre
- h) In summary, expenditure of £14.249m shown in the proposed programme for 2016/17 at Appendix 4 comprises:

	£m
(a) New Schemes funded by the Council from Capital Receipts	6.001
(b) New Schemes funded from New Homes Bonus	0.375
(c) New Schemes partly funded from external sources	<u>0.654</u>
New Schemes shown in table below	7.030
(d) ICT Projects funded via the ICT Development Programme	0.205
(e) Balance of Civic Hub Costs funded from earmarked capital receipts and Right to Buy sales	<u>4.200</u>
Total New Schemes	11.435
(f) Schemes brought forward from the original 2015/16 Programme	<u>2.814</u>
Grand Total	<u>14.249</u>

- Item (a) and part of (f) (£2.624m) are to be funded by capital receipts
- Funding for Item (f) has already been approved in February 2015 when the 2015/16 Capital programme was approved. This comprises a number of projects, most significantly: new vehicles required for the new waste service, which will be ordered for

delivery in 2016/17 (£1.540m); replacement vehicles where purchase has been delayed until the current vehicle becomes unserviceable (£0.300m); site disposal costs of sale owing to delay in approving the sale of some of these sites (£0.243m); disabled facilities grants (£0.250m).

- Item (d) will be funded from the ICT Development Fund
- Item (e) will be funded from new capital receipts arising from asset sales and RTB sales as set out in the report to Full Council on 23 September 2015.

i) The proposed programme of new projects is dependent upon the successful completion, resulting in the anticipated capital receipts, of the approved sale of a number of sites. If it appears likely that any of these sales will not take place before 31 March 2017 or receipts will be substantially less than anticipated, some of the proposed projects will have to be curtailed.

A summary of all of the new items included in the Programme and how they are proposed to be funded is set out in the table below:

Scheme	Cost	Funding		
		New Homes Bonus	Other External Funding	Capital Receipts
	£'000s	£'000s	£'000s	£'000s
Housing Programme				
Disabled Facilities Grants	894	240	654	
Warm Zone Affordable Warmth	30	30		
PSH/Emergency HHSRS Grants/Vulnerable Households	100			100
Empty Homes	30	30		
Loans to Vulnerable Households	75	75		
Landlord Accreditation Scheme	40			40
Replacement Vehicles and Equipment				
Vehicles Replacement	2,086			2,086
Waste Bins	100			100
Stock Condition Works				
Commercial Portfolio	102			102
Car Parks	110			110
Parks Pavilions	17			17
Knutton Lane Depot – Garage Repairs, resurfacing of yard and other works	50			50
Newcastle Cemetery - Path and Ground Works	15			15
Ski Slope - Car Park and Path replacements	15			15
Knutton Community Centre	61			61
Public Railings Painting	50			50
Water Courses	85			85
Engineering Structures	100			100
Parks and Open Spaces				
Footpath Repairs	50			50
Play Area Refurbishment	75			75
Railings/Structures Repairs	25			25
The Wammy Neighbourhood Park	200			200
Tree Work	20			20
Westlands Sports Ground	50			50
Community Green Space Projects - Match	25			25

Funding				
Other Projects				
New Waste Recycling Service	595			595
Knutton Recreation Centre - Demolition Costs and Provision of Temporary Changing Facilities	40			40
Cemetery Memorial Survey Works	10			10
Cremated Remains Garden Phase 8	15			15
Crematorium - Monthly Gardens	5			5
Traveller Encroachment	15			15
Street Furniture Replacement	10			10
Jubilee 2 Part Redecoration	20			20
Carbon Management Plan	15			15
Civic Hub - Amount to be funded from Council's resources	1,900			1,900
TOTAL	7,030	375	654	6,001

- 5.3 There is clearly a direct link with the revenue budget as there may be revenue implications arising from new capital projects and the requirement to spend capital funds will lessen the ability to earn interest on the cash that is invested. It is therefore vital that the revenue and capital budgets are integrated.
- 5.4 Continuation of the capital programme beyond 2016/17 is dependent upon the achievement of a programme of receipts from the disposal of assets. It is essential that sufficient capital receipts are generated from these asset sales to enable essential capital investment to take place.
- 5.5 The Council's overall capital strategy was most recently updated in February 2015. Neither this document nor the related Asset Management Plan has been comprehensively updated for 2016/17 since the underlying strategies remain the same. A report will be brought to the February Cabinet meeting providing updated data in relation to parts of these two documents to ensure that up to date information remains in the public arena.
- 5.6 Two key reports have been considered by Cabinet in relation to future capital investment needs. These are the Newcastle Capital Investment Programme (Cabinet 5 February 2014) and Funding the Council's Capital Investment Programme (Cabinet 15 October 2014). The first report set out the amount of capital investment required over the four year period 2015/16 to 2018/19 in order to maintain service continuity and to safeguard income from the commercial property portfolio. The second report set out options for funding the capital investment identified in the preceding report. It concluded that the only realistic option to meet investment needs is a systematic programme of surplus land disposal, which will also enable the Council to deliver its policy objective of bringing forward more affordable and social housing by the release of some of its land holdings. The alternative of borrowing to part fund the programme is seen to be a more expensive option owing to the cost of servicing the debt. Accordingly it was resolved: ***"That Cabinet agrees with the principle that the Council, as a first resort, will seek to fund its future known capital programme needs through the annual asset management planning process by the identification of land or property in its ownership that is capable of, and appropriate for disposal"***.
6. **Balances and Reserves**
- 6.1 The Council's Balances and Reserves Strategy for 2015/16 is that there should be a minimum General Fund balance of £1.20m and a Contingency Reserve of £100,000. The Council currently holds these reserves.

6.2 A review of all the Council's Balances and Reserves together with a risk assessment is being undertaken for inclusion in the final report on the budget to the Cabinet on 10 February 2016 and the full Council on 24 February 2016.

6.3 It is not proposed to make any contribution from the Budget Support Fund to support the 2016/17 budget.

7. **Legal and Statutory Implications**

7.1 The Council is required to set its Council Tax for 2016/17 by 11 March 2016. However, it is planned to approve the final budget and council tax rates on the 24 February 2016.

8. **Risk Statement**

8.1 Section 25 of the Local Government Act 2003 places a duty on the Chief Finance Officer to report on the robustness of the budget. The main risks to the budget include:

- Spending in excess of the budget.
- Income falling short of the budget.
- Unforeseen elements e.g. changes to legislation or reductions in government grants.

8.2 Such risks require regular and careful monitoring and it is essential that the Council has sufficient reserves to call on if required (see Section 6 above), for example the Council has a General Fund balance sufficient to cover foreseen risks.

9. **Budget Timetable**

9.1 The current timetable for the setting of the 2016/17 budget and Council Tax levels is:-

When	Who	What
20 January	Cabinet	Consideration of draft budget proposals
28 January	FRAPSC	Scrutiny of the draft budget proposals
10 February	Cabinet	Final budget proposals to be recommended for approval by Full Council
24 February	Full Council	To approve the budget and set council tax levels

FRAPSC – Finance, Resources and Partnerships Scrutiny Committee

10. **Earlier Cabinet Resolutions**

Newcastle Capital Investment Programme (Cabinet 5 February 2014);
Funding the Council's Capital Investment Programme (Cabinet 15 October 2014).
Medium Term Financial Strategy 2016/17 to 2020/21 (Cabinet 11 November 2015);

11. **List of Appendices**

Appendix 1: Notable achievements in 2015/16
Appendix 2: Activities planned to achieve Council Plan outcomes in 2016/17
Appendix 3: Savings and Funding Strategies
Appendix 4: Capital Programme 2015/16 to 2016/17.

Notable Achievements in 2015/16

A Co-operative Council which delivers high-quality, community driven services

- a) The successful Shared Apprenticeship scheme continues to work with partners and seek government funding to increase the number of employment opportunities for young people. To date, there are twelve apprentices with a 100% retention rate last year and a further two to start in January 2016. The scheme enables the young people to gain valuable work experience and a meaningful qualification.
- b) Every service now has a Workforce Development Plan in place which ensures that we have the right people, in the right place and with the right skills.
- c) A number of Health and Wellbeing initiatives have been rolled out across the council to support people in the workplace and improve attendances.
- d) Work undertaken towards the reassessment for Investors in People (IIP) accreditation to Gold standard for the council in March 2016.
- e) New website designed, developed and launched by Communications and ICT with a focus on customer transactions. The new site focuses on increased transactional delivery, self-service, ease of access and relevant content to meet customer expectations.
- f) Grant funding gained from the Local Government Association to implement a Customer Self-Serve portal on the Council's website to provide access to Council Tax services online. The redesign has resulted in reduced processing time and, since September, used over 2000 times by either staff or the public.
- g) Improvements in the corporate telephony system include a revised menu structure based on customer demand, improvements to the voice recording system to provide increased security, and automated customer call backs.
- h) Delivery of a digital solution to Members, together with training, has resulted in over 30 Members now using Council iPads as part of their daily activities, and the removal of the Council's courier service.
- i) Improvements to the taxi licensing service to make applications and renewals for taxi-related licences available online, as well as service redesign to make it more responsive to customers and improve efficiency in the back office.
- j) Customer Services has maintained its Customer service Excellence (CSE) accreditation by demonstrating continuous improvement in all areas of the Standard. Mandatory training has been given to all staff on the principles of Customer Service Excellence. There is a programme of providing support for relevant front line services to achieve accreditation, with the Planning service achieving accreditation in October 2015 with partial compliance.
- k) The Council continues to demonstrate compliance with the Public Services Network (PSN) Code of Connection, the Payment Card Industry (PCI) and the National Land and Property Gazetteer (NLPG) Standards.
- l) Completion of EU INSPIRE Directive requirements for the publication of spatial data to enable the sharing of this data across all European organisations.
- m) Review and revision of the Complaints, Compliments and Comments Policy to ensure that it continues to reflect the needs of the council and customers.
- n) Effective management of a number of difficult cases under the Council's Case Management Policy.
- o) Multi-functional device contract completed with savings in excess of £100,000 achieved during the life of the contract and reductions in the Council's carbon footprint.
- p) First project of its kind in the country launched involving the Council and private sector partners to generate income from council assets for advertising/marketing purposes.

- q) Pilot project launched involving the Borough Council and Stoke-on-Trent City Council for print and associated services.
- r) SubLyme Creative Solutions Limited – a company 100 per cent owned by the Council – is formally established with the potential to generate income for communications related activities.
- s) The Council passes the 5,000 mark for followers of its official Twitter account.
- t) Officers have continued to identify potential savings from either the re-procurement of existing suppliers and/or services and new procurements either Capital or Revenue, for example the Council's Long Term Agreement (LTA) for Insurance (to be awarded February).
- u) Delivery of the procurement action plan that supports the Procurement Strategy.
- v) Identified opportunities for district procurement collaborations, for example the recent tyre replacement and repair contract with the City Council.
- w) Delivery of Newcastle Commissioning Prospectus Round 1 & 2 with a total of £429,416 awarded.
- x) The Community Centre Review identified the five community centres that are nearly out of lease as part of the action plan from the review.
- y) Work undertaken by Leisure & Cultural services for the Customer Service Excellence with accreditation likely in March and customer comments cards introduced at Jubilee2 to gain valuable feedback.

A Clean, Safe and Sustainable Borough

- a) The Operations Service gained the Gold Standard award in Britain in Bloom for 14th year running and also Green Flag Awards for 9 of its parks and green spaces.
- b) Public Toilets in the town achieved platinum, gold and silver standard awards.
- c) Local Environment Quality (LEQ) scores for litter, detritus, graffiti and flyposting continue to be good and are ahead of target at present.
- d) The council was a finalist in the APSE Performance Networks Best Performer in Street Cleansing Award 2015.
- e) Expanded the "Planting Pledge" and "Litter Pledge" initiatives where over 50 schools and businesses signed up to improve their local environment.
- f) New recycling service will do away with bags being used for collections, which will improve the local amenity, reduce litter, and improve quality of the materials, especially plastics collected for recycling, as the Council will be running its own Sorting and Bailing Facility.
- g) Bereavement Services gained the Gold standard in the ICCM Charter for the Bereaved for the 12th year running, and continue to progress with the Memorial Safety Inspections in the borough's cemeteries.
- h) Delivery of Local Police and Crime Plan 2014 – 2017 including priorities around domestic abuse, anti-social behaviour and alcohol harm reduction.
- i) Continued delivery of the Council's Anti-Social Behaviour (ASB) service including research and development of the new ASB tools following introduction of ASB, Crime and Policing Act 2014.
- j) Revise and refresh the Safeguarding Children and Adults at risk of abuse and neglect Policy 2015, including co-ordination and delivery of Safeguarding children training for staff and members.
- k) Purple Flag renewal for Newcastle Town Centre.
- l) Develop the Council's approach to Suicide Prevention including delivery of the Midway project.
- m) Contributing to the development of the North Staffs Youth Violence Strategy including preparation for a Home Office Local Assessment.
- n) Introduction to PREVENT (Counter Terrorism) and contribution to the County's PREVENT Board.

- o) Development of the Financial Inclusion agenda and contribution to the County's Families agenda.
- p) Locality Action Partnerships (LAP) development and capacity building.
- q) Review of the Grant Funding Process with recommendations for efficiencies and improvements.
- r) Delivery of an empowerment project for young women at risk of Child Sexual Exploitation (CSE).
- s) Establishment and co-ordination of the Newcastle Safer Neighbourhood Panel for the Office of the Police and Crime Commissioner.

A Borough of Opportunity

- a) Improved 138 homes with serious hazards to health, making them safe to occupy.
- b) Newcastle Town Centre Partnership has delivered a wide range of activities in line with their business plan; this has included the Jazz and Blues Festival, Lymelight Musical Festival, Global Groove, The Homecoming circus event which was supported by a successful Arts Council bid and a weekend of activities around the Christmas Lights switch on. Working in partnership, support has been given with parking free for major events, and after 3pm for the Christmas period.
- c) The Newcastle town centre businesses have also been successful in securing business support for a Business Improvement District which commenced on 1st October and will run for 5 years. The new company has recruited staff to deliver the objectives set out in the Business Plan.
- d) Kidsgrove Town Centre Partnership has worked hard to purchase new Christmas Lights and worked alongside the Town Council to support the launch at the Victorian market.
- e) Another successful Business Boost competition and awards event held at the Keele Sustainability Hub.
- f) Subway refurbishment has been completed in Friars Street utilising s106 funding from the new Aldi development and has been painted with local heritage schemes incorporating scenes of the local history.
- g) Provided financial assistance to 131 disabled residents to assist with adaptations to their home.
- h) Carried out pro-active inspections of 97 private sector shared housing (HMO's) to ensure good quality housing standards are achieved and maintained.
- i) Continued promotion of the Accredited Landlord Scheme to support good landlords and active enforcement to ensure landlords comply with minimum standards.
- j) Launched a loan scheme to enable low income owner occupiers to repair their homes to a decent standard.
- k) Made a commitment with partner agencies to develop Ryecroft for retail led scheme including student accommodation, to support the regeneration of the town centre. Committed to developing a new Civic Hub to provide good customer services with other statutory partners.
- l) Maintaining the vacancy rates in respect of the commercial portfolio at 6.2% despite difficult economic conditions thereby generating about £1.3m of revenue to support the Council's general fund.
- m) Disposing of a number of property assets to assist with funding the Council's capital programme including premises known formerly as "The Square" (in Newcastle town centre), former Jubilee Baths and premises at both Hassell Street and Brunswick Street, Newcastle which has realised approximately £3.75m.
- n) The business case for a new Public Sector Partnership Hub has been completed and Council approval granted to proceed with partners to proceed with implementation of the scheme.

- o) A development partner has been secured (legal documentation to be completed) to take forward the redevelopment of the Ryecroft site for a major new retail-led, mixed-use development and car park.
- p) Commenced implementation of a land/property disposal programme in accordance with the approved Asset Management Strategy with the aim of generating capital receipts to fund the Council's capital programme and to facilitate development needs of the borough.
- q) Achieved revenue savings in respect of business rates payable on a number of Council owned premises, including the former Jubilee Baths, Jubilee 2, the former Knutton Recreation Centre and Knutton Depot.
- r) Partnership funded Resonance Great War exhibition through Staffordshire Museums Consortium.
- s) A £12,500 grant obtained to upgrade the gallery space to allow loans from national museums.
- t) The museum has new branding and name - The Brampton Museum, and has undergone exterior redecoration, improved electrics and new boilers.
- u) Adoption of the Council's Playing Pitch Strategy in June 2015.

A Healthy and Active Community

- a) A total of 2813.5 volunteer hours were given from volunteer groups and individuals in the first six months of the year to care for the local green spaces and neighbourhoods through the delivery of the Community Engagement Framework.
- b) A second annual "Communities Day" was held in June and a total of twenty five groups participated in a range of community events.
- c) The Acre Allotments were successfully transferred into community management in partnership with Silverdale Parish Council.
- d) The council was a finalist in the Keep Britain Tidy Community Awards (results in February 2016).
- e) Local priority projects were delivered at Douglas Road, Newchapel Recreation Ground, Gloucester Road, Clough Hall Park and other sites.
- f) Delivered improvement schemes at Wolstanton Marsh and Cotswold Avenue children's playgrounds.
- g) The Community Food Garden project continues to be delivered at Queen Elizabeth Park, Chesterton Park and Clough Hall Park.
- h) Commissioned review of Green Space Strategy.
- i) Improvement and community art projects delivered at Lyme Brook, Brampton Park and Nelson Place.
- j) Programme of collections rationalisation in line with ongoing work towards the museum accreditation.
- k) Continued to support the Friends of the museum.
- l) Work undertaken with the New Vic Borderlines to deliver the Artefactual project at the museum.
- m) Delivery of the Police and Crime Commissioner's SPACE programme in the Borough.
- n) Awarded funding from the Newcastle Partnership Commissioning Prospectus to deliver Active2 & This Girl Can projects in the borough to improve health and activity.
- o) Continuation of the GP referral programme following withdrawal of funding from Public Health.
- p) Improved signage to the Brampton Museum for visitors.
- q) Submitted a Stage 1 Heritage Lottery Funding bid for Museum redevelopment and also a Stage 1 HLF submission in partnership with the universities and other local partners to deliver a Philip Astley project.
- r) Contribution to the further development of Health and Wellbeing work.

Activities planned to achieve Council Plan outcomes in 2016/17

A Co-operative Council which delivers high-quality, community driven services

- a) Continue to develop the Community Engagement and Participation Framework to encourage volunteer groups to care for their green spaces and neighbourhoods.
- b) Review potential for community management of local facilities and continue to work with partners to deliver locally important projects.
- c) Continue to organise and run community events including Communities Day, the Community Forum and Clean for the Queen.
- d) Reviews and implementation of new strategies and policies over a wide range of services.
- e) Implementation of a new cloud based e-payments system will begin in the New Year, working in partnership with four other Staffordshire local authorities.
- f) Increase in the ICT Service Desk hours of availability to address the needs of staff.
- g) Investigating a Hybrid Mail solution, with a proof of concept pilot taking place January to March 2016.
- h) Support the delivery of ICT and integrated customer services solutions for the planned Public Sector Hub. This includes the development of the data centre at Kidsgrove Customer Service Centre, Electronic Document & Records Management and Agile working facilities.
- i) Telephony improvements – investigate the potential for Web Chat.
- j) Increase customer self - serve as part of a Staffordshire wide approach to joined up service delivery.
- k) Implement a new Markets Management system to enable electronic payments, increase security and remove the requirement for paperwork.
- l) Continue to embed Social Value and the use of the e-learning portal in future procurements.
- m) Quarterly reporting of contract spend and opportunities linked to the LA Transparency Code 2014 which supports ongoing spend analysis.
- n) Planning and delivery of the Modern Workforce Agenda to reduce costs and efficiencies.
- o) Developing new Recycling collection service to become operational July 2016, with weekly recycling and food waste. Residents to be provided with food waste liners to further enhance the service.
- p) Support the Waste & Recycling service to TUPE transfer waste recycling contract staff in-house.
- q) Review current service contract implications of the move to a new Civic Hub 2016 to 2018.
- r) Identify training and information needs as a result of the Procurement Regulations 2015.
- s) Review, refine and continue to develop and deliver the Newcastle Partnership Commissioning Prospectus.
- t) Development and Delivery of an Electronic Document Record Management Solution.

A Clean, Safe and Sustainable Borough

- a) Continue to expand the Pledge initiatives with schools and businesses.
- b) Seek to retain Green Flag Awards and achieve Gold Standard in Britain in Bloom and aim to maintain high standards for Local Environment Scores.
- c) Review consultation results on priorities for Streetscene Service.
- d) Seek to retain Gold Standard in ICCM Charter for the Bereaved.

- e) Moving forward with developing the revised Recycling and Waste Service, to be more efficient, looking at increasing participation in separate food waste collections, and focusing on reducing quantities of non-recyclable (residual) waste.
- f) Further development of the PREVENT (Counter terrorism) agenda e.g. WRAP awareness training.
- g) Delivery of Child Sexual Exploitation (CSE) prevention and awareness training.
- h) Further development of the Commissioning Prospectus to deliver the priorities of the Newcastle Partnership subject to available funding.
- i) Continued delivery of the Local Police and Crime Plan including priorities around domestic abuse, anti-social behaviour and alcohol harm reduction.
- j) Preparation for the refresh of the local police and crime plan for 2017 and beyond.
- k) Co-ordination and delivery of Safeguarding Adults at Risk of Abuse and Neglect training for everyone.

A Borough of Opportunity

- a) Continue to work with the Stoke and Staffordshire Local Enterprise Partnership (LEP) to secure European funding for the borough.
- b) To continue the partnership working to deliver the new Civic Hub and Ryecroft development.
- c) Continued support for the Newcastle Business Improvement District and Kidsgrove Town Centre Partnership.
- d) Work with partner agencies to ensure that the needs of vulnerable disabled residents continue to be recognised with the Better Care Fund, to ensure that adaptations can be delivered effectively.
- e) Continue to seek the improvement of private sector homes removing hazards to health as necessary and appropriate.
- f) Proactive housing inspection projects to tackle the poorest conditions.
- g) To work with the County Council and partners in construction of the Public Sector Partnership Hub on the site of the Former St. Giles and St Georges School to enable occupation by the end of April 2017.
- h) To work with the Council's development partner and the County Council to facilitate commencement of the redevelopment of the Ryecroft site.
- i) To continue with implementation of a Land Disposals programme in accordance with the forthcoming refresh of the Asset Management Strategy.
- j) To continue working with the tenants in our commercial properties to optimise occupation of our stock and maximise revenue income from rental payments.
- k) Masterplanning and options appraisal for Newcastle Western Extension.
- l) Development of the museum website to enhance the marketing aspect and the visitor experience.
- m) Development of the virtual access to collections in the museum galleries and new education space.

A Healthy and Active Community

- a) To launch a culture and dance programme and introduction of a weight referral programme at Jubilee 2.
- b) Development of a feasibility study in partnership with the county for a replacement sports centre at Kidsgrove.
- c) Development of an Active in Age programme in partnership with the Beth Johnson Foundation, Aspire Housing and AgeUK in the borough.
- d) Stage 1 HLF bid for Museum redevelopment to develop a new gallery, with research and meeting space areas.
- e) Develop a project for Queens Gardens to complement Public Sector Hub.
- f) Deliver an externally funded improvement scheme at Thistleberry Parkway.

- g) Complete the review of the Green Space Strategy.
- h) Development of a community art project on Ring Road.
- i) Deliver an externally funded improvement scheme at the Wammy.

Appendix 3 - 2016/17 Savings and Funding Strategies Being Considered (will require robustness checks and final review)

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Ref	Service Area	Description	£000's	% of Budget Line(s)	Detail
Procurement					
P1	Business Improvement and Partnerships	Third Sector Commissioning	13	6.0%	Reduction in budgetary requirement from collaboration with Staffordshire County Council and Locality Commissioning
P2	Finance	Payment Card Contract	7	20.0%	Procurement savings from tendering exercise for a new payment card contract as approved by Cabinet on 11 November 2015
P3	Housing and Regeneration	Housing Advice Contract	31	9.3%	Saving per awarded contract value for 2016/17
P4	Business Improvement and Partnerships	Insurance Premium Renewal	150	29.5%	Overall saving and acceptance of increased excesses
			201		
Income					
I1	Recycling and Fleet	Waste and Recycling Review	316	9.6%	Bringing in house of external contracts, full review and rationalisation of service (further savings of £184k to be achieved in 2017/18)
I2	Revenues and Benefits	Summons Costs	30	4.5%	Additional income from summons costs
I3	Communications	Advertising Income	5	12.5%	Additional income from advertising income project (i.e. billboards and car parks)
			351		
Staffing Related Efficiencies					
S1	Assets	Restructure of Service/Handy Person Post	30	8.2%	Savings from finalisation of restructure of the Assets Service including the establishment of an in house handy person post (savings in contractor payments)
S2	Finance	Car Leasing Scheme	3	0.8%	Car leases not renewed following expiry
S3	Leisure and Cultural	Sports and Active Lifestyles Review	45	4.6%	Total savings of £95,000 over 2015/16 and 2016/17 from review of staffing of the service
S4	Operational Services	Temporary Contract	4	3.2%	Temporary contract of Landscape Technical Assistant not renewed (2 months saving, 10 months saving in 2015/16)
S5	Operational Services	Public Conveniences	10	50.0%	Redeployment of Public Conveniences Attendant following reduction in facilities provided
S6	Operational Services	Park Attendant Service	68	33.5%	Total savings of £138,000 over 2015/16 and 2016/17 from review of service and staffing of the service

Classification: NULBC **PROTECT** Organisational

S7	Operational Services	Business Manager Review	50	17.2%	Business Manager review in Operational Services
S8	Revenues and Benefits	Modernisation of the Revenues and Benefits Service	100	7.0%	Implementation of Citizens Access resulting in additional staffing capacity. Staffing capacity reduced by flexible retirements and removal of vacant post
S9	Central Services	Restructure of Democratic Services	6	5.3%	Savings from the minor restructure of Democratic Services
S10	Human Resources	Human Resources staffing	5	2.1%	Changes in hours of existing posts
			321		

Good Housekeeping/General Other Savings/Changes in Base Budgets

G1	Communications	Jazz and Blues Festival	3	100.0%	Removal of contribution to the Town Centre Partnership re. Jazz and Blues Festival
G2	Customer and ICT Services	Review of the Customer Service Centres	20	4.6%	Review of the Guildhall and Kidsgrove Customer Service Centres, savings include income from the provision of additional services (e.g. First Bus)
G3	Customer and ICT Services	Reduction in Computer Software Costs	3	1.7%	Reduction in budgetary requirement for computer software costs
G4	Finance	External Audit Fees	18	22.2%	Reduction in the fees charged to the Council by Grant Thornton
G5	Finance	Business Rates on Council Owned Properties	13	46.4%	Reduction in business rates for which the Council is liable (Knutton Recreation Centre)
G6	Housing and Regeneration	Destination Staffordshire	2	20.0%	Reduction in contribution required to the Destination Staffordshire partnership (tourist board for Staffordshire)
G7	Housing and Regeneration	Town Centre Partnership Contribution	23	100.0%	Final phased removal of contribution to the Town Centre Partnership (£7,500 in 2015/16 and £22,500 in 2016/17)
G8	Leisure and Cultural	Community Centres	14	13.3%	Reduction in grant given by the Council and reduction in repairs and maintenance following grant of full leases to Community Centre committees, agreed as part of the 2015/16 budget setting process
G9	Leisure and Cultural	New Victoria Theatre Grant	10	11.4%	Phased reduction of grant given over a 5 year period agreed as part of the 2015/16 budget setting process
G10	Housing and Regeneration	Business Improvement District Levy	5	20.0%	Actual levy chargeable to the Council is less than provisionally allowed for
G11	Environmental Health	Environmental Health Software Support	2	11.1%	Reduction in the level of support required from Stafford Borough Council re. the administration of Environmental Health software
			113		

Alternative Sources of Finance/Other

A1	Corporate	Invest to Save Savings	4	10.3%	Savings following financing of invest to save schemes (e.g. Civic Offices water heater)
A2	Corporate	Superannuation Lump Sum	58	5.3%	Discount for payment to the Pensions Actuary in advance of superannuation lump sums
A3	Corporate	Council Tax Base	145	2.3%	Increase in Council Tax Base (increase in residential properties from 35,242 to 36,078 at £176.93 per property per tax base calculation)
A4	Corporate	New Homes Bonus contribution	517	28.5%	Further additional funding to be received in 2015/16 (£347k) and transfer of part of capital funding to revenue (£170k)
A5	Corporate	Council Tax Increase	124	1.99%	Assumed increase of 1.99%. An increase of 2% or above will require the Council to undertake a referendum
			848		
Grand Total			1,834		

NEWCASTLE-U-LYME BOROUGH COUNCIL CAPITAL PROGRAMME 2015/16 TO 2016/17

PROJECTS WITHIN CAPITAL PROGRAMME THEMES	2015/16 Est Exp	2016/17 Est Exp	Total Exp	External Contribn	Council Financing
	£	£	£	£	£
IMPROVING HOUSING IN THE BOROUGH					
Disabled Facilities Grants	726,500	1,044,000	1,770,500	1,548,000	222,500
Energy Efficiency Grants	20,000	90,000	110,000	30,000	80,000
PSH/Emergency HHSRS Grants Vul H	30,000	135,000	165,000	0	165,000
Empty Homes	30,000	30,000	60,000	35,000	25,000
Loans to Vulnerable Households	25,000	100,000	125,000	75,000	50,000
Landlord Accreditation	40,000	40,000	80,000	40,000	40,000
Choice Based Lettings	5,600	20,000	25,600	0	25,600
IMPROVING HOUSING IN THE BOROUGH SUB TOTAL	877,100	1,459,000	2,336,100	1,728,000	608,100
INVESTING IN COMMUNITY FACILITIES					
Footpath Repairs	17,500	50,000	67,500	0	67,500
Play Area Refurbishment	49,600	75,000	124,600	0	124,600
Railing/Structures Repairs	12,100	25,000	37,100	0	37,100
The Wammy Neighbourhood Park	0	200,000	200,000	0	200,000
Thistleberry Parkway	0	83,000	83,000	83,000	0
Westlands Sports Ground	0	50,000	50,000	0	50,000
Traveller Encroachment	12,600	15,000	27,600	0	27,600
Cemetery Memorial Survey Works	5,400	10,000	15,400	0	15,400
Tree Work	0	20,000	20,000	0	20,000
Cremated Remains Garden - Phase 8	0	15,000	15,000	0	15,000
Crematorium - Monthly Gardens	0	5,000	5,000	0	5,000
Street Furniture Replacement	0	10,000	10,000	0	10,000
Community Green Space Projects - Match Funding	0	25,000	25,000	0	25,000
Ski Slope - Car park & path replacements	0	15,000	15,000	0	15,000
Birchenwood Sports Complex - pavilion - shower replacement and tiling	19,000	10,000	29,000	0	29,000
Roe Lane Pavilion - shower replacement	14,000	0	14,000	0	14,000
Wolstanton Marsh Pavilion	0	7,000	7,000	0	7,000
Jubilee 2 - part redecoration	0	20,000	20,000	0	20,000
Wolstanton Marsh Improvements	3,000	0	3,000	0	3,000
Silverdale Community Facilities	7,500	0	7,500	0	7,500
Clayton Sports Centre Works	217,000	0	217,000	217,000	0
Pooldam Marshes Nature Reserve	0	47,000	47,000	47,000	0
S106 Works Lowlands Road	162,600	15,000	177,600	177,600	0
INVESTING IN COMMUNITY FACILITIES SUB TOTAL	520,300	697,000	1,217,300	524,600	692,700

Classification: NULBC **PROTECT** Organisational

PROJECTS WITHIN CAPITAL PROGRAMME THEMES	2015/16 Est Exp	2016/17 Est Exp	Total Exp	External Contribn	Council Financing
	£	£	£	£	£
COMMUNITY CENTRES					
Clayton CC - Stock Condition Work	15,000	0	15,000	0	15,000
Knutton CC - Roof and Windows	0	60,950	60,950	0	60,950
Knutton CC - Stock Condition Work	0	30,000	30,000	0	30,000
Red Street CC - Stock Condition Work	0	5,000	5,000	0	5,000
Silverdale CC	0	20,000	20,000	0	20,000
COMMUNITY CENTRES SUB TOTAL	15,000	115,950	130,950	0	130,950
SAFEGUARDING THE BOROUGH'S HERITAGE					
Museum - Boiler replacement, electrical refurb & window replacements	45,000	0	45,000	0	45,000
Newcastle Cemetery - Path & Ground Works	0	15,000	15,000	0	15,000
Public Railings - painting	10,000	90,000	100,000	0	100,000
SAFEGUARDING THE BOROUGH'S HERITAGE SUB TOTAL	55,000	105,000	160,000	0	160,000
INVESTING FOR THE FUTURE					
Newcastle Town Centre Public Works	5,500	0	5,500	0	5,500
Strategic Investment Framework	2,800	10,000	12,800	0	12,800
Ryecroft Development	50,000	40,000	90,000	0	90,000
Subway Improvement Programme	91,000	0	91,000	91,000	0
Civic Offices/Public Buildings Stock Condition Works	104,700	0	104,700	0	104,700
Merial Street/ St. Georges Chambers	0	40,000	40,000		40,000
King St. Car park - Newcastle	50,000	0	50,000	0	50,000
Surface Car Parks Audley	0	30,000	30,000	0	30,000
Other car parks	20,000	80,000	100,000	0	100,000
Midway Car Park Safety Works	60,000	0	60,000	45,000	15,000
Water courses - Kidsgrove	0	25,000	25,000	0	25,000
Water courses - Others	0	60,000	60,000	0	60,000
Knutton Depot - garage repairs/resurfacing of yard	0	70,000	70,000	0	70,000
Commercial Portfolio Stock Condition Works	66,000	113,150	179,150	0	179,150
Engineering Structures - Provisional Sum	80,000	120,000	200,000	0	200,000
Carbon Management Plan	0	30,000	30,000	15,000	15,000
Knutton Recreation Centre – demolition costs and provision of temporary changing facilities	0	40,000	40,000	0	40,000
Site Disposal Tranche 2 Fees	200,000	242,800	442,800	200,000	242,800
New Waste Service Fleet	0	1,540,000	1,540,000	0	1,540,000
New Waste Service Sorting Equipment	275,000	0	275,000	0	275,000

PROJECTS WITHIN CAPITAL INVESTMENT PROGRAMME THEMES	2015/16 Est Exp	2016/17 Est Exp	Total Exp	External Contribn	Council Financing
New Waste Service - Recycling Boxes	0	495,000	495,000	0	495,000
New Waste Service Weighbridge and Bulking Shed Works	185,000	0	185,000	0	185,000
New Waste Service - acoustic works	0	100,000	100,000	0	100,000
ICT Projects	144,600	230,000	374,600	0	374,600
PC Replacements	7,100	5,000	12,100	0	12,100
Customer Relationship Management	21,500	15,000	36,500	0	36,500
Civic Hub	0	6,100,000	6,100,000	0	6,100,000
INVESTING FOR THE FUTURE SUB TOTAL	1,363,200	9,385,950	10,749,150	351,000	10,398,150
VEHICLES AND PLANT					
Vehicles	800,000	2,386,000	3,186,000	285,000	2,901,000
Waste Bins	100,000	100,000	200,000	0	200,000
VEHICLES AND PLANT SUB TOTAL	900,000	2,486,000	3,386,000	285,000	3,101,000
GRAND TOTAL	3,730,600	14,248,900	17,979,500	2,888,600	15,090,900

Sources of Funding	2015/15 Est Exp	2016/17 Est Exp	Total Exp
	£	£	£
Other Revenue Funds	173,200	250,000	423,200
Capital Receipts (Civic Hub)	0	5,400,000	5,400,000
Right to Buy Receipts (Civic Hub)	0	700,000	700,000
Capital Receipts (remainder of projects)	1,842,800	6,724,900	8,567,700
External Grants/Contributions	1,714,600	1,174,000	2,888,600
Capital Programme	3,730,600	14,248,900	17,979,500

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1. **REPORT TITLE** **Hackney Carriage Tariff**
- Submitted by:** **(Democratic Services Manager)**
- Portfolio:** **(Safer Communities)**
- Ward(s) affected:** **(All)**

Purpose of the Report

To inform Cabinet of a request from the Chairman of the Hackney Carriage Association to change the commencement time of tariff 2 and to request that Cabinet make a decision on whether to implement the requested change.

Recommendations

That Cabinet consider the request from the Chair of the Hackney Carriage Association.

Reasons

The setting of the tariff is a function of the Cabinet.

1. **Background**

The tariffs (or fares) that are charged by Hackney Carriages can only be increased or altered with the approval of the Cabinet. The Chairman of the Hackney Carriage Association has submitted a formal request (attached) that the time at which tariff 2 commences, which is currently midnight, be changed to commence at 22.00 hrs.

The current tariffs are as follows:

Tariff 1		Tariff 2	
If the distance does not exceed 780 yards	£2.20	For hirings begun after midnight but before 06.00am	£3.00
For each subsequent 140 yards or part thereof	10p	For each subsequent 160 yards or part thereof	15p

The proposed tariffs are:

Tariff 1		Tariff 2	
If the distance does not exceed 780 yards	£2.20	For hirings begun after 22.00 but before 06.00am	£3.00
For each subsequent 140 yards or part thereof	10p	For each subsequent 160 yards or part thereof	15p

2. Issues

- i. The requested change to the tariff was considered by the Public Protection Committee on 3rd November 2015. The Public Protection Committee was not in agreement with the requested amendments to the tariff for the following reasons:
 - a) Concerns that the increase in tariff would discourage people from coming into the Town Centre and that there could be a detrimental impact to the night time economy of the Town Centre.
 - b) That the increase could deter people from using the hackney carriages.
 - c) That people visiting the cinema or the New Vic Theatre where performances were finishing after 22.00 would be adversely affected.
 - d) That there could be a detrimental impact on students at Keele who use hackney carriages.

In favour of the proposals there was also a comment that the increase could lead to people leaving home earlier and therefore spending more time in the Town Centre.

The Committee voted to reject the requested increase.

- ii. Following the meeting of the Public Protection Committee the Chair of the Hackney Carriage Association has put forward the following points in favour of the proposed increase.
- iii. **Reasons for the requested increase as put forward by the Chair of the Hackney Carriage Association**
 - a. Should there not be an increase in tariff 2 the trade would look to increase the basic tariff 1 rate which they consider would have more of a detrimental impact on the town centre, specifically their more elderly customers.
 - b. There has been no increase in the basic tariff for approximately 7 years.
 - c. There has been a large increase in the number of hackney carriage vehicles from around 60 to 220 since the Council deregulated the number in August 2012.
 - d. Clubs are now only opening until 2am when they used to remain open until 3am.
 - e. The cost of maintaining the hackney carriages has increase since the Council agreed to extend the permitted age limit of the vehicles only if they can be proven to be in exceptional condition.
 - f. The move of the taxi rank from Hassel Street to the lower end of the High Street has had a detrimental impact on trade.
- iv. The Chair of the Hackney Carriage Association has requested that he be permitted to address the Committee in order to answer any questions that Members may have.
- v. Should the Cabinet agree to the proposed increase, a notice must be published in a local newspaper, stating the proposed fares or the variation to the fares.
- vi. This notice must specify a date, not less than 14 days from the date on which the notice is first published. That date has two functions:

- (a) it is the date by which any objections must be lodged; and
 - (b) it is the date on which the revised fares will come into effect if either -
 - (i) no objections are received; or
 - (ii) any objections received have been withdrawn before that specified date.
- vii. The notice must also state where objections should be addressed and how they can be made.
- viii. A copy of the notice must be available to the council offices for inspection, free of charge, 'at all reasonable hours' (LG(MP)A 1976, S65(1)(b)).
- ix. Once the objection period (usually 14 days) has expired, if there have been no objections received or those received have subsequently been withdrawn, then the new fares take effect, either at the end of the objection period or when the last objection is withdrawn (LG(MP)A 1976 s65(3)).

However, if objections are made and are not withdrawn, then the Cabinet must consider the objections.

In the light of those objections (although it must consider them, cabinet does not have to vary the proposed fare as a result of them), a second date must be set, which cannot be more than two months after the first date specified, when the new fares come into force.

3. **Options Considered**

- a) That the proposed increase in the hackney carriage tariff from 22.00 be implemented.
- b) That the proposed increase in the hackney carriage tariff from 22.00 be rejected.

4. **Proposal**

That Cabinet consider the above options.

6. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- *creating a cleaner, safer and sustainable Borough*
- *creating a Borough of opportunity*

7. **Legal and Statutory Implications**

The Local Government (Miscellaneous Provisions) Act 1976 allows the Council to set the maximum costs and fares that drivers may charge the public for journeys taken in a taxi. In this context "the Council" means the Executive by virtue of The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended).

8. **Financial and Resource Implications**

The possible detrimental effect on the night time economy of the Town Centre as considered by the Public Protection Committee.

9. **Major Risks**

The possible detrimental effect on the night time economy of the Town Centre as considered by the Public Protection Committee.

Possible safety issues if people choose not to use hackney carriages.

10. **Key Decision Information**

This is a key decision as it will impact on more than 2 wards in the Borough.

11. **Earlier Cabinet/Committee Resolutions**

Recommendation from the Public Protection Committee on 3rd November 2015.

12. **List of Appendices**

- A. Letter from the Chair of the Hackney Carriage Associations.
- B. Current table of tariffs.
- C. Tariff Sheet for Stoke on Trent City Council

NEWCASTLE AND KIDSGROVE TAXI ASSOCIATION

20/8/15

TO NEWCASTLE BOROUGH COUNCIL
LICENSING DEPT.

WE WOULD LIKE TO ASK THE COUNCIL
IF THEY WOULD PLEASE CONSIDER THE
CHANGE IN TARIFF TO COMMENCE AT
10PM TO 6AM.

THIS WOULD THEN FALL IN LINE WITH
OTHER LICENSING AUTHORITIES

YOURS SINCERLY

CHAIRMAN HACKNEY ASSOCIATION

FROM MR. T MAHMOOD
104 NORTH ROAD
COBRIDGE
STOKC - ON TRENT
S7 6 20 B.

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BOROUGH OF NEWCASTLE-UNDER-LYME
TABLE OF FARES FOR HACKNEY CARRIAGES

Made under Section 65 of the Local Government (Miscellaneous Provisions) Act 1976, by the Borough Council of Newcastle-under-Lyme with respect to hackney carriages in the Borough of Newcastle-under-Lyme.

The proprietor or driver of a hackney carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the following Table, the rate or fare being calculated by distance unless the hirer expresses at the commencement of the hiring his desire to engage by time.

Provided always that where a hackney carriage furnished with a taxi meter shall be hired by distance the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taxi meter save for any extra charge authorised by the following Table which it may not be possible to record on the face of the taxi meter.

FARES FOR DISTANCE

1.	<u>Mileage</u>	
	If the distance does not exceed 780 yards	220p
	For each subsequent 140 yards or part thereof	10p
2.	<u>Waiting Time</u>	
	For each complete period of 1 minute	20p
3.	<u>Extra Charges</u>	
(a)	For hirings begun after midnight but before 6.00am.	£3.00
	For each subsequent 160 yards or part thereof	15p
(b)	For hirings on Public and Bank holidays	£3.00
	For each subsequent 160 yards or part thereof	15p
(c)	Christmas and New Year: From 8.00pm on 24 December to 6.00am on 26 December and from 8.00pm on 31 December to 6.00am on 1 January	100% of the standard rate of fare

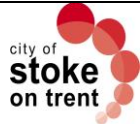
Only ONE of the charges listed at 3 above is payable in respect of one hiring.

For a Vehicle Carrying 5 Persons or More

MILEAGE

If the distance does not exceed 780 yards	2.50p
For each subsequent 140 yards or part thereof	15p
After Midnight and Bank Holidays 800 yards	3.20p
For each subsequent 160 yards or part thereof	20p
Christmas Eve, Christmas Day and New Years Eve 800 yards	4.40p
For each subsequent 176 yards or part thereof	25p
(Soiling charge (applicable to all hirings))	£30.00

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TAXI FARE CARD

EXCLUSIVE OF V.A.T.

STANDARD CHARGES

Rate 1

Up to 1316.73 metres (1440 Yards) **£3.00**

For every 146.3 metres (160 Yards)
over 1316.73 metres (1440 Yards)
or part thereof **15p**

Rate 2

(a) For hirings between
10.00 pm and 6.00 am

(b) For hirings on Sundays
and Bank Holidays (at any
time)

(c) At any time when five or more
passengers are carried in a
vehicle licensed to carry such
numbers

Up to 1316.73 metres (1440 Yards) **£4.00**

For every 146.3 metres (160 Yards)
over 1316.73 metres (1440 Yards)
or part thereof **20p**

EXTRA CHARGES

Waiting Times:

For every 40 seconds **10p**
or uncompleted part thereof

Fouling Charge:

Surcharge for fouling of the vehicle **£35.00**

No other Rates may be entered into the taximeter

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE CABINET

Date: 20th January 2016

1. **REPORT TITLE** Progress on implementing actions from the Community Centre Review

Submitted by: Dave Adams - Executive Director (Operational Services)

Portfolio: Leisure, Culture and Localism

Ward(s) affected: All

Purpose of the Report

To update members on progress in implementing the actions from the Community Centre Review.

Recommendations

Cabinet are recommended to:

- a) **Note the progress made in implementing the Community Centre Review actions and recognise that there is still further work to be done.**
- b) **Approve the continuation of the Cabinet Panel to provide ongoing oversight of the implementation of the Community Centres Review Action Plan.**

Reasons

To ensure the Council's Community Centres assist in meeting the needs of local communities and that their work incorporates the recommendations of the review and subsequent proposals made by the Cabinet Panel.

1. **Background**

- 1.1 The Community Centre Review concluded in December 2014 and was reported to Cabinet for approval of the action plan and a Cabinet Panel was established to oversee the implementation of actions in relation to the review of the Council's 15 community centres.
- 1.2 Many of the associated management committees were established in 1999 from representatives of the various user groups from the centres and often involved local members on the committee. Over time, some flourished, whilst others dwindled and were left to one or two

individuals to manage and two committees folded, returning the responsibility (and the keys) to the Council. It was this that prompted the review along with recognition of the need to redefine the role of local members in supporting management committees.

- 1.3 To establish a new framework to take matters forward the Council undertook the following 7 steps:
 - a) Invited all those involved in the running of our community centres to a series of meetings to get an understanding of the challenges they faced, the support they needed, their future aspirations and opportunities to improve their governance and business.
 - b) With the support of VAST who offer support and advice to Staffordshire's Voluntary and Community Sector, these meetings developed into a useful network for the voluntary management committees and they have become a lot more self-reliant as a result.
 - c) Public consultation events were held at each centre to gather the views of users and a public survey was circulated in the communities. The results were presented to the network to inform improvements at each centre.
 - d) Improvement plans were also informed by a condition survey and valuation of the asset.
 - e) New committee members were recruited where needed and a management hand book produced for each centre. Each management committee was trained in the use of the hand book.
 - f) The results of the review were reported to Cabinet and a Cabinet Panel established to roll out an action plan that would improve the governance arrangements and financial management of the centres. A key aim is to develop the capacity for many of the community centres to be managed under a full repairing lease.
 - g) The Cabinet Panel and officers are working with each community centre on an individual basis as the strengths and weaknesses of each centre are very different.

2 **Issues**

- 2.1 The following is a summary of the situation in relation to each community centre:

Audley Community Centre, Audley

- 2.2 The management committee have sufficient reserves to take on a long term full repairing lease, subject to detailed negotiations. This may result in a capital sum being paid to the Council based on a formal valuation of the premises to be undertaken by the District Valuer.

Bradwell Lodge, Bradwell

- 2.3 The current 3 year lease with the management committee Community Interest Company (C.I.C) expires in December 2015. The company have sufficient funds to take on a long term internal repairing lease, subject to detailed negotiations. Given the fact that Bradwell Lodge is a

Grade II Listed Building the C.I.C feel unable to give consideration to a full repairing lease.

Butt Lane Community Centre, Butt Lane

- 2.4 Following the establishment of a new management committee in 2011 and subsequent changes, Butt Lane is operating successfully as a community centre. The building is in good condition overall. Therefore discussions regarding moving to a lease will be picked up as capacity permits, following further progress with some of the other community centres.

Clayton Community Centre, Clayton

- 2.5 Officers are currently exploring a joint lease arrangement with the football club that is licensed to use the adjacent football pitches.

Harriet Higgins Community Centre, Poolfields

- 2.6 This centre has been leased to St Georges Scout Group for a period of 30 years from 1 September 2015. The new committee have been successful in winning Signal Radio Community SOS and have gained support from local businesses to refurbish the centre. The work includes new toilets, new kitchen, resealing of the main hall floor and redecoration throughout.

Marsh Hall Community Centre, Wolstanton

- 2.7 The building is in good condition overall. It is well used as a playgroup, but this can be a limiting factor on bookings at other times. Some further improvements have been made with the introduction of the new constitution and management hand book and therefore discussions regarding moving to a lease will be picked up as capacity permits, following further progress with some of the other community centres.

Ramsey Road Community Centre, Cross Heath

- 2.8 Heads of Terms have been issued to the St John's Ambulance for a 25 year full repairing lease on the basis of an annual rental fee.

Red Street Community Centre, Chesterton

- 2.9 The facility was comprehensively refurbished by the Council in 2014. Heads of Terms for a full repairing lease have been issued to the management committee who are working jointly with the football club (who use the adjoining pitches).

Silverdale Community Centre, Silverdale

- 2.10 The building requires alterations due to structural issues with part of the facility, along with boiler replacement, electrical refurbishment and new windows. Consequently, currently there is no desire by the management committee to enter into a lease at this time.

Silverdale Social Centre, Silverdale

- 2.11 The facility is home to Silverdale Boxing Club and Bradwell Table Tennis Club. The boxing club is willing to consider taking on a long

term lease subject to clarification of the long term capital liabilities for the building.

Holly Road Community Centre, Crackley

- 2.12 In spite of repeated attempts over many years it has not been possible to form a sustainable management committee at the centre. This has resulted in very few bookings and limited use. The responsibility has, for some time, fallen to one person who has now reached the stage whereby they are unable to continue in that role. It is anticipated that the keys will be returned to the Council by mid-January 2016. At this point in time the building's use as a community centre will cease and as there is no known operational need for the building it would be appropriate to consider alternative uses for the site as part of the Council's Asset Management Strategy.

Knutton Community Centre, Knutton

- 2.13 Major re-roofing and replacement windows are required, so there is no desire on the part of the management committee to enter into a lease arrangement at this time. Also as part of the centre is sublet for childcare an instruction has been issued for the District Valuer to reassess the rateable value of the centre.

Chesterton Community Centre, Chesterton

- 2.14 A considerable amount of capital works are required to address the building condition to ensure that it remains fit for purpose. It has become evident that a commercial nursery operates from the first floor and as a result a request was made earlier this year to re-evaluate the National Non Domestic Rates, around which further discussions are needed prior to commencing discussions next year around lease arrangements.

Wye Road Community Centre, Seabridge

- 2.15 There is an amount of capital works required so presently there is no desire on the part of the management committee to have further discussions in relation to a lease at this time.

Whitfield Community Centre, Thistleberry

- 2.16 The building is in good condition overall. Some further improvements have been made with the introduction of the new constitution and management hand book and therefore discussions regarding moving to a lease will be picked up as capacity permits, following further progress with some of the other community centres.

Next Steps

- 2.17 Actions so far have concentrated on either those centres where the management committees are willing to take on a lease or those that have needed the most input from officers and Members. This has left a small group in the middle that are financially stable and with centres that are in buildings which are in reasonably good condition and which have had a relatively light touch approach to date. As the Cabinet

Panel's work continues, Members and officers will be in a position to work with the management committees of these centres to apply best practice from the lessons learned so far.

3. Proposal

- 3.1 That the progress made with implementation of the Community Centres Action Plan is noted and that consideration is given to the continuation of the Cabinet Panel to continue to oversee implementation of the Action Plan.

4. Reasons for Preferred Solution

- 4.1 Producing the hand book was something that our volunteers asked for. It has proved really useful for us to specify what the Council and key stakeholders wanted from our community centres and as a management tool for them. It can also enable officers to monitor their compliance.
- 4.2 The role of the Cabinet Panel and local Members in the process has been critical in engaging, supporting and developing management committee volunteers. Prior to the review, some felt they had become burdened with the responsibility for their local community centre without proper recognition. Through the implementation of the review, it has been possible to improve and enhance the help available so that our volunteers feel more supported and valued. Some have now gone on to develop their own vision and achieve their aspirations through the project.

5. Financial and Resource Implications

- 5.1 The Council's Medium Term Financial Strategy (MTFS) requires efficiency savings of approximately £4.8m through to 2020. Savings targets for Community Centres are set at £70,000 over this period, to be delivered at approximately £14,000pa from 2015/16.
- 5.2 In 2015/16 this has been achieved by payment of business rates, electricity, water and trade waste collection by all occupied Community Centres and a reduction in grant given by the Council.
- 5.3 In future years this will be achieved by a further reduction in grant given by the Council and reduction in repairs and maintenance following grant of full leases to Community Centre committees.

6. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities

- 6.1 The provision of accessible community facilities contributes to the delivery of the Council's Strategic Priorities as set out in the Corporate Plan. There will be a positive impact on those relating to health

improvement, quality of life, and support for disadvantaged communities, community safety and potentially broader regeneration objectives for the Borough.

7. Legal and Statutory Implications

7.1 The Council has powers, under the Local Government Act 2000, to improve the social, economic and environmental well-being of the Borough's residents.

8. Equality Impact Assessment (EIA)

8.1 The implementation of the recommendations and action plan is in accordance with the Council's equal opportunities policy and procedures to enhance community cohesion.

9. Major Risks

9.1 A risk log is maintained and reviewed for the community centre review.

10. Key Decision Information

10.1 This proposal affects more than one ward

11. Previous Cabinet Decisions

11.1 10 December 2014

12. List of Appendices

None

13.. Background Papers

13.1 None

14. Management Sign-Off

Each of the designated boxes need to be signed off and dated before going to Executive Director/Corporate Service Manager for sign off.

	Signed	Dated
Financial Implications Discussed and Agreed		
Risk Implications Discussed and Agreed		

Legal Implications Discussed and Agreed		
Equalities Implications Discussed and Agreed		
H.R. Implications Discussed and Agreed		
ICT Implications Discussed and Agreed		
Report Agreed by: Executive Director/ Head of Service		

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Cabinet , 20th January 2016

Community Infrastructure Levy – Current Position

Submitted by: Executive Director of Regeneration and Development

Portfolio: Planning and Housing

Ward(s) affected: All

Purpose of the Report

To receive further guidance on the prospects of pursuing at an early stage the bringing in of a Community Infrastructure Levy

Recommendations

- 1) That Members note again that the advice received by the City Council that it would be inappropriate to proceed at this point in time with progressing a Community Infrastructure Levy is considered still to apply**
- 2) That officers continue to consider and advise the Planning Committee in specific cases whether particular obligations, following the coming into force of the provisions of Regulation 123 on 5th April 2015, are lawful**
- 3) That officers bring forward a timetable, with resource implications, detailing how it is proposed to develop proposals for a Community Infrastructure Levy Draft Preliminary Charging Schedule for consultation purposes, the approval of a Draft Charging Schedule and its submission for examination, and its examination following or at the same time as the Examination of the Joint Local Plan in 2018**

Reasons

To make clear the Council's position

To start the process of considering what resources are required and what timetable needs to be adopted so as to be able to submit a Draft Charging Schedule for examination following or at the same time as the Examination of the Joint Local Plan in 2018,.

1.0 Introduction

- 1.1** The Community Infrastructure Levy (CIL) is a charge which local authorities in England and Wales can choose to apply to all new dwellings and any other qualifying development over 100 sq metres gross internal floor area (subject to some minor exceptions). It is designed to be a predictable charge, levied on all development where viable, which will not (except in exceptional circumstances) be subject to negotiation.
- 1.2** The money raised is intended to contribute to the infrastructure required to support new development as part of the Authority's development strategy.

The intention is to mitigate against the cumulative impacts of development rather than to address the site specific impacts of a development. Relevant infrastructure might include:-

- Highways and Transport Improvements;
- Educational Facilities;
- Health Centres;
- Community Facilities & Libraries;
- Sports and Recreation Facilities; and
- Green Infrastructure

1.3 This is not a comprehensive list and it should be noted that there will not necessarily be sufficient funding from CIL to finance all infrastructure required to support new development. Furthermore the infrastructure identified as being funded by CIL can be updated on an annual basis.

1.4 Setting CIL

The CIL Regulations and Guidance have given local authorities flexibility in their approach to setting CIL. The Levy can be a fixed rate for development across the entire area, or can be set at a variable rate, e.g. different levy rates between the rural and urban areas where there is evidence of different levels of economic viability. Irrespective of how the rates are set, the Government makes it clear that the rates must appear to strike an appropriate balance between the desirability of raising money towards the cost of infrastructure and the economic viability of development.

1.5 Authorities wishing to charge CIL are required to produce a CIL charging schedule to set out the rates that will be applied to new development and this must be subject to several rounds of consultation prior to being tested at an 'examination in public' by an independent person.

1.6 The Charging Schedule must be founded on a robust evidence base which works to demonstrate that the CIL rates are sufficiently sensitive to different economic circumstances and likely development costs.

1.7 In July 2011 Cabinet agreed to the Council taking the necessary steps to become a 'charging authority' under the Community Infrastructure Levy Regulations, 2011.

1.8 In March 2013 the Planning Committee received a report on the findings and recommendations of a joint Viability Study commissioned in partnership with the City of Stoke-on-Trent with a view to identifying appropriate CIL rates to apply across both local authority areas. The intention was that the Study would form a key part of the evidence at the eventual examination of the Charging Schedule. The report also set out draft proposals in respect of a statutory consultation on a Preliminary draft Charging Schedule, based on the rates recommended in the Viability Study Report.

1.9 The consultation was then undertaken.

1.10 At its meeting on the 11th December 2013 Cabinet received a report on the then proposed Joint Local Plan. Cabinet in addition to agreeing to the formal withdrawal of the Site Allocations and Policies Local Plan, agreed to proceed with the preparation of a new Joint Full Local Plan in partnership with the City Council and to note the implications arising from the need to re-appraise the

adopted Core Spatial Strategy for the Council's CIL process and to seek a further report.

- 1.11 With respect to the Council's CIL process the report to that Cabinet advised as follows

"In response to questions raised by your officers and Stoke-on-Trent City Council officers, Stoke-on-Trent City Council has obtained Counsel opinion on the possible impact on CIL which would be created by a decision to re-appraise the Core Strategy and have shared this legal advice with your officers. Sections... summarise the legal advice received. It should be noted that because the Borough Council was not the client the advice cannot be relied upon in a legal sense. However your officer agrees with the advice.

Any decision to re-appraise the Core Spatial Strategy will impact on the Council's decision to implement a charging schedule under the CIL regulations. Paragraph 4 of the CIL Guidance provides that "charging schedules should be consistent with and support the implementation of up-to-date Local Plans in England."

The Core Spatial Strategy is a Local Plan for the purposes of paragraph 4 of the CIL Guidance. Your officers consider that the Core Spatial Strategy is broadly in conformity with the National Planning Policy Framework and therefore remains valid for development management purposes. However, a question arises as to whether the Plan can be considered 'up to date' for the purposes, of CIL. Members are reminded that the preliminary draft charging schedule, which the Council consulted on earlier this year, makes clear that the Council is promoting a charging schedule which levies funds on residential and retail development only. The evidence in respect of housing land supply is now pointing to the need to re-appraise the Core Spatial Strategy. In addition the Council's policies relating to housing land supply are not considered up-to-date because the Council does not currently have a five year land supply. The implications of this are that there is a significant risk that the Core Spatial Strategy would no longer be considered up-to-date at the examination of the Council's Charging Schedule under the CIL Regulations 2011 (as amended).

In such circumstances it is recommended that at this point in time no further action is taken to progress the current work on implementing a CIL charging Schedule.

The correct way forward, in order to ensure appropriate coordination of processes, would be to develop the CIL charges and test them alongside the emerging Local Plan as envisaged in paragraph 11 of the CIL Guidance and paragraph 175 of the National Planning Policy Framework."

- 1.12 In terms of the consequences of postponing the introduction of a Community Infrastructure Levy the report indicated as follows

"If the Council is unable to carry on with the current work on the Community Infrastructure Levy Charging Schedule (because we are considered to not have an up-to-date Local Plan for the purposes of the CIL guidance and regulations) it ultimately means that it will not be possible to fund infrastructure from the levy in advance of a new Local Plan. However it should be noted that the Community Infrastructure Levy represents an alternative method of funding infrastructure to the existing method of Section 106

obligations alone and essentially draws on a similar pool of funds as through the use of Section 106 obligations. However there are some important differences and issues to consider.

The Council, as Local Planning Authority, will only be able to fund very limited site specific infrastructure through Section 106 contributions until a Community Infrastructure Levy Charging Schedule is adopted at a later stage. From 6th April 2015, the Council will be restricted in its use of planning obligations for pooled contributions (back dated to 2010). Pooled contributions may be sought from up to five separate planning obligations for an item of infrastructure. Critically the Government's latest CIL consultation makes it clear that the limit of five applies to types of general infrastructure contributions, such as education, transport and open space. This is to incentivise places to adopt the levy (as the Government's preferred vehicle for developer contributions). As a consequence there could be significant financial implications although the Council has no alternative due to the Regulations. The extent of these implications will require further consideration and reporting back to members at the earliest opportunity."

- 1.13 No report was subsequently provided. The Planning Peer Review Team, being aware of the decision of Council to suspend all work on the CIL, suggested that the decision should be reviewed. They stated

"The Council has decided to suspend work on CIL mainly as a result of the decision not to proceed with the site allocations and policies local plan although it should be noted that there are impending changes to the rules on pooled section 106 contributions that would be pertinent. CIL provides the opportunity for substantial funds from development to provide improved local infrastructure to mitigate development. We recommend that the Council re-examine this decision by firstly investigating whether the benefits of introducing CIL are sufficiently high and, if so, to formally review the decision not to proceed. The Council is likely to want to take its own legal advice if it considers that there are clear benefits to proceeding."

This view was reported to Cabinet in November 2014 when it considered the report of the Planning Peer Review Team. The report (to Cabinet) indicated that it would be appropriate to review the decision made by Cabinet to cease work on CIL (and for any reconsideration to be informed by legal advice) but also that it would be appropriate to work towards adoption of the Levy after the adoption of the Local Plan. The approved Action Plan referred to the obtaining of legal advice on the issue of pooling post April 2015 (i.e. post the coming into force of Regulation 123 - an entirely different issue)

Officers have again reviewed the Counsel's opinion that the City Council obtained. No fault can be found with it and officers have no reason to consider that another Barrister would provide a different opinion.

- 1.14 Officers have since obtained legal advice on the immediate issue of the transition on the 5th April 2015, at which date the provisions of Regulation 123 of the CIL Regulations (as amended) came into force. The relevant section of Regulation 123 states as follows:-

A planning obligation ("Obligation A") may not constitute a reason for granting planning permission to the extent that
(a) Obligation A provides for the funding or provision of an infrastructure project or type of infrastructure, and

- (b) Five or more separate planning obligations that*
- (i) Relate to planning permissions granted for development within the area of the charging authority; and*
 - (ii) Which provide for the funding or provision of that project, or type of infrastructure,*
- have been entered into before the date that obligation A was entered into*

1.15 With respect to Regulation 123, or the “pooling” issue the general view within the Planning and legal professions is that until there are some legal cases any advice, on the interpretation of the new restrictions that came into force on the 5th April 2015 is going to be so hedged and qualified as to frankly be of limited use or unhelpful – i.e. it will say that a Council cannot take into account planning obligations in situations where most LPAs will continue to do so. Officers have had detailed discussions with the County Council to ascertain their position, and certain steps have been taken to reduce the risk of challenge to the Authority’s planning decisions. There is therefore no purpose in seeking such advice at this point in time.

2.0 Future Next Steps

2.1 Although work on CIL has been suspended there would it is considered be merit in drawing up a new timetable and to consider what further work would need now to be done to get the Council in a position where by it could, in conjunction with the City Council or if necessary on its own, submit for examination a draft Charging Schedule. Given the time that has passed it would be very likely that a new Viability study would need to be undertaken, or the previous work extensively reassessed, and a new consultation undertaken on a Preliminary Draft Charging Schedule. There would be benefits in securing an early mandate to proceed with CIL so that the SHLAA viability work being undertaken for the Local Plan could inform such a Study. Following review of representations submitted on the Preliminary Draft Charging Schedule, a Draft Charging Schedule would then be completed and submitted to the Planning Committee for their views prior to being considered by Cabinet. The Draft Charging Schedule will need to be published so that representations can be made and taken into account before it is formally submitted for examination. Following the examination the Borough Council should be able to adopt the final CIL Charging Schedule.

2.2 Prior to examination a further report will be brought to Members on the administration of the levy and the preparation of the Regulation 123 list which sets out the draft list of infrastructure to be funded by CIL. It is only at this stage that it will be necessary for the Council to agree an approach to the spending of CIL monies.

3.0 Outcomes Linked to Corporate Priorities

3.1 Taking steps to collect CIL revenue in the Borough will have a potential impact on the priorities of creating a “clean, safe and sustainable borough”, a “borough of opportunity”. and a “healthy and active community”

4.0 Legal and Statutory Implications

4.1 Part 11 of the Planning Act 2008 and the Regulations referred to in this report provides for introduction of the CIL. In general terms, CIL is intended to be

used for general infrastructure contributions whilst Section 106 obligations will be for site-specific mitigation.

5.0 Financial and Resource Implications

5.1 The scope of the Section 106 planning obligations process was reduced after 5 April 2015. To date there have not been significant implications from that but by their nature the restrictions are progressive or incremental in their effect.. Without the financial provision of a CIL Charging Schedule the Council and the County Council will eventually find itself in a more challenging financial climate when meeting the infrastructure needs of the borough. There is no existing specific budgetary provision to pay for any required studies that might be required to support the calculation of what might be an appropriate CIL Charging Schedule

6.0 Equality Impact Assessment (EIA)

6.1 Not applicable.

7.0 Earlier Cabinet/Committee Resolutions

7.1 July 2011 Cabinet agreed to the Council taking the necessary steps to become a 'charging authority' under the Community Infrastructure Levy Regulations, 2011

March 2013 Planning Committee resolve to recommend that the recommended CIL rates arising from a Viability Assessment be accepted for consultation purposes, that joint consultation proposals be approved and that a report be submitted to a subsequent meeting on the results of the consultation

11th December 2013 Cabinet – see above

8.0 Background Papers

- Stoke-on-Trent City Council & Newcastle-under-Lyme Borough Council Community Infrastructure Levy Viability Assessment February 2013
- The Community Infrastructure Levy Regulations 2010, as amended
- Cabinet report on Community Infrastructure Levy 20th July 2011

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE CABINET

Date: 20th January 2016

<u>REPORT TITLE</u>	Public Sector Hub: Expansion of ICT Facilities at Kidsgrove Customer Service Centre
<u>Submitted by:</u>	Executive Director (Resources & Support Services)
<u>Portfolio:</u>	Finance, IT and Customer
<u>Ward(s) affected:</u>	Non specific

Purpose of the Report

To seek Cabinet approval for the procurement of new and replacement ICT hardware required to expand the Council's current ICT facilities at Kidsgrove Customer Services Centre, in support of the Public Sector Hub.

Recommendations

a.) That Cabinet approve the procurement of new and replacement ICT hardware to expand the Council's current ICT facilities at Kidsgrove Customer Services Centre in support of the Public Sector Hub, as detailed in the report.

b.) That Cabinet delegates the authority to award the various contracts to the Executive Director (Resources and Support Services) in consultation with the portfolio holder for Finance, IT and Customer.

Reasons

- (a) The Civic Offices is currently the primary location for all ICT services and will be demolished as part of the Rycroft redevelopment and Public Sector Hub programme.
- (b) The proposed expansion at Kidsgrove will positively support the current site plans for the Public Sector Hub by limiting the need to occupy useable floor space with bulky ICT hardware.
- (c) The migration of ICT servers and applications to Kidsgrove will mitigate the need for a double decant when the Public Sector Hub is commissioned and is therefore the least disruptive and best cost option.
- (d) The proposal to bring forward the programme of replacement for near end of life ICT hardware will increase the efficiency and capacity of the Kidsgrove site, and ensure that the site is fully functioning before the Hub becomes operational.

1. Background

- 1.1. The Council's primary location for ICT services (network, software, hardware, applications) is the Civic Offices, which will be vacated when the Public Sector Hub is complete, prior to demolition as part of the Rycroft development. It is essential that ICT continue to provide

services as seamlessly as possible during this transition, and to ensure that a fully functioning alternative ICT site is in place in advance of the move.

- 1.2. The Public Sector Hub business case for ICT was based on the expansion of the current ICT capabilities at Kidsgrove Customer Service Centre and decanting all ICT services (hardware, software and applications) to that site. The advantages of doing this are:
 - to minimise disruption to services and users during the Hub transition;
 - to avoid a 'double decant' whereby major ICT equipment would need to be relocated twice;
 - to minimise relocation costs and timescales as much as possible, with much of the work taking place in advance of the relocation;
 - Kidsgrove Customer Service Centre is unaffected by the Ryecroft and Civic Hub proposals. The Council already has a small disaster recovery site located with the centre, and it therefore makes good sense to build on the existing ICT facilities.

2. Issues

- 2.1. An earlier proposal to undertake a 'double decant', whereby the main ICT services could be temporarily relocated to another Council site and after the build then moved to the new Hub, was discounted due to the increased cost implications and upheaval whereby services would be unavailable for potentially long periods during the relocations.
- 2.2. The existing computer room at Kidsgrove is small with limited capacity for expansion given the current size and number of servers and hardware to be relocated, and that the adjoining rooms are tenanted.
- 2.3. ICT has a programme of renewal and replacement of hardware in place over a number of years. As part of that programme, ICT have identified that some of the existing equipment that would need to be transferred to Kidsgrove will reach its end of life during the next 12 to 18 months.
- 2.4. Unlike the Civic Offices, Kidsgrove Customer Service Centre does not have a power generator in place for resilience purposes. Works to install a generator would be essential if all primary ICT services were to relocate to Kidsgrove to ensure that these services continue in instances of a mains power supply failure.

3. Proposal

To proceed with the purchase of new and replacement hardware and services to expand the ICT capacity at Kidsgrove Customer service Centre on the basis detailed in the report.

4. Reasons for Preferred Solution

- 4.1. All new and replacement ICT equipment can be procured to fit within the footprint of the existing Kidsgrove computer room thereby avoiding any building works or displacement of tenants. This is due to recent improvements in the size and capabilities of servers.
- 4.2. Bringing forward the anticipated hardware replacement programme for the next 12 -18 months as part of the expansion will ensure that the Council has the most efficient, up to date and tested hardware in place before the Hub becomes operational. This avoids the need to revisit these needs during and immediately following the move to the Hub.

- 4.3. Although the pricing will be set within individual Frameworks, economies of scale in procurement (i.e. from new and replacement equipment being purchased at the same time) means that opportunities to deliver cost reductions are likely.
- 4.4. The Public Sector Hub will become the Council's ICT Disaster Recovery site, with similar capacity to that currently available at Kidsgrove. This will ensure that ICT equipment and hardware take up minimal premium floor space in the new Hub.

5. Financial and Resource Implications

- 5.1. The costs shown in the table below represent the total costs to provide all primary ICT Services at Kidsgrove.

These are shown as:

New Costs: The new costs detailed in Public Sector Hub business case specific to the expansion at Kidsgrove. These costs can be met from the Public Sector Hub budget.

Planned Replacements: The costs for replacing existing ICT equipment as part of the anticipated maintenance and replacement programme during the 2016-2018 financial years which it is proposed to bring forward. This equipment will be needed to supplement the new equipment at Kidsgrove. These costs can be met from existing allocations in the ICT Development Fund.

	New Costs	Planned Replacements	Overall Costs
<i>Storage</i>	£86,203	£110,000	£196,203
<i>Servers</i>	£37,434	£42,000	£79,434
<i>Clean Power</i>	£35,500		£35,500
<i>Networking</i>	£37,900	£9,500	£47,400
<i>Environmental Monitoring</i>	£5,000	£0	£5,000
Total	£202,037	£161,500	£363,537
Specialist Support Costs	£10,000	£0	£10,000

- 5.2. Whilst it is noted that the total costs for Storage equipment will exceed EU Procurement thresholds, officers have identified compliant Frameworks negating the need for a full procurement process.
- 5.3. The financial regulations and standing orders with regards to contracts will be adhered to and Cabinet is requested to delegate authority for the award of the various contracts to the Executive Director (Resources and Support Services) in consultation with the portfolio holder for Finance, IT and Customer.

6. Major Risks

The major risks are identified as:

1. Budget overrun;
2. Reliance on a single network link & the associated business continuity implications;
3. Insufficient time to complete the works;
4. Insufficient space in the Kidsgrove computer room;
5. The Public Sector Hub programme is aborted.

A full Risk Assessment is available on request.

7. Outcomes linked to Sustainable Community Strategy and Corporate Priorities

The expansion supports becoming a 'Cooperative Council delivering high quality community driven services' by :

- enhancing the delivery of co-ordinated, multi-agency services through the Public Sector Hub;
- recognising the importance of the Kidsgrove site in supporting the Public Sector Hub.

8. Earlier Cabinet Resolutions

Council, 23rd September 2015. Minute relating to Item 7: Proposed Newcastle under Lyme Public Sector Hub.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE

CABINET

Date 20th January 2016

REPORT TITLE Selective Licensing proposal

Submitted by: Joanne Halliday

Portfolio: Planning & Housing

Ward(s) affected: Kidsgrove

Purpose of the Report

To present the case for Selective Licensing in The Miners Estate in Kidsgrove based on it being an area of low housing demand and to recommend the next steps.

Recommendations

- a) To confirm Cabinet believes the Selective Licensing Proposal is appropriately evidence based and robust.
- b) To agree moving forward to a ten week consultation of local residents, landlord's, businesses and other stakeholders.
- c) To require a report on the outcome of the consultation which will consider the representations made.

Reasons

The Council believes Selective Licensing is necessary on the Miners Estate to address low housing demand and high levels of private renting, ensuring privately rented properties are in good condition and well managed, reducing turnover in privately rented properties, strengthening the mixed tenure community, reducing the fear of antisocial behaviour and starting to improve the health and wellbeing of residents.

1. **Background**

- 1.1 Selective licensing was introduced in the Housing Act 2004 as a means to improve standards of property management in the private rented sector. Schemes can be proposed if an area is experiencing one or more of the following;
 - low housing demand (or is likely to become such an area),
 - a significant and persistent problem caused by anti-social behaviour,
 - poor property conditions,
 - high levels of migration,
 - high level of deprivation,
 - high levels of crime.
- 1.2 The proposal for The Miners Estate is attached as appendix 1 and is based on low housing demand. The key indicators for this being low property values, exceptionally high levels of renting and high turnover of households. Evidence relating to these and other contributory factors is detailed in the proposal.

- 1.3 Any Selective Licencing scheme must be shown to be consistent with the overall strategies and plans for the authority. How the proposal helps further the aims of the Housing Strategy, Homelessness Strategy, Sustainable Communities Plan, Empty Homes Strategy and Safer Communities Strategy is also detailed in the proposal.
- 1.4 The Council must also consider whether there are any other courses of action available that would achieve the same objectives. Only where there is no practical and beneficial alternative to a selective licensing designation should a scheme be proposed. The options are considered in the proposal and in section three of this report.
- 1.5 If a selective licensing scheme is approved, the landlord of every privately rented property in the designated area would have to obtain a licence from the council, unless the property already has a House in Multiple Occupation (HMO) licence or is owned by a registered social landlord. To obtain a licence an applicant must be a 'fit and proper person' and must then adhere to specific licence conditions.

2. **Issues**

- 2.1. Properties on the Miners Estate were built by the Coal Board in the 1950s to a non-traditional, pre-fabricated, Schindler design. Between 1990-95 a major refurbishment programme overseen by the Council helped to rectify defects with this non-traditional construction. Those owning property prior to a cut-off date when defects became evident were eligible for and were offered grants under the Housing Defects Act 1984. Whilst those who had purchased after the date were ineligible. This has led to approximately half of the properties being reinstated.
- 2.2 Mortgage companies are not willing to lend on the original construction properties, limiting their market to cash buyers. While this limits their value it does not affect the rental return hence making the properties attractive to landlords. This has led to the high incidence of private renting.
- 2.3 The key issues affecting the estate are:
 - Approximately 45% of the properties in the Miners Estate in Kidsgrove are privately rented, this is well above the borough average of 10% and the national average of 16%.
 - Property values of the non-reinstated homes are approximately 63% less than the borough average for a 3 bed semi-detached.
 - Analysis of recent sales shows the number of privately rented houses to be increasing.
 - Council tax records show an increasing occupancy turnover suggesting instability in tenancies.
 - The estate is amongst the 20% most deprived areas in the country.
 - The area is highlighted as one of the four hotspots for antisocial behaviour in the borough.

3. **Options Considered**

3.1 The table below compares the three main options.

Option	Strength	Weakness	Risk
Accreditation	Shows commitment from landlords to be recognised as good, improving reputations and partnership working. Prompts landlords to go beyond legal minimum standards. Improves property condition and tenancy relations.	Voluntary Does not require references to be taken up prior to new tenancies	No compulsion for all landlords to join, so only likely to be the motivated ones. Unlikely to impact on all properties and tenants.
Enforcement	Allows focus of activities to be targeted at worst priorities.	Relies on tenant reporting, even with proactive inspections relies on tenants wishing to be involved. Does not target management practices and anti – social behaviour.	Unlikely to impact on all properties and tenants.
Selective Licensing	Tackles anti-social behaviour and landlord management practices as well as housing condition. Gives commitment and targeted resource to a distinct area. Can be funded by licence income.	Covers a maximum of five years during which time need to be able to demonstrate that the low demand identified has been addressed.	Resource intensive, Landlords may leave properties empty rather than obtain a licence, Landlords may leave the area / sell their properties further reducing demand, Landlords may avoid licensing / try to illegally evict tenants, Anti-social behaviour may be displaced to surrounding areas.

4. **Proposal**

4.1 Based on the review of the evidence, associated policies and option appraisal the Council believes Selective Licensing is necessary on the Miners Estate to address low housing demand and high levels of private renting, ensuring privately rented properties are in good condition and well managed, reducing turnover in privately rented properties, strengthening the mixed tenure community, reducing the fear of antisocial behaviour and starting to improve the health and wellbeing of residents.

5. **Reasons for Preferred Solution**

The preferred solution addresses not just property condition but also property management which is essential for meeting the aims of the proposal.

6. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

6.1 The proposal will contribute to:

- creating a healthy and active community by improving housing conditions and reducing anti-social behaviour,
- our Co-operative Council aims by protecting the interests of our citizens and;
- demonstrating effective Partnership Working.

7. **Legal and Statutory Implications**

7.1 Selective Licensing Schemes can be declared under the Housing Act 2004. The requirements of the Act and relevant guidance must be followed in making a declaration otherwise the Council will be open to legal challenge.

7.2 Prior to declaring a selective licensing proposal the Council must undertake a 10 week consultation. Taking reasonable steps to consult persons who are likely to be affected by the designation. Following the consultation the results must be published and made available to the local community demonstrating whether these have been acted on or not.

8. **Equality Impact Assessment**

8.1 The proposal will directly affect landlords of properties in the Miners Estate, Kidsgrove. All landlords will have the opportunity to make representations during the public consultation which must be fully considered. The positive impacts will directly benefit tenants in the private rented sector and residents on the Miners Estate.

9. **Financial and Resource Implications**

9.1 The consultation exercise will be resource intensive taking approximately 3 weeks of officer time to produce information sheets and questionnaires, collate addresses, undertake mail outs, press releases, undertake drop in sessions, maintain the momentum through ten weeks, analysing and reporting on the responses received. Additionally there will be postage costs of mails outs and supplying pre-paid envelopes to support responses.

10. **Major Risks**

10.1 There are no major risks associated with the recommendations in this report.

11. **Key Decision Information**

This is not key decision.

12. **List of Appendices (available on request)**

Communities and Local Government - Selective licensing in the private rented sector
- A Guide for local authorities - March 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418551/150327_Guidance_on_selective_licensing_applications_FINAL_updated_isbn.pdf

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JOINT LOCAL PLAN – ISSUES PAPER CONSULTATION DOCUMENT

Submitted by: Executive Director: Regeneration & Development

Portfolio: Planning and Housing

Ward(s) affected: All Wards

Purpose of the Report

- a) To seek Cabinet approval to go out to public consultation on the Joint Local Plan – Issues Paper Consultation Document.
- b) To seek agreement on a revised work programme for the production of the Joint Local Plan

Recommendation

- 1. Cabinet agree to public consultation on the Issues Paper Consultation Document (Appendix 1), in line with the methods of consultation set out in the adopted Joint Statement of Community Involvement.**
- 2. That the results of the consultation be brought back to Cabinet at the next stage in the Joint Local Plan Process – Strategic Options in summer 2016.**
- 3. That Cabinet agree to the revised work programme for the production of the Joint Local Plan, set out in the report and that this is published as an update to the Council’s Local Development Scheme.**

Reasons

To provide elected members with relevant information in respect of this matter and to facilitate the successful delivery of the Joint Local Plan.

To comply with Regulations, see section 6.4.

The Issues Paper Consultation document does not set or propose Council policy and so the decision to approve it for consultation purposes falls to the Executive (i.e. the Cabinet).

1. Background

- 1.1 The Issues consultation forms part of the preparation of the Joint Local Plan, which is a statutory development plan and is being jointly prepared with Stoke-on-Trent City Council. The Plan will eventually replace the adopted Joint Core Spatial Strategy, which was adopted in 2009 and covers the period 2006 to 2026 as well as the saved policies from the Newcastle-under-Lyme Local Plan, adopted in 2003. Once adopted the Joint Local Plan will therefore provide a new and up to date development strategy, which will form the starting point for considering whether a planning application is acceptable. The plan will also allocate land to meet projected needs for housing and employment, which will help to create certainty where significant development will take place and when it is likely to be built. Therefore, the Joint Local Plan will play an important role in attracting and guiding investment in housing and jobs, as well as, retail and community facilities/services. It will also work to secure the physical infrastructure to support new development.

- 1.2 The councils have signed up to a plan making programme which seeks to get a full plan through the examination process and adopted by late 2018. This involves an iterative process where the overarching development strategy is developed through a number of stages involving several rounds of public consultation, see section 2.1.
- 1.3 In September 2015 Members considered a report which gave an update in respect of the Local Plan timetable and approved the proposed changes to the pre- production process of the Local Plan, involving an initial consultation on the key issues (demands on the area) to be followed with consultation on the Strategic Options (land supply in response to the issues) in the middle of next year. The effect on the overall timetable, which has now been agreed with officers from Stoke-on-Trent City Council, is set out in section 2.
- 1.4 This first stage of consultation forms part of the Joint Local Plan Pre-production process, and seeks to identify the key issues and challenges facing the area, which the Joint Local Plan will seek to address over the new plan period 2013 – 2033. The Issues Paper Consultation Document covers eight themes identified below, see section 2.5. The consultation document will summarise the important issues under each of the themes and include a questionnaire and feedback form for comments to be captured and taken forward as part of the next stage of consultation when we will set out a range of policy and strategic options to manage future development needs and aimed at addressing the issues and challenges that have been highlighted at this initial stage.
- 1.5 The issues and challenges identified in the consultation document have largely been drawn from monitoring data prepared by both councils and several significant studies completed this year: **A Joint Strategic Housing Market Assessment; A Joint Employment Land Review; a Joint Gypsy and Travellers Accommodation Needs Assessment**, and previously published Retail and Leisure Studies.
- 1.6 In addition a draft Sustainability Scoping Report has been prepared and this was the subject of statutory stakeholder consultation during August and September 2015, in line with the Environmental Assessment of Plans and Programmes Regulations, 2004. The comments from this consultation are being considered with a view to finalising the Scoping Report. The scoping report sets out the approach to assessing the potential social, economic and environmental impacts of any new development strategy and will therefore be used to inform the development of strategic options.
- 1.7 These studies together with the Scoping Report help to lay the essential foundations of the Joint Local Plan. However, it should be noted that further studies will be required during the preparation of the Joint Local Plan to assist the development and appraisal of site allocations.
- 1.8 The draft Issues Paper Consultation Document and timetable have been the subject of extensive discussion at the Joint Advisory Group (JAG) upon which senior Members from both Councils sit.
- 1.9 The draft Issues Paper Consultation Document is to be considered by Planning Committee on the 13 January 2016. The recommendations of the Planning Committee will be reported to Cabinet via a supplementary report.
- 1.10 Stoke-on-Trent City Council's Cabinet will consider the Issues Paper Consultation Document for consultation purposes on the 19 January 2016. The decision of the City Council Cabinet will be reported verbally.

2. Issues

Revised Local Plan programme

- 2.1 The agreed process for the preparation of the Joint Local Plan is presented in the revised timetable below with the current stage highlighted.

Stage	What it involves	Progress/ Timeframe
Stage 1	Assembly of evidence base	Work on-going
Stage 2	SCI and stakeholder engagement	Statement of Community Involvement has been adopted. And is available to view on our website
Stage 3	Sustainability Appraisal (SA) Scoping Report	Draft SA Scoping Report consultation with statutory consultees completed in August/September 2015. Further Stakeholder consultation in 2016 at Strategic Options
Stage 4a	Issues Papers Consultation	Consultation timetabled for February / March 2016
Stage 4b	Strategic Options Consultation	Consultation timetabled for July / August 2016
Stage 5	Draft Plan (new policies and potential allocations)	Consultation timetabled for May / June 2017
Stage 6	Final draft: pre-submission Joint Local Plan	Timetabled to be published February / March 2018
Stage 7	Submission of Joint Local Plan to Secretary of State	May 2018
Stage 8	Public examination of Joint Local Plan	May to October 2018
Stage 9	Adoption of final agreed Joint Local Plan by Council	December 2018

- 2.2 In September 2015 the Government appointed a panel of experts to consider how the local plan making process could be streamlined in order to reduce the amount of time it takes to get a plan in place. The Panel's report is expected in January 2016 and this could well have implications for the Joint Local Plan timetable. This is to be welcomed and your officers will closely monitor the situation to ensure that the timetable is adapted in accordance with any new Government guidelines.
- 2.3 Members will be aware that the Housing and Planning Bill was introduced on the 13 October 2015. This is proposing separate interventions for putting plans in place more quickly. The Secretary of State will have more powers to, amongst other things, intervene if in their judgement a local authority is not making sufficient progress with its local plan (Clause 107 Secretary of State's default powers).

Key consultation issues

- 2.4 The Issues Paper Consultation Document (Appendix 1) is available only on the Council's website, this is due to the length of the document. For the convenience of

Members a summary of the key issues highlighted in the Consultation Document are appended to this report, see Appendix 2 Local Plan Key Issues Diagram.

2.5 The Consultation Document is split into eight themes:

- | | |
|--|---|
| 1. Housing | 5. Health and Communities |
| 2. Economy | 6. Heritage |
| 3. City, Town and Local Centres | 7. Natural and Rural Environment |
| 4. Transport | 8. Climate Change |

The document seeks to set out a background, baseline position, as well as, the key issues and challenges for each theme. The purpose is to identify where the Joint Local Plan can seek to address these challenges with regard to the provision of planning policy, which will start to shape the aims, objectives and overall vision for the Plan.

2.6 The eight themes follow the topics covered in the National Planning Policy Framework and have been informed by updated evidence, as well as, information from specialist in-house teams at both authorities, including Staffordshire County Council.

2.7 A more detailed separate Technical Appendix is also to be provided in each case, which sets out in more detail the findings from the evidence base so far and summarised in the Issues consultation document. These Technical Appendices underpin each theme and contain a summary of past trends, strengths and weaknesses section and the policy context. The evidence documents will also be available during the consultation to help informed comments to be made. Essentially this is a nested approach, which provides various levels of information to enable people with different levels of interest and knowledge to be able to participate in the consultation process.

2.8 Whilst some of the issues may seem obvious and are indeed not new issues to the area it is important to establish the connections between the themes and understand what has and has not changed since the adoption of the Joint Core Spatial Strategy in 2009, in order to forward plan over the next 20 years and new plan period.

Statement of Community Involvement

2.9 The councils adopted a Joint Statement of Community Involvement in July 2015 and this sets out the Councils' commitment to how and when both authorities will consult with the general public at each stage of consultation during the Joint Local Plan process. The framework for the consultation process is therefore in place and will include:

- Duty to cooperate discussions, see below.
- Liaison with statutory consultees & partners
- Publishing documents online and make reference copies available
- Publicising via Press release and social media
- Leaflets and posters
- Focus groups & workshops
- Unmanned exhibition

- Enabling public responses to be submitted
- Publishing and considering all comments received
- Making appropriate changes to documents

It is proposed that the details of these arrangements are agreed in consultation with the acting portfolio holder for Planning and Housing, with the support of the Borough Council's Communications Team.

Duty to Cooperate

- 2.10 The key issues identified in this paper are likely to have implications wider than the geographical area of Newcastle-under-Lyme and Stoke-on-Trent. Therefore the consultation will involve consultation with neighbouring local authorities as well as organisations such as Historic England and Natural England and the Environment Agency. The councils also required to pay regard to the activities and proposals of the Staffordshire and Stoke-on-Trent Enterprise Partnership and Local Nature Partnership.
- 2.11 The consultation document will also serve to notify these bodies of the intention to prepare a Joint Local Plan for Newcastle-under-Lyme and Stoke-on-Trent.

3. Proposal

- 3.1 **A.** That Cabinet agree to go out to public consultation on the Issues Paper Consultation Document and supporting evidence base (see section 1.5 above) for a minimum of six weeks during February and March 2016.
- 3.2 **B.** That Cabinet agree to the consultation arrangements following the framework set out in the adopted Statement of Community Involvement and that the details are agreed in consultation with the acting portfolio holder for Planning and Housing and the Communications Team.
- 3.3 **C.** That Cabinet agree to the results of the Issues Consultation being reported back to Cabinet at the next stage of the Joint Local Plan process.
- 3.4 **D.** That Cabinet approve the revised timetable for the Joint Local Plan.

4. Reasons for the Preferred Solution

- 4.1 The Issues Paper Consultation Document provides the opportunity to consult on the important issues and challenges identified from key evidence documents and to seek comments and views on them, including asking if we have identified the right issues facing the plan area, before work is undertaken on developing the aims and objectives of the plan's development strategy and setting out options to manage future development and address the key challenges. This front loading will ensure key issues are recognised early before more detailed work is carried out on the draft strategic options.
- 4.2 To achieve the Council's objectives for open and transparent decision making.
- 4.3 Practice Guidance says that local planning authorities should constructively engage within the community throughout the process of preparing a local plan.

5. Financial and Resource Implications

- 5.1 The consultation on the Issues Paper will be carried out within existing revenue resources of the Council.
- 5.2 Failure to engage effectively with the community in the early stages of the preparation of the Joint Local Plan could ultimately undermine the soundness of the Document and this could have financial implications in the long term should it be necessary to start the process again.
- 5.3 The preparation of the Joint Local Plan is being carried out in-house and in partnership with the City Council's Planning and Transportation Team. This partnership provides some flexibility to reduce staff related risks, nevertheless both teams are not yet staffed to their full capacity. Both councils are actively taking steps to address this situation, but the revised timetable is predicated on adequate staff resources. Resources from other departments in both councils will continue to be required to ensure satisfactory progress with the Joint Local Plan.
- 5.4 There has been and will continue to be a requirement to procure additional evidence material. However, there are no significant additional financial implications arising from the proposals in this report.

6. Outcomes Linked to Corporate Priorities

- 6.1 The preparation and implementation of the Joint Local Plan will contribute to the following corporate priorities:
 - A clean, safe and sustainable borough
 - A borough of opportunity
 - A healthy and active community
 - A co-operative council delivering high quality, community driven, services

7. Legal and Statutory Implications

- 7.1 The Town and Country Planning (Local Planning) (England) Regulations, 2012, and Section 15 of the Planning and Compulsory Purchase Act 2004, as amended, require local authorities to publish and monitor a project timetable or Local Development Scheme, for their development plan documents and supporting documents. It must also take account of provisions of the Localism Act, 2011 relating to town and country planning.
- 7.2 In addition to consulting the public the Council is now legally required to cooperate with neighbouring authorities and the County Council on relevant issues, as well as, work collaboratively with public health leads and organisations, utility and infrastructure providers, and a variety of statutory and private sector bodies.
- 7.3 The public consultation on the Issues Paper is not a statutory requirement, but in accordance with section 155 of the NPPF 'early and meaningful engagement and collaboration with neighbourhoods, local organisations and business is essential.'
- 7.4 The Town and Country Planning (Local Planning) England Regulations, 2012, require local authorities to publish and monitor a project timetable or Local Development Scheme, for their development plan documents and supporting documents.

8. Major Risks

- 8.1 It is important to recognise that due to factors outside the councils' control, the proposed timetable has the potential to change, this includes changes to legislation and accompanying regulations, as well as, the timetabling of the examination by the Planning Inspectorate. The greatest risk of this happening is at the Draft Plan and Final Plan stages. This risk is reduced by investing time at the beginning of the process to get the building blocks of the Plan in place. Nevertheless it should be recognised that receipt of large numbers of major objections may require substantive changes to be made to the Draft/Final plans and/or more evidential work to be carried out. Therefore it will be important to continue to closely monitor progress throughout the process to understand the impact on the Local Plan Programme.
- 8.2 The Joint Local Plan timetable could be put at risk by the impact of other work streams which are outside the control of the Council, such as responding to consultations generated by neighbouring authorities, the preparation of neighbourhood plans prepared by qualifying bodies (two neighbourhood plans are in preparation within the borough) and potential work on planning appeals and inquiries etc.
- 8.3 Staff turnover and recruitment difficulties could also undermine the progress of the Joint Local Plan and therefore it will be important to ensure sufficient resources are available throughout the timescales of the Joint Local Plan.
- 8.4 A joint Risk Assessment of the Joint Local Plan is currently being updated to take account of the above risks.
- 8.5 To avoid any risk of intervention by the Secretary of State progress on the Joint Local Plan must be maintained in an expedient manner.

9. **Appendices** (available via modern.gov or printed upon request)

- Appendix 1:
Issues Paper Consultation Document. A hard copy of this document can be found in the Members' Room.
- Appendix 2:
Local Plan Key Issues Diagram

10. **Background Papers**

- Joint Strategic Housing Market Assessment.
- Joint Employment Land Review.
- Joint Gypsy and Traveller Accommodation Needs Assessment (GTANA).
- Newcastle-under-Lyme and Stoke-on-Trent Core Spatial Strategy.
- Newcastle-under-Lyme Retail and Leisure Study, 2011.
- Stoke-on-Trent Retail and Leisure Study, 2014.
- Housing and Planning Bill, 2015.
- Planning and Compulsory Purchase Act, 2004.
- Town and Country Planning (Local Planning) England Regulations, 2012.
- The Environmental Assessment of Plans and Programmes Regulations, 2004.
- Technical Appendices.
- Draft Sustainability Appraisal Scoping Report.
- Draft Strategic Housing Land Availability Assessment Methodology.

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**Stoke-on-Trent City
Council and
Newcastle-under-Lyme
Borough Council**

**Issues Consultation
Paper**

DRAFT

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1.0 Foreword

To be added

2.0 Introduction

Background

- 2.1 Newcastle-under-Lyme Borough Council and Stoke-on-Trent City Council have embarked on the long journey of preparing a local plan together. The purpose of the Joint Local Plan is to ensure that long term policies and plans are in place to make sure the borough and the city take shape in the future in a way that is managed and meets the needs of local people and businesses. The Plan's time frame will therefore cover the period 2013 – 2033.
- 2.2 The councils already have a joint plan making partnership created as a result of adopting the Joint Core Spatial Strategy in 2009. However, this Strategy is six years old and the preparation of a Joint Local Plan is considered by both councils to be the most effective way of providing a robust and coherent strategy to protect and enhance the economic prosperity of both local authority areas, while continuing to respect the distinctive identities of our unique communities.
- 2.3 This consultation document is the Issues stage of the joint local plan production. It aims to make you aware of some significant issues identified from our latest research, which have future land use implications and are likely to influence the way Newcastle-under-Lyme and Stoke-on-Trent develop in the future. We are also looking for your views on whether or not we have identified the right issues facing the plan area.
- 2.4 At the next stage of consultation we will be setting the vision, aims and objectives of the plan. Your views on the challenges identified in this consultation paper will help to identify what these should be, and will help to identify and prioritise what the Joint Local Plan needs to focus on. This second stage of consultation will also set out options for managing future development needs and where it could take place.

What Area does the Joint Local Plan cover?

- 2.5 The Joint Local Plan covers the administrative boundaries of Stoke-on-Trent City Council and Newcastle-under-Lyme Borough Council and is the same plan area as the adopted Core Spatial Strategy.

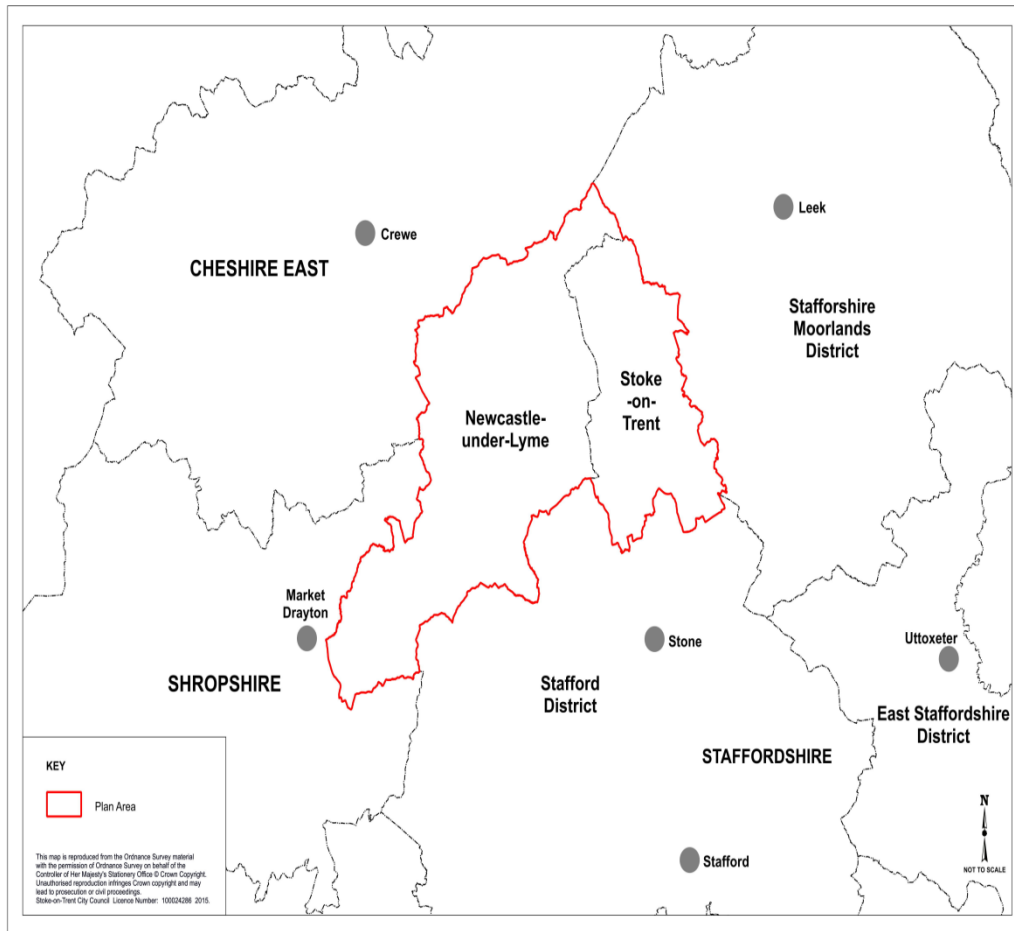


Figure 1 – Joint Plan Area (Administrative Boundaries of Stoke-on-Trent City Council and Newcastle-under-Lyme)

Joint Statement of Community Involvement

2.6 The councils have already adopted a Statement of Community Involvement (2015) which sets out how you will be consulted throughout the plan making process. This will be an important document to help understand when and how consultation on the Local Plan process will take place. A copy is available to view on the Planning Policy website for each council following the links below. Each consultation stage will be carried out in line with the agreed methods.

- Newcastle-under-Lyme Borough Council:
www.newcastle-staffs.gov.uk/all-services/planning/planning-policy
- Stoke-on-Trent City Council:
www.stoke.gov.uk/planningpolicy

The plan making process and how it will affect you

2.7 Local Plans are identified by national policy as the key to delivering sustainable development that meets the needs and aspirations of local communities. Once a Local Plan is in place, it will be clear what types of development will be supported by each local planning authority, where significant development will take place and when it is likely to be built. This type of certainty will play an important role in (but not limited to):

- Attracting and directing investment in housing, jobs, shops and facilities
- Seeking to meet community aspirations
- Setting a framework for encouraging and managing development including resisting inappropriate development
- Securing the physical infrastructure to support new development

2.8 Without a Local Plan we will have much less control over the quality of development and where development takes place in Newcastle-under-Lyme and in Stoke-on-Trent. With a Joint Local Plan we will be more able to direct development to deliver local priorities and aspirations.

2.9 The National Planning Policy Framework and Guidance Document set out the steps that need to be taken into account in the preparation of the Joint Local Plan (See figure 2 below).

2.10 We have the collective responsibility of using the Joint Local Plan to: set a clear economic vision and realistic and deliverable strategy for the area; positively seek opportunities to meet the areas long term development needs; and to proactively encourage sustainable economic growth. In doing so we must take account of the potential environmental impact and the impact on social conditions, including the health and well-being of communities. In other words the local plan must promote sustainable development.

2.11 By setting out an interpretation of what sustainable development should look like locally the Joint Local Plan will give clear indications of what development will have a harmful effect and be resisted in the future.

2.12 More detailed information on specific national planning policy requirements which relate to the eight topics presented in this consultation document is provided in the set of accompanying technical papers.

Housing and Planning Bill 2015

2.13 On 13 October, the Government published the Housing and Planning Bill 2015, which sets out measures to boost house building and makes a number of changes to the planning system. This is not legislation at this stage and

therefore has not been taken into account. So far, the Bill has received its first and second readings in the House of Commons and is at Committee and Report stages.

- 2.14 As the bill progresses this will have important implications for the Joint Local Plan, particularly in how it addresses housing types but this is something which will be taken into account at the next Local Plan stage.

HS2

- 2.15 The Government's proposals to construct a high speed rail link from London to Manchester and the potential impact on the plan area of such a proposal have not been taken into account in the Joint Local Plan process, at this stage. An announcement was made by Government on the 30th November 2015 which set out the intention to locate the HS2 route between Fradely in the West Midlands and Crewe. Further consideration will need to be made regarding this government proposal as the Joint Local Plan progresses. It is therefore recognised that HS2 will have implications for the Joint Local Plan process, as well as, the long term development strategy itself. This position will be kept under continual review as the development plan progresses and when appropriate evidence will be updated to take account of the proposal.

What Happens to the Existing Local Plan Documents?

- 2.16 The joint Newcastle-under-Lyme and Stoke-on-Trent Core Spatial Strategy 2006–2026 (Adopted in 2009) remains adopted policy throughout the preparation of the Local Plan. However as we move through the Local Plan process the emerging policies may be given greater weight at the more advanced stages in preparation, in line with guidance contained within the NPPF. Many of the Core Spatial Policies, upon which decision taking is currently based, are still robust and up to date; this will continue to be reflected in the decision taking at both councils. Once the local plan is in place it will provide a new overall development strategy by replacing the Newcastle-Under-Lyme and Stoke-on-Trent Core Spatial Strategy and any existing 'saved' policies from previous plans. As such it will become the primary tool in guiding decisions about individual development proposals. Furthermore it will set the overarching strategy that neighbourhood plans should conform to.

Staffordshire and Stoke-on-Trent Joint Waste Local Plan 2010 – 2026

- 2.17 Staffordshire County Council and Stoke-on-Trent City Council act as Waste Planning Authorities throughout their administrative areas (excluding the Peak District National Park). A Joint Waste Local Plan was adopted in 2014 which covers the provision of waste planning to the period 2026.

- 2.18 The Joint Waste Local Plan relates to how waste will be managed after it has been collected from homes, offices, factories, farms or construction sites. The strategy addresses issues for all types of waste and not just waste collected by local authorities from households and offices. The aims of the Plan are to ensure that there are sufficient opportunities for the provision of waste management facilities to manage waste produced in the area and also to manage the change in the type of facilities that are required to re-use, recycle and recover more from the waste produced.
- 2.19 Given the plan was adopted in 2014 this remains a key up to date waste planning document which is in force across Staffordshire and Stoke-on-Trent. Once the Joint Local Plan has reached a more advanced stage in production any further implications arising as a result of newly proposed policies and proposals relating to waste will be assessed. These issues papers therefore do not set out specific issues relating to waste at this stage.

How long will the Joint Local Plan process take?

- 2.20 The production of the plan is an iterative process where the overarching strategy is developed through a number of stages involving several rounds of public consultation.
- 2.21 The diagram below sets out the various stages of plan production. A full timetable can also be downloaded from [INSERT LINK](#)

Stage	What it involves	Progress/ Timeframe
Stage 1	Assembly of evidence base	Work on-going
Stage 2	SCI and stakeholder engagement	Statement of Community Involvement has been adopted and is available to view on our website.
Stage 3	Sustainability Appraisal (SA) Scoping Report *	Draft SA Scoping Report consultation with statutory consultees completed in August/September 2015. Further Stakeholder consultation in 2016 at Strategic Options
Stage 4a	Issues Papers Consultation	Consultation timetabled for February/ March 2016
Stage 4b	Strategic Options Consultation *	Consultation timetabled for July / August 2016
Stage 5	Draft Plan *	Consultation timetabled for May / June 2017
Stage 6	Final draft: pre-submission joint local plan *	Timetabled to be published February / March 2018
Stage 7	Submission of joint local plan to secretary of state*	May 2018

Current Stage →

Stage 8	Public examination of joint local plan	May to October 2018
Stage 9	Adoption of final agreed joint local plan by council	December 2018

* A Sustainability Appraisal Report will accompany the consultation at each stage of the plan making process (excluding Issues Papers)

Figure 2 – Local Plan Making Process

Why we have prepared an Issues Paper?

2.22 The purpose of consulting on an issues paper is to set out some of the key local and regional matters which the evidence is flagging up and which could have a significant influence on how the area might change in the future. In this way we hope to encourage an early discussion on the key challenges that the area faces if it is to attempt to meet its future development needs.

2.23 With this in mind we have prepared eight strategic issues papers on the following topics:

- Housing
- Economy
- City, Town and Other Centres
- Transport
- Health and Communities
- Heritage
- Natural and Rural Environment
- Energy and Climate Change

2.24 Each strategic issues paper summarises the main issues identified from the research and evidence gathered so far and then identifies an initial set of key messages and challenges.

2.25 The housing and economy chapters explore the potential scale of growth by identifying a range of future housing and employment needs. At this early stage we are not setting any development targets or proposing where growth should happen. Options for the level of growth we could plan for and how this may be delivered will be provided at the next stage of consultation once the vision, aims and objectives of the plan are developed further, however the evidence starts to identify a direction of travel.

2.26 The topic papers each have an accompanying technical paper which summarises the policy background and evidence driving the strategic issues. We recommend reading the technical papers alongside each consultation paper to give a better understanding of the strategic issues which the Joint Local Plan will seek to address.

2.27 At the end of the consultation document we have set out a series of questions which you are invited to submit responses to, including suggesting other strategic issues which we may need to take into consideration or expressing the issues that you experience in living and working here.

2.28 Although we have tried to avoid technical language the papers do use some technical terms. These are explained in a Glossary. The Glossary is intended as an introductory guide to planning and should not be used as a source of statutory definitions.

Local Evidence

2.29 As set out above, the starting point of preparing any local plan involves gathering together up to date evidence that considers information about the economic, social and environmental characteristics of the area. This is important to identify what the development needs of an area are over a fifteen to twenty year period and the issues arising from these development pressures that need to be addressed.

2.30 The significant studies that we have undertaken so far and which some of the key issues identified in this consultation document reflect are as follows:

- **A Strategic Housing Market Assessment**
- **An Employment Land Review**
- **A Gypsy & Travellers Accommodation Needs Assessment**
- **Retail & Leisure Studies** (*Stoke-on-Trent Retail and Leisure Capacity Study completed in 2014 & Newcastle-under-Lyme Retail and Leisure Study completed in 2011*)

2.31 These studies together with the councils' land use monitoring data provide vital information on:

- How much housing could be needed over the next 20 years depending on whether we want to grow to meet the expected change in population and/ or to help realise the areas full potential for economic growth. It also identifies the type of housing that could be required.
- The area's economic potential including an up to date assessment of the demand for economic land, including which employment sectors are likely to grow.
- The trends in retail and leisure and what the need for new retail and leisure developments will be in the future.
- The accommodation required to help our existing and future gypsy and travelling community to reside locally or to travel.

Sub - Regional and Local Strategies

2.32 In addition to local evidence the Joint Local Plan must consider the implications of sub regional plans across the West Midlands and key local

strategies such as those for housing, economic growth, health and well-being, green space, transport, sports and outdoor recreation etc. Relevant sub-regional strategies for each of the local plan topic areas is covered within each of the following sections and the accompanying technical papers.

Local Enterprise Partnership (LEP)

2.33 The Stoke-on-Trent and Staffordshire Local Enterprise Partnership (LEP) brings businesses and local authorities together to drive economic growth and create jobs. Formed in 2011, the Stoke-on-Trent and Staffordshire LEP has a clear strategy – to create 50,000 jobs and increase the size of the economy by 50 per cent by 2021. The ambition is to see more businesses employing more people providing goods and services that are in demand nationally and internationally. The Joint Local Plan needs to take account of this vision and ambition alongside the local evidence.

Duty to Cooperate

2.34 The big issues identified in this paper are likely to have implications wider than the geographical area of Newcastle-under-Lyme and Stoke-on-Trent. Therefore we must also consult with neighbouring local authorities as well as organisations such as Historic England, Natural England and the Environment Agency. We are also required to pay regard to the activities and proposals of the Staffordshire and Stoke-on-Trent Local Enterprise Partnership and Local Nature Partnership.

2.35 This consultation document also serves to notify these bodies of the intention to prepare a Joint Local Plan for Newcastle-under-Lyme and Stoke-on-Trent.

Next Steps – Working Towards the Strategic Options

2.36 The research and evidence carried out so far is only the starting point for developing the local development strategy. After we have considered the comments on the issues and challenges facing the area in the coming years the next step will be to consider how we might tackle these big issues. Therefore, at the next stage of consultation we will set out options for meeting the range of future growth and the broad locations where this might take place. It's at this stage that we will consider factors affecting the supply of land, what is financially viable and how much infrastructure is necessary to support different options for growth.

2.37 It's not until the Draft plan stage that we will begin to set out site specific proposals and development management policies that we will use to guide future development.

2.38 Ultimately it will then be the councils' responsibility to consider all of the comments received at each consultation stage with the aim of balancing any competing interests in order to achieve sustainable development that is in the widest possible public interest.

How to Comment

- 2.39 Consultation on the Issues Paper will take place between..... and..... therefore if you have any comments on any aspects of the issues consultation both in relation to Stoke-on-Trent and Newcastle-under-Lyme, you can submit your comments to us by email or post.
- 2.40 To find out details of all the consultation activities please check the council's website Alternatively details will be provided inYou can also view documents and pick up response forms at these locations.

3.0 Housing

- 3.1 A Housing Technical Paper has been written to accompany this consultation paper. It summarises the policy background and evidence driving the strategic issues highlighted below. We recommend reading the Housing Technical Paper alongside this consultation paper to give a better understanding of the strategic issues which the Joint Local Plan is seeking to address. [INSERT WEB LINK TO TECHNICAL PAPER](#)

Background

- 3.2 The conurbation of Newcastle-under-Lyme and Stoke-on-Trent experienced rapid growth and development in the 19th and 20th Centuries, leading to a large stock of Victorian, industrial and post-industrial housing. Housing and industry developed side by side with each other throughout this era of growth and the two became interdependent. As traditional industries have declined, so too have some of these areas of traditional housing and the communities that have lived within them promoting a trend of out migration. As a result, of the decline in the local economy, low property prices and high vacancy rates it created a weak local housing market, acting as a deterrent to investment. In response, there were a number of interventions in the plan area including the establishment of the North Staffordshire Regeneration Zone in 1999 and the Housing Market Renewal (HMR) pathfinder programme (RENEW) in 2003. Both of these strategies operated under the North Staffordshire Regeneration Partnership which was established in April 2007 in order to co-ordinate transformational change. This programme operated until 2011 receiving government funding to facilitate comprehensive regeneration by improving the housing stock in terms of both the quality and choice of offer. The RENEW programme succeeded in building many new houses and contributed to the creation of better neighbourhoods but the degraded physical environment of older industrial areas persists and large areas of vacant land continue to present problems for the delivery of new housing due to high costs of development and the low value of the property market. Nevertheless new evidence is indicating there are signs of a tentative recovery in the housing market.
- 3.3 In stark contrast the rural area provides a highly attractive environment and this has contributed in recent years to increasing development pressure in the open countryside beyond the Green Belt.
- 3.4 The Core Spatial Strategy was prepared jointly and adopted in 2009 to ensure that policies were consistent across the urban area to facilitate the delivery of conurbation wide regeneration programmes, including the Housing Market Renewal programme and to deliver prevailing national and regional objectives, such as the strategy of rural renaissance. At the time it recognised that the housing market and local economy do not respect administrative boundaries, although there was no evidence to formally define the extent of the housing market.

- 3.5 The Strategic Housing Market Assessment (SHMA), which has been jointly commissioned by the two authorities formally, identifies Newcastle-under-Lyme and Stoke-on-Trent as a single housing market area, whilst acknowledging that there are wider relationships with other authorities including Staffordshire Moorlands, Stafford and Cheshire East. However, these relationships are not considered strong enough to include these authorities as part of the single housing market area (HMA).
- 3.6 In circumstances where authorities do share a HMA (and therefore the HMA is wider than a single borough/city boundary) the needs arising from one authority may need to be met by the other authorities to ensure all needs are met within the HMA. [Paragraph 47 NPPF] The role of the Joint Local Plan is to devise a strategy to ensure that this housing is shared across the housing market area and in a manner which is consistent with achieving sustainable development [paragraph 182 NPPF].

The Newcastle-under-Lyme and Stoke-on-Trent Housing Market Area

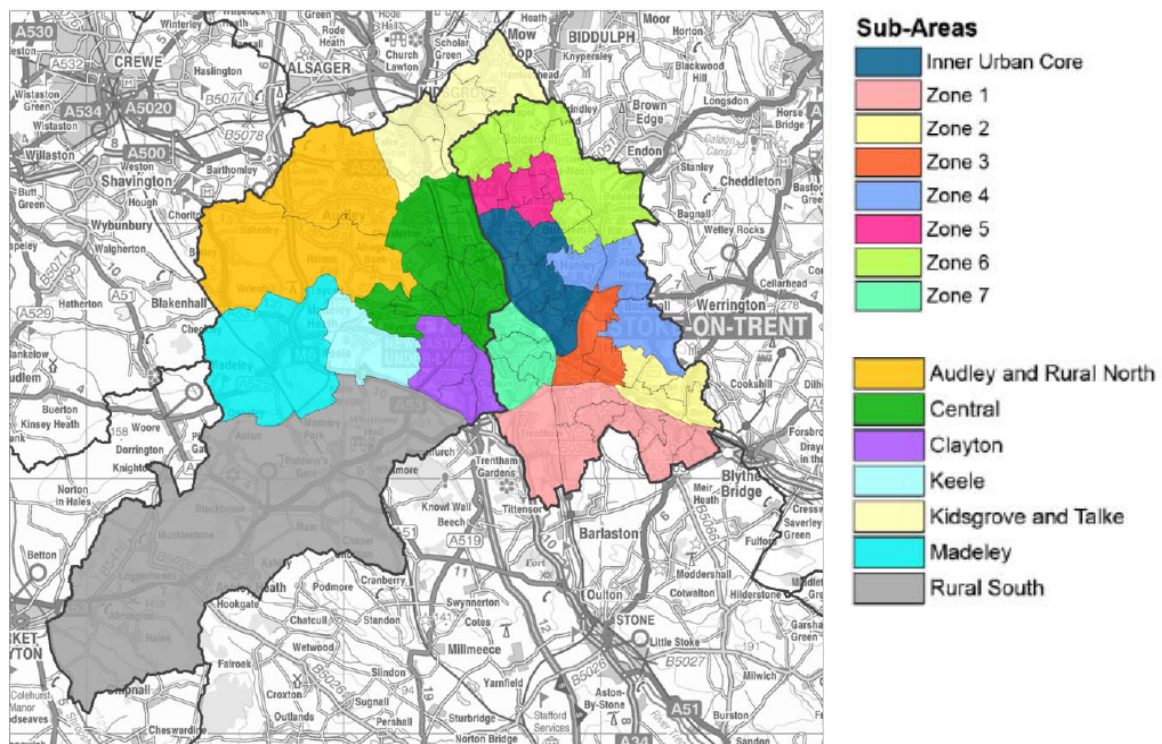


Figure 1: Newcastle-under-Lyme and Stoke-on-Trent Housing Market Area

Source: Stoke-on-Trent City Council and Newcastle-under-Lyme Borough Council Strategic Housing Market Assessment 2015

Introduction to the issues

- 3.7 A primary aim for the Joint Local Plan to address is locating new homes in sustainable locations to meet the identified needs and aspirations of the area. National policy therefore requires us to ensure that the Local Plan will meet the

'full, objectively assessed needs' for housing in the area. This means that we must take in to account factors such as likely future job growth in addition to local population change to work out how many new houses are likely to be needed in the future. The Strategic Housing Market Assessment plays a key role in identifying a range of suitable objectively assessed housing needs targets. This is only the starting point for developing the future housing requirement in the Local Plan. At this stage we are not taking account of planning policy matters, such as land availability and infrastructure demands, but we are seeking views on the approach taken in identifying local housing needs.

- 3.8 This will be developed further as part of the Strategic Options paper, which will consider whether the housing requirement can be set to meet the full objective assessment of housing need, or whether there are local policy considerations which could further affect the number of houses that can sustainably be provided. In determining this, a key issue for the Joint Local Plan at the next consultation stage, will be to identify whether enough sustainable housing sites can be delivered to meet local needs. In other words how the amount of housing is going to be distributed across the two authorities.
- 3.9 Aside from general housing needs, we are also required by national policy to consider the needs for all types of housing, such as affordable housing, housing for elderly people, people with disabilities, students and accommodation for gypsies and travellers.
- 3.10 This consultation paper aims to highlight the strategic issues relating to housing that have emerged from the latest SHMA evidence, including the scale of housing need. It is the start of the process of reaching agreement with the community and stakeholders on a future development strategy to be set out in the new Joint Local Plan. The next step after we have taken into account your views on the key challenges facing Newcastle-under-Lyme and Stoke-on-Trent is to develop options for managing the potential level of growth proposed.

Issue 1: Housing Need

- 3.11 Previously, targets for new housing were set out in the Regional Spatial Strategy (Phase Two Revision) and reflected in the Joint Core Spatial Strategy. However, national policy now suggests that such figures may no longer reflect the needs of the housing market area, meaning that we have to review our housing needs locally. The start of this process is done by preparing a Strategic Housing Market Assessment (SHMA). This aims to provide an accurate picture of local housing need across both areas and therefore a robust basis for determining a future housing target for the Joint Local Plan.
- 3.12 The SHMA has identified an objectively assessed need (OAN) ranging from **1,177 to 1,504 dwellings per annum across both authorities** between 2013 and 2039. This is well above the requirement previously set in the Core Spatial

Strategy, which had an indicative annual target for 855 dwellings across both areas.

- 3.13 The lower end of the OAN range reflects the future growth in households from population influences. These include factors such as an ageing population in Newcastle-under-Lyme, high birth rates in Stoke-on-Trent and the number of people likely to move into the area or likely to leave to live elsewhere. This lower figure also takes into account the fact that over many years large numbers of young people have not been able to form households due to rising house prices exceeding young peoples' incomes. The lower end of the OAN does not consider the economic trends across the plan area and therefore does not reflect the likely job growth required to support job creation. The lower end of the OAN will therefore have an impact on the potential to realise the true economic potential across both authorities.
- 3.14 The upper end of the range takes into account the need not only to accommodate the changing population but to build enough houses to accommodate a sufficient number of workers to help ensure the area realises its full economic potential. This upper end of the range would require the retention and attraction of more people to move into the area, as there would not be enough working age population generated locally, particularly in Newcastle-under-Lyme due to its ageing population, to realise the potential for future job growth and it proposes to increase the housing supply to help the housing market return to affordability levels last seen in 2001.

KEY MESSAGES:

- **The population in Stoke-on-Trent is naturally increasing due to a high birth rate whilst the population in Newcastle-under-Lyme is ageing.**
 - **We need to build at least 1,177 houses per annum to meet our growing population and ensure young people can access local housing.**
 - **We need to build at least 1,504 houses to ensure our economy grows to its full potential and to help young people to be able to afford to buy a house.**
- 3.15 A key task of the Local Plan is to narrow this range of housing needs down to a single figure, which will eventually become a housing target for the housing market area. However, even if we are to meet the lowest OAN figure this will not only require more people choosing to live and work in the area than have traditionally done, so but it will be necessary to build 27% more houses than the Core Strategy planned for. This suggests that the original aim of the Core Strategy which sought to halt outmigration and attract and retain the population would still appear to remain an important objective.
- 3.16 The OAN range presents a significant challenge not just in terms bringing about a significant improvement in the local housing market conditions but in ensuring that any growth is done in a sustainable manner. A key consideration in identifying locations for future housing growth will be the capacity and needs

of local infrastructure, for example; roads, health care services, schools and community facilities. An important example of this is the need for new school places and the councils will need to have regard to existing school locations, the projected capacity of schools and the potential for schools to expand or for new schools to be built when allocating housing sites. Work to examine this and other infrastructure capacity issues will be prepared to inform the Joint Local Plan's future strategies for growth and will help to identify where new development may need to contribute to new infrastructure provision.

- 3.17 At the Strategic Options stage of consultation it will be necessary to consider how much growth can reasonably be accommodated in the area. It is not possible to say at the moment whether we can or cannot meet our OAN range, because we don't have a robust picture of our housing land supply until our respective Strategic Housing Land Availability Assessments are completed. If we can't demonstrate a sufficient supply of housing land without any change to the current development plan strategy then we would have to consider alternative policy options to deliver new housing.

KEY CHALLENGE:

- **To meet higher levels of future development needs without harming the sustainability of the area.**
- **Increasing the number of new homes that are built in Newcastle-under-Lyme and Stoke-on-Trent.**
- **Providing sufficient local facilities such as schools to meet higher housing need.**

Issue 2: Outmigration and Natural Population Decline

- 3.18 Both Newcastle-under-Lyme and Stoke-on-Trent have grown in population between the 2001 and 2011 Censuses. In Newcastle this is due to people moving into the area as there are fewer births than deaths, with the result that the population is ageing. However, unlike neighbouring authorities, within Stoke-on-Trent there is still a net out-flow of population from Stoke-on-Trent to other areas of the UK, with the inflow of Staffordshire University students in the 15-19 year age group being the only exception. In Newcastle-under-Lyme, most age groups are balanced in terms of the number of people moving in and out of the area. However, there is also a large net inflow of people aged 15-19 due to students attending Keele University, which is then followed by a large net out flow of people aged 20-24. This suggests that it is likely that graduates or other young people move outside of Newcastle-under-Lyme to find work.
- 3.19 This trend could have a negative impact on higher earning job growth because of the difficulty in retaining a skilled workforce within both areas.

3.20 Even the lowest end of the OAN range would rely on us attracting and retaining higher levels of residents than in previous years, in order to address issues such as the high levels of outmigration which the area has already been experiencing.

KEY MESSAGES:

- **Large numbers of people continue to move out of Stoke-on-Trent**
- **The population in Newcastle-under-Lyme relies on people moving into the area to maintain its workforce.**
- **The HMA struggles to retain graduates who might be potential high earners of the future deterring investment in quality jobs.**

KEY CHALLENGE:

- **To improve the areas economic competitiveness by attracting and retaining residents within Stoke-on-Trent and Newcastle-under-Lyme.**
- **Accommodating higher levels of population as a result of reducing out-migration.**

Issue 3: Delivering new homes and strengthening the local housing market.

3.21 In recent years, both areas housing stock has grown slowly and significantly below comparable regional and national averages. This slow rate of housing growth reflects the market context (e.g. lower than average house prices and rents, particularly since the recession) but also change in national policy, with a move away from regeneration schemes – such as the RENEW Housing Market Renewal scheme – which sought to improve the housing stock of the housing market area and formed the basis of the previous Core Strategy’s targeted regeneration within the urban areas of Newcastle-under-Lyme and Stoke-on-Trent. Evidence from the SHMA suggests that this may have played a role in constraining overall housing delivery and could have impacted on confidence within the local housing market area. It will be important to consider at the strategic options stage how the alternative options will work to strengthen the housing market.

3.22 The viability of sites across the plan area continues to be a significant challenge, particularly in Stoke-on-Trent. Whilst there are some signs that the market is improving, there are still a number of major development sites that remain unviable due to them being on brownfield land with often significant contamination and remediation constraints. Due to the risk associated with developing some of these sites in the area, developers often require a higher level of return based on their committed investment and therefore this presents a significant obstacle to delivering new homes. The assessment of viability will therefore be a crucial element to be explored through the options stage and determining the most appropriate strategy going forward.

KEY MESSAGE:

- **A weak housing market continues to impact on the number of houses that have been built across both local authority areas.**
- **The viability of development sites continues to be a significant challenge across both local authority areas.**

3.23 Historically, there has been a notable gap between the number of dwellings given planning permission and the completions delivered in both authorities over the same period. Newcastle-under-Lyme has been unable to meet the Core Spatial Strategy annual housing targets since 2010/11, leading to a shortfall of 303 dwellings by 2014¹. Likewise, Stoke-on-Trent has been unable to meet the housing requirement between 2008/09 and 2013/14 with only 368 net additional dwellings delivered on average each year due to the high levels of demolitions through both the RENEW programme and the economic downturn. This has subsequently led to a shortfall of 841 dwellings (2015) against the Core Spatial Strategy target. Furthermore, between the two authorities (HMA) only 643 net additional homes have been delivered on average each year between 2006/07 and 2014/15. This falls well short of the Core Strategy target of 855 dwellings per annum or any future target that would need to be set to achieve the SHMAs objectively assessed housing need range of 1,177 to 1,504 additional dwellings each year from 2013/14 onwards.

3.24 The SHMA highlights that the limited number of past completions reflects market factors and the deliverability of sites. Consultation with local estate agents indicates that there are signs that the local housing market is tentatively recovering, with the area viewed as a viable commuter location with relatively affordable property. However, a lack of inward investment and well-paid jobs, alongside potential increases in interest rates may pose a risk to this slight recovery. If there were more well paid jobs this could potentially reduce commuting to other areas to work which would promote more sustainable communities.

3.25 The comments received from consultees regarding the recovering local housing market are mirrored by the recently completed 2014/15 monitoring information that shows there have been 653 net completions in Stoke-on-Trent. This presents a positive picture in terms of housing delivery and an indication that the housing market is returning to levels seen prior to the recession. This positive picture is further supported by the number of units under construction (871) that will contribute towards 2015/16 completions. Similarly, Newcastle-under-Lyme's annual housing completions increased from a low of 183 in 2010/11 to a high of 414 in 2012/13. They have however dropped away again since then to 219 in 2014/15. In contrast to the lower completion rate, the remaining capacity of sites available for housing development in Newcastle-

¹ Five Year Housing Land Supply Assessment for Newcastle-under-Lyme: 1 April 2014 to 31 March 2019 (Newcastle-under-Lyme Borough Council, 2014)

under-Lyme increased by 962 dwellings between 2014 and 2015. These positive trends reflect changes to national policy which seek to loosen policy restrictions in order to boost the supply of housing.

KEY MESSAGES:

- **The current strategy of targeted regeneration has maintained a supply of housing but this has not been enough to meet needs due to market factors, including the high cost of bringing some sites forward.**
- **Many people who live in the area commute outside the area to work.**

3.26 This suggests that the authorities may need to consider whether the existing strategy of targeted regeneration of the urban areas is still the best strategy in light of our future housing needs. Nevertheless if investment does not take place within the more deprived areas then there is a danger that the outflow of people will continue resulting in a 'hollowing out' of the conurbation and the areas economic potential including the potential to create jobs not being realised due to a lack of investment and an insufficient workforce.

3.27 Comparing the two areas, the housing market within Newcastle-under-Lyme has historically performed better than Stoke-on-Trent's but still falls below regional and national averages. It has experienced higher house prices and has maintained a stronger level of completions even after the recession, compared to the significantly lower level of delivery in Stoke-on-Trent. In particular, the housing market appears to be strongest in the south of Newcastle-under-Lyme and in its rural areas, but housing development may be less viable outside of these locations, unless the above barriers to delivery can be minimised. Newcastle-under-Lyme's previous Strategic Housing Land Availability Assessment 2013/14 also identified that the supply of deliverable brownfield housing sites within the borough was running out and that enough housing was not likely to be delivered to meet the targets used at the time from the Core Spatial Strategy.

KEY MESSAGE:

- **As future objectively assessed needs are significantly above the Core Spatial Strategy targets this situation is likely to become more demanding in the future. This all suggests that if past trends continue, current planning policies may not be delivering enough new housing sites which are attractive i.e. profitable for the market to develop to meet our future housing needs.**

KEY CHALLENGES:

- **The creation of a stronger and more balanced housing market promoting the area as a place to live.**
- **The creation of a housing market which supports the areas' potential for economic growth and job creation.**
- **Strengthening the housing market without undermining the long term sustainability of the area, the regeneration of the most deprived communities and without significantly harming the quality of life or environment.**
- **The creation of a stronger housing market while ensuring homes remain affordable, particularly for young people.**

Issue 4: Vacant Housing Stock

3.28 Long term empty properties in Stoke-on-Trent are greater than national and regional rates, with vacancy rates in Newcastle-under-Lyme being broadly in line with regional and national averages. In Newcastle the area with the largest proportion of empty properties is in the rural south. There is a particularly high level of vacant stock in Stoke-on-Trent's Inner Urban Core sub area; however all areas in Stoke-on-Trent are seeing higher levels of vacant stock than in Newcastle-under-Lyme. In the past, in order to address the high number of vacant properties in Stoke-on-Trent, the council has operated a scheme to utilise existing valuable community assets and to help bring vacant properties back into use for the nominal sum of £1 each. Whilst this scheme is no longer operational it provided an opportunity for members of the community to access the property ladder and, through a grant for home improvements, bring family homes back into use that may have otherwise been earmarked for demolition.

KEY MESSAGE:

- **The number of empty homes is generally a bigger problem in Stoke-on-Trent than in Newcastle-under-Lyme.**

3.29 The assumption in the SHMA is that vacancy rates in the future will be the same as the 2011 Census, which is 3.8% in Stoke-on-Trent and 3% in Newcastle-under-Lyme.

3.30 Knowing how many empty homes there are is important because this needs to be factored into the housing target. The objectively assessed housing need figures recognise that there will be vacancies in the future in line with the 2011 Census.

KEY CHALLENGE:

- **Addressing the vacant housing stock and bringing properties back into use.**

Issue 5: Affordable Housing

- 3.31 Affordability is less of an issue in Newcastle-under-Lyme and Stoke-on-Trent compared to the surrounding areas of Stafford, Staffordshire Moorlands and England overall. However, affordability in the area has still worsened since 1997 and stakeholders suggest that low wages and limited job opportunities mean there are still areas of poverty despite the availability of cheaper housing. Affordability also remains an issue in the rural area. To purchase an entry level home in the rural south of the Borough, such as Loggerheads, the average household income needs to be 34% higher than the average household income in Newcastle.
- 3.32 The SHMA suggests that to meet future affordable housing needs, the councils will need to meet their range of objectively assessed need (OAN) scenarios for market housing and deliver affordable housing as part of new market schemes. However, the SHMA also recognises that development viability issues in many weaker areas of the local housing market may limit the proportion of affordable housing which can viably be delivered alongside market housing. The strategic options consultation stage will need to consider how the location of housing sites can help to facilitate viable development.
- 3.33 The Housing and Planning Bill proposes a number of changes to the planning system to deliver more housing. The Bill proposes a commitment to deliver a number of starter homes for first-time buyers which may have an impact on the number of affordable rented homes developed in the future. As this does not form part of legislation at this point in time, the implications have not been considered in light of the evidence presented in the SHMA. The progress and the content of the Housing and Planning Bill will be monitored and considered as we progress through to Strategic Options.

KEY MESSAGE:

- **Affordable housing should be provided on new schemes but the profitability of sites and suitability of housing proposed means that this is not always possible.**
 - **Incomes do not always match with property prices so there is a need for affordable housing to be built in Newcastle-under-Lyme and Stoke-on-Trent but this varies across the HMA.**
- 3.34 The SHMA identifies that, whilst private rented tenure is not included in the definition of affordable housing in the NPPF, it plays a significant role in housing residents who would otherwise need an affordable home, with many residents claiming housing benefit currently residing in private rented accommodation. However, the SHMA also raises the concern that cheaper housing stock in the private rented sector has associated quality issues, recognising that such housing may not always be suitable and appropriate to meet needs.

KEY MESSAGE:

- **The private rented sector is meeting some of the needs for affordable housing but not always providing housing of an appropriate quality.**

3.35 Intermediate housing and in particular shared ownership housing is recognised as having some potential to help meet identified future needs for affordable housing in the housing market area. However, lower property prices and rents in certain parts of the area can mean open market housing is cheaper than some types of intermediate housing, which can challenge the viability of intermediate housing and reduce its appeal to potential buyers. This may mean intermediate products may not be delivered in these areas, despite their potential to meet affordable housing needs. We will have to consider at the strategic options stage whether or not intermediate housing is an appropriate way to meet affordable housing needs.

KEY MESSAGE:

- **Choice is sometimes limited by the higher cost of bringing forward certain tenures e.g. intermediate housing in areas where incomes are more closely matched to property prices.**

KEY CHALLENGES:

- **Meeting the evidence of need for affordable housing across both local authorities.**
- **The role of the private rented sector in meeting needs for affordable housing.**
- **Increasing choice of tenures that people can access.**

Issue 6: Specialist Housing Need

Housing for the Elderly

3.36 All the OAN scenarios identified by the SHMA indicate that Newcastle-under-Lyme and Stoke-on-Trent are expected to see a large increase in the elderly population between 2014 and 2039. Whilst it is not identified where this growth will take place within each authority, Newcastle-under-Lyme currently has a higher proportion of ageing residents than Stoke-on-Trent, in particular in the Audley and Rural North, Clayton, Madeley and Rural South sub areas, which may have implications for the type of housing required and the need for specialist accommodation, such as nursing and care homes. This would need to be considered alongside the need to accommodate market housing within areas such as these at the strategic options stage.

KEY MESSAGE:

- **Special accommodation is required to meet the needs of an increasing number of elderly persons.**

High Value Housing

3.37 The SHMA identifies that historically there has been a comparatively limited number of higher income earners within both authorities, and that there is comparatively little high value housing stock (above £250,000) likely to be attractive to a more skilled workforce when considered against the regional and national average. This may have impeded peoples' ability to move up the housing ladder within the HMA. The SHMA recommends that following the completion of the ELR the councils should update the previously published Executive Housing Market Study – the ARC4 Report (2010).

KEY MESSAGE:

- **High value housing is required to attract a skilled and well paid workforce but more evidence is needed to understand what the implications are locally.**

Student Accommodation

3.38 Staffordshire University and Keele University are recognised as major economic drivers within North Staffordshire and the West Midlands. Their ability to continue to contribute to high value business growth and continue to invest in their world leading teaching and research relies on increasing the provision of sufficient student accommodation. According to Keele University's Strategic Plan for 2015-2020, Keele University is planning to increase the student base at the University by around 3000 students. The University plans to deliver additional student bed spaces to accommodate this growth, both on and off campus. If the University does not accommodate this extra demand, there will be an increased demand for student accommodation in Newcastle-under-Lyme and Stoke-on-Trent to be provided by the private sector. This may need to be met through either additional purpose-built student accommodation or Houses in Multiple Occupation (HMO).

3.39 Staffordshire University recently announced plans to relocate the majority of courses, students and staff to Stoke-on-Trent campus, with an expectation that the Stafford campus will be vacated by 2016. It is anticipated that this would likely increase the number of students living in the area, meaning that additional supply of HMOs or purpose-built student accommodation may be required to meet the needs of students moving into the area.

KEY MESSAGE:

- **The number of university students is expected to increase and this will increase the need for student accommodation some of which may have to be met by the private rented sector.**
- **Without additional student accommodation, the potential of the two universities to contribute to the economic growth of the area will be more limited.**

KEY CHALLENGES:

- **Providing enough specialist accommodation for the growing elderly population.**
- **Creating market demand for high value housing in Newcastle-under-Lyme and Stoke-on-Trent.**
- **Providing enough student accommodation to support the success of the local universities without impacting on the general supply of housing.**
- **Meeting the needs for all types of housing in a balanced way.**

Issue 7: Gypsies and Travellers Accommodation

3.40 Newcastle-under-Lyme Borough Council and Stoke-on-Trent City Council, along with Stafford Borough Council and Staffordshire Moorlands District Council, commissioned a new Gypsy and Traveller and Travelling Showperson Accommodation Assessment in 2015. This study provides updated evidence to identify the future accommodation needs of Gypsies and Travellers and Travelling Showpeople and whether or not existing provision of accommodation for these social groups across the four local authority areas is sufficient to meet these future needs.

3.41 The study identifies that there are currently 43 Gypsy and Traveller caravan pitches in Stoke-on-Trent, of which 33 are on a local authority site and 10 are private authorised pitches. In Newcastle-under-Lyme there are 21 pitches, 19 on a housing association site and 2 on private authorised sites. When comparing the levels of need for gypsy and traveller accommodation against the existing levels of provision, the study identifies a shortfall of 22 pitches in Stoke-on-Trent and 1 pitch in Newcastle-under-Lyme between 2014 and 2019. In the longer term, a further 16 pitches are required in Stoke-on-Trent and 6 pitches in Newcastle-under-Lyme between 2019 and 2034. In addition to the provision of permanent pitches, the study also identifies the requirement to plan for the transit pitch provision and therefore it is recommended that 10 transit pitches are provided across Stoke-on-Trent (5 pitches) and Newcastle-under-Lyme (5 Pitches) between 2015/15 and 2018/19.

3.42 The study included undertaking a number of fieldwork interviews with Gypsies and Travellers across the area living in different types of accommodation, including households living on sites, yards and bricks and mortar accommodation. In accommodating this need the Local Plan will need to recognise that there are different issues associated with each type of provision.

KEY MESSAGE:

- **Existing provision of permanent and transit accommodation for Gypsies and Travellers is not sufficient to meet future needs over the next plan period.**

- Over the plan period a total of 38 new permanent pitches and 5 transit pitches are required in Stoke-on-Trent.
- Over the plan period a total of 7 new permanent pitches and 5 transit pitches are required in Newcastle-under-Lyme.

KEY CHALLENGES:

- Providing sufficient accommodation to meet the needs of the Gypsy and Traveller community.

4.0 Economy

- 4.1 The Joint Local Plan can play a crucial part in delivering a stronger local economy. This can be done specifically, through ensuring the right amount of land is available for employment focused development, at the right time, and that this is supported by appropriate infrastructure. This section identifies key issues and challenges relating to economic development that need to be considered during the development of the options that will be taken forward and appraised through the preparation of the Joint Local Plan.
- 4.2 We would recommend reading the accompanying Economy Technical Paper alongside the consultation paper to give a better understanding of the strategic issues highlighted below.

INSERT WEB LINK TO TECHNICAL PAPER

Background

- 4.3 The Newcastle-under-Lyme and Stoke-on-Trent areas have traditionally been dominated by coal mining and heavy manufacturing industries. The ceramics industries which have traditionally been a dominant industry in Stoke-on-Trent have resulted in the area becoming known as ‘The Potteries’.
- 4.4 Whilst these traditional industries have seen significant declines in the latter half of the twentieth century, the area does retain some firms that continue to operate successfully, including Emma Bridgewater, Steelite, Leoni and JCB.
- 4.5 The dominance of these traditional industries has given way to advanced manufacturing and a more mixed economy, with new industries that have grown successfully, including Bet 365, Vodafone and Fedex, and retail distribution centres for ASDA, New Look and T.K. Maxx.
- 4.6 Keele and Staffordshire universities also provide significant economic value in the fields of education, research and development. The large rural area within Newcastle-under-Lyme has an economy based on agriculture, food and drink and other related professional and private services.

Introduction to the Issues

- 4.7 A primary aim for the Joint Local Plan will be to encourage sustainable economic growth. The Government attaches significant weight to this within the National Planning Policy Framework (NPPF) and it is also reflected in local and sub-regional strategies such as the Stoke-on-Trent and Staffordshire LEP’s Strategic Economic Plan and each authority’s Economic Development Strategy.
- 4.8 The Strategic Economic Plan sets out a vision for *“an economic powerhouse driven by the transformation of Stoke-on-Trent into a truly competitive and inspiring Core City and by accelerated growth in our County Corridors and*

urban centres". This is supported by an aim to grow the economy by 50% and generate 50,000 new jobs between 2014 and 2024.

- 4.9 In the context of these national and sub-regional aspirations, Newcastle-under-Lyme Borough Council and Stoke-on-Trent City Council commissioned the production of a new Employment Land Review to identify the needs for economic development at a more local level across the two authority areas. This new study has identified a range of employment land requirements for the Joint Local Plan to address and these are explored in more detail below.
- 4.10 This consultation paper aims to highlight the strategic issues relating to economic development that have emerged from the latest evidence, including the scale of economic development needs. It is the start of the process of reaching agreement with the community and stakeholders on a future development strategy to be set out in the new Joint Local Plan. The next step after we have taken into account your views on the key challenges facing Newcastle-under-Lyme and Stoke-on-Trent is to develop options for managing the potential level of growth proposed.

Issue 1: Future Employment Land Requirements over the Plan Period

- 4.11 The Employment Land Review identifies a need for 190 to 334 hectares of employment land to be delivered across both Newcastle-under-Lyme and Stoke-on-Trent over the next plan period. This overall need range is derived from each authority's needs identified by the study (44 -133 hectares in Newcastle-under-Lyme and 146 - 201 hectares in Stoke-on-Trent).
- 4.12 As this need range is based on more up to date evidence and analysis, the Employment Land Review considers that the previous Core Spatial Strategy target for 332 hectares of employment land to be provided across both authorities is now out of date. Furthermore, this target was derived from the West Midlands Regional Spatial Strategy which has now been revoked.

KEY MESSAGE

- **A minimum of 190 hectares of employment land across both areas will be needed to meet the needs of projected population growth.**
 - **A maximum of 334 hectares of employment land across both areas will be needed to meet a continuation of past development trends and projections of future economic growth.**
- 4.13 The identification of this need range has been informed by an analysis of the projected demands generated from a growing population, the demands generated by projected future economic growth and the operation of the economic market in the plan area. Population changes have been taken from the Strategic Housing Market Assessment work (see Housing section for more information).

- 4.14 It should be noted that as the top end of the range is identified from projected national economic change it does not therefore take account of specific local economic circumstances. Therefore this end of the range may be subject to change before the strategic options stage as further analysis of local economic projections will be undertaken. This will include the analysis of specific growth aspirations identified in the Stoke and Staffordshire LEP's Strategic Economic Plan and the recently successful bid for Enterprise Zone status.
- 4.15 Also, the operation of the market in the plan area will have changed since the previous plan target identified in the Core Spatial Strategy was developed. Newer ways of working are progressively being introduced which require less floorspace to accommodate jobs. Examples of this include increased use of hot desking arrangements, more home working and technology improvements which change the way firms and employees interact. This in turn affects the amount of land required to accommodate new employment development.
- 4.16 How this range is narrowed down to a new employment land target for both authorities and how development will be distributed across the plan area to meet these needs will be explored taking into account the recommendations of the Employment Land Review prior to the next consultation stage.

KEY CHALLENGE:

- **To provide a large enough workforce and sufficient land to support economic growth across the plan area.**
- **To meet future development needs without harming the sustainability of the area.**

Issue 2: The Availability of Sites

- 4.17 The Employment Land Review identifies a total supply of 220 hectares of land with potential to accommodate new employment development. This is comprised of 85.17 hectares in Newcastle-under-Lyme and 134.81 hectares in Stoke-on-Trent.
- 4.18 Most of this supply comes from 57 sites (164.19 hectares) that were identified in the previous Employment Land Review from 2011. 13 additional sites providing a potential supply of 50.38 hectares have also been identified as suitable to be included within a new portfolio of employment land supply. Out of this total of 70 sites across both areas, 15 are within Newcastle-under-Lyme and 55 are within Stoke-on-Trent.
- 4.19 This total supply of 220 hectares would be sufficient to meet the lower end of the needs identified under Issue 1 (190 hectares across the plan area), however based on the current identified supply we would struggle to meet the mid to top end of this range.

- 4.20 Stoke-on-Trent has a need for between 146 to 201 hectares of employment land but has a potential supply of 134.81 hectares. This supply is therefore insufficient to meet any of the needs identified. Newcastle-under-Lyme has a need for 44 to 112 hectares of employment land but has a potential supply of 85.17 hectares. This demonstrates that there is sufficient land to meet the lower to mid-range scenarios, however would be unable to meet the top end of the range. There would therefore be insufficient land across the plan area to meet the full range of economic needs.
- 4.21 Whilst options for accommodating employment development to meet the identified local needs will be developed at the next stage of plan production, this does raise a significant issue which is important to highlight at this stage. It will therefore be critical for additional sites to be identified if full economic growth is to be realised over the plan period for both authorities.

KEY MESSAGE:

- **There appears to be sufficient land supply to meet the lower economic needs across the plan area, but there is insufficient land to meet identified needs at the top end of the range for both Stoke-on-Trent and Newcastle-under-Lyme. If we are to realise the full economic potential then this would require the identification of additional sites to meet the supply.**

Profile of Sites

- 4.22 Newcastle-under-Lyme's potential site supply is made up of up of a small number of large sites – predominantly Chatterley Valley West and Keele Science Park. These two areas constitute 52 hectares (61%) of the potential site supply. Relying on a small number of strategic sites means that the ability to deliver economic development in these locations becomes even more important.
- 4.23 Phase 1 of Keele Science Park has seen considerable development, most notably the construction of the Innovation Centre buildings, David Weatherall Building and the Sustainability Hub at Home Farm. Proposals are now being delivered for phases 2 and 3 of the Science Park and this part of the site has been laid out with the necessary infrastructure to support this, including roads and utilities. There are a further 46.3 hectares of land to the South and East of Keele Science Park that could also be brought forward in the future. This land is currently in the Green Belt and would therefore require us to consider a review of Green Belt boundaries if it were to be allocated within the Joint Local Plan. This would require a detailed assessment of whether there are exceptional circumstances that may justify the amendment to the Green Belt boundary (for example whether land within the Green Belt continues to contribute to its openness). This will be explored further at the options stage.

KEY MESSAGE:

- **If exceptional circumstances can be demonstrated, there is potential further supply of employment land which is located within the Green Belt but would otherwise be suitable for economic development.**

4.24 Chatterley Valley West, on the other hand, has remained undeveloped since it was designated as a Regional Investment Site by the Core Spatial Strategy and the West Midlands Regional Spatial Strategy. It contains reserves of Etruria Marl which may be economically viable to extract and it would also need significant infrastructure investment to support its delivery. It was always intended to be a significant site that would deliver employment development over a long period of time but it was designated at a time when there were greater levels of public funding available to support its delivery, which was not taken up and delivered. It is likely that this site will still need to rely on public funding being made available to support its future development.

4.25 In Stoke-on-Trent whilst 74 sites were assessed as part of the Employment Land Review, a number of sites were considered unsuitable for future employment use and therefore should be considered for alternative uses. The Trentham Lakes appeal in 2013 resulted in the loss of 13.6 ha of prime employment land to housing within the city as the inspector determined that the loss of the site was not detrimental given the availability of alternative sites. The Employment Land Review however concludes that against the backdrop of high losses of industrial space in recent years, Stoke-on-Trent's industrial market is characterised by a general shortage of good quality, well located, second hand industrial accommodation which is often multi storey, Victorian manufacturing buildings in deteriorating states of repair leading to higher vacancy rates. To ensure that the area is responsive to future accommodation requirements for key growing sectors, including existing and new businesses in the area, the ELR suggests that there will need to be a rebalance to address the existing portfolio of sites and ensure a more responsive high quality supply is identified.

4.26 The NPPF is clear that the long term protection of existing allocated employment sites should be avoided where there is no reasonable prospect of the site being developed for that use. This is particularly the case where the proposed employment use can be demonstrated as no longer being economically viable. The options stage will therefore need to consider the appropriateness of taking these and other sites forward as employment allocations within the Joint Local Plan.

KEY MESSAGE:

- **Some long standing employment sites that have remained undeveloped, may not be viable and are unlikely to be developed for employment uses in the future. These sites therefore may need to be reconsidered for alternative land uses.**

KEY CHALLENGES:

- **To deliver an appropriate good quality supply of employment land that can respond to local economic needs and deliver a sustainable pattern of development.**
- **Ensuring that the future supply of employment land does not come under pressure to be developed for other land uses.**

Location of Sites

- 4.27 Employment land within Stoke-on-Trent is spread across the urban area due to the historic growth of the six towns (Hanley, Tunstall, Burslem, Stoke, Fenton and Longton). These six towns have all grown and expanded to create the urban conurbation and historically, each town contains an element of retail within the town centre and a mixture of industrial uses within the immediate surrounding area. Whilst the historic ceramics manufacturing base declined several decades ago and more recent development has principally been located in areas along the A500 and A50 corridors, there is a number of existing employment sites across the urban area that are performing well and provide important localised sustainable job opportunities for the workforce within the immediate area.
- 4.28 Newcastle-under-Lyme's employment land is similarly spread across the urban area, with concentrations of sites mainly in the north of the borough around the A500 and the A34. Employment sites in this area contain large concentrations of warehousing, storage and distribution (B8) uses. Notable areas which continue to have a supply of vacant employment land available for development include Chatterley Valley, Lymedale Business Park, Rowhurst (Chesterton) and Keele Science Park. Newcastle town centre and Kidsgrove also have a number of smaller sites available for employment or mixed use development. There are currently no known sites that are immediately available for employment development in the rural area.
- 4.29 Evidence in the Employment Land Review and Strategic Housing Market Assessment define the local labour market area and sets out the commuting flows for both Stoke-on-Trent and Newcastle-under-Lyme, concluding that around 79% of locally employed residents also work in the area. In Stoke-on-Trent this is particularly pertinent as the area is characterised by relatively high levels of labour containment, particularly in the east of the authority. There is therefore an important role for localised employment opportunities across the plan area that supports sustainable job opportunities and communities.

KEY MESSAGE:

Whilst the recent provision of employment floorspace has been developed along the A500, A50 and A34 corridors localised sustainable employment provision is important to support the localised labour force.

KEY CHALLENGES:

- **Ensuring that the future supply of employment land is located where it can benefit both the needs of business and the needs of the labour force.**

Issue 3: Economic Sectors

4.30 Traditional manufacturing industries have seen a progressive decline in the area in recent years, especially in Stoke-on-Trent which saw a 25% decline in industrial floorspace between 2000 and 2012², however this declining trend appears to have halted in Stoke-on-Trent since 2010. Newcastle-under-Lyme has seen a 22% increase in industrial floorspace between 2000 and 2012, although it had much lower levels of industrial floorspace to begin with (700,000m² compared to 3,400,000m² in Stoke-on-Trent).

4.31 A similar pattern is evident from losses of industrial and employment land to other uses. Stoke-on-Trent saw large scale losses of such land from 2006 to 2010, amounting to over 85 hectares. This level of losses has also reduced to much lower levels since 2010. Newcastle-under-Lyme whilst saw higher losses in 2004 – 2006, there has been lower losses seen since that time and has been relatively stable (less than 0.5 hectares in most years). This is on a much smaller scale than in Stoke-on-Trent as most of these losses have occurred through the change of use of existing buildings to other land uses, such as residential.

4.32 The Stoke & Staffordshire LEP's Strategic Economic Plan has a growth agenda that is focused on advanced manufacturing, tourism and business/professional services.

4.33 Newcastle-under-Lyme's Economic Development Strategy 2012-2017 seeks an increase in knowledge intensive employment (e.g. further and higher education) and high quality jobs in retail, leisure, tourism and distribution. Again, this plays on the existing economic strengths of the area.

4.34 The Employment Land Review has identified that these sectors already have a significant presence in Newcastle-under-Lyme and Stoke-on-Trent. Furthermore, the economic need modelling undertaken within the Employment Land Review identifies that B8 development (warehousing and distribution) has

² Business Floorspace Statistics (VOA, 2012)

the greatest need for employment development land over the next plan period in both local authority areas.

4.35 These types of employment sectors therefore present the greatest opportunity to deliver economic growth in both areas.

KEY MESSAGE:

- **Traditional manufacturing and heavy industries are being replaced by new industrial sectors such as advanced manufacturing, business and professional services, wholesale and retail, transport and storage.**
- **Storage and distribution are the economic uses that are likely to require the most amount of land for development in the future.**
- **Losses of industrial land and buildings are not expected to be as large a scale as in the past, and data since 2010 shows an overall increase in industrial land.**

4.36 The Stoke-on-Trent and Staffordshire City Deal seeks to deliver a district heat network in Stoke-on-Trent. This would see a concentration of industrial sectors working together in the area to take advantage of the opportunities that the natural resources in the area provide. These sectors include advanced manufacturing (e.g. medical and agricultural technologies) and applied materials (e.g. the ceramics industry) which already have a significant presence in the area, as well as energy and renewables industries which would be a new emerging sector. The Keele Smart Energy Network Demonstrator is also promoted by the City Deal and will further support the emergence and clustering of low carbon industries.

KEY MESSAGE:

- **Significant emerging sectors with potential to grow in the plan area are advanced manufacturing (e.g. medical and agricultural technologies), applied materials (e.g. ceramics), renewable energy and low carbon industries.**

Issue 4: Clustering and Networks of Industry

4.37 The Employment Land Review has shown that most existing businesses in the area are located in and around the major city and town centres within the urban area, along transport corridors such as the A34, A50 and A500, and that there are smaller scale groupings of businesses in and around rural settlements such as Audley, Loggerheads and Madeley. This presents an issue in terms of connectivity across the plan area and transport infrastructure required to support expanding industries. Indeed, the LEP's Strategic Economic Plan identifies that there are internal connectivity constraints which limit the economic potential of both local authority areas. This is therefore a major issue which is preventing the achievement of realising the maximum economic potential of the area.

KEY MESSAGE:

- **Transport connectivity and movement is an issue that is constraining economic development within Newcastle-under-Lyme and Stoke-on-Trent.**

KEY CHALLENGES:

- **Supporting future economic growth by remodelling the local economy in order to support the growth of new and emerging industries.**
- **Addressing transport connectivity problems across the plan area in order to realise the maximum potential of the local economy.**

Issue 5: Inward Investment

4.38 The Core Spatial Strategy directs economic development towards the North Staffordshire Regeneration Zone. This zone was in place before the adoption of the West Midlands Regional Spatial Strategy and the implementation of the RENEW programme, however it was an initiative that was incorporated in to them. As both of these strategies and programmes are no longer relevant in the area, we will need to consider at the options stage whether or not this is the most appropriate strategy going forward, or if we should be seeking an alternative approach to support future economic growth.

4.39 The Government recently released the Indices of Multiple Deprivation (IMD) 2015. This data includes the identification of the most economically deprived areas, including those deprived due to income, employment and education or skills. The most deprived areas in the two local authority areas identified by this data are in broad alignment with the former regeneration zone, with large areas of Stoke-on-Trent and the north of Newcastle urban area being identified as the most deprived.

KEY MESSAGE:

- **Inward investment priorities and initiatives have changed since the Core Spatial Strategy was adopted but the principle of economic regeneration remains.**

KEY CHALLENGES

- **New initiatives and areas for inward investment will need to be identified.**

4.40 There is clearly a mismatch between the skills of the workforce who live in each local authority area and the types of employment that exist in both areas. Income data shows that average wages for those who live in Stoke-on-Trent

are lower than the average wages of those who work in Stoke-on-Trent. This shows that there must be large numbers of people commuting in to higher paid jobs within the city but who live elsewhere.

4.41 Newcastle-under-Lyme on the other hand has higher average wages for those who live in the area than those who work in the area. This indicates that there must be a large number of people who commute out of Newcastle-under-Lyme for work.

4.42 This implies that there is a strong relationship between people who live in Newcastle-under-Lyme but work in Stoke-on-Trent. Analysis within the SHMA of commuting data from the 2011 Census shows that there is a stronger relationship between the two local authority areas than anywhere else. 16,237 people live in Newcastle-under-Lyme but work in Stoke-on-Trent, whilst 11,756 people live in Stoke-on-Trent but work in Newcastle-under-Lyme. The next strongest relationship exists between Staffordshire Moorlands and Stoke-on-Trent, where 9,529 people who live in the former area commute to work in the latter.

KEY MESSAGE:

- **The skills of the local workforce do not currently match the needs of businesses in either area. This limits economic potential and leads to an unsustainable pattern of development, with people travelling greater distances to work.**

4.43 City Deal seeks to deliver the Advanced Manufacturing Training Hub; contributing to 3,900 additional apprenticeships, 1,100 traineeships, and 9,000 people not in employment, education or training receiving employability skills training by March 2024.

KEY MESSAGE:

- **Workforce skills will be developed in order to meet the needs of Advanced Manufacturing and Ceramics Industry.**

KEY CHALLENGE:

- **Ensuring that the skills of the local workforce match the needs of businesses in the area in order to capture local job opportunities, maximise economic growth and minimise unemployment.**

5.0 City, Town and Other Centres

- 5.1 This section discusses issues relating to the city, towns and local centres across the plan area, we would recommend reading the accompanying City, Town and Other Centres Technical Paper alongside this consultation paper to give a better understanding of the strategic issues which the Joint Local Plan is seeking to address. [INSERT WEB LINK TO TECHNICAL PAPER](#)

Background

- 5.2 One of the most distinctive features of the plan area is that the conurbation is polycentric and has developed as a series of distinct places with a number of highly distinctive centres. This settlement pattern is largely the result of the way that many individual communities developed overtime in response to the topography and opportunities presented by the availability of coal and clay which led to the development of traditional industries in the area.
- 5.3 Between the late 16th and the 19th centuries the expansion of coal mining, pottery and brickworks the hamlets of Stoke-on-Trent developed into six independent towns, benefitting from the patronage of wealthy industrialists, the legacy of which we see today in the towns' rich built heritage. Newcastle became a significant industrial town and banking centre for the pottery towns but retained much of its character as a historic market town dating from the 12th century. This market town heritage remains an important part of the town's identity.
- 5.4 The hinterland remained largely rural throughout this period of industrial development, but over time village settlements developed according to their proximity to agricultural industries and industries such as coal and iron working.
- 5.5 During the mid-twentieth century the industrial base declined significantly but the distinctive pattern of closely situated but distinct places still characterises the area. There has been progressive infilling in the latter part of the twentieth century between centres as pressure from "out of town" development has taken place outside the original settlements. This 'out of town' trend has been facilitated by the mobility brought by the private car and the effect of the dispersal on the role of the centres.
- 5.6 Despite the pressure on existing centres the diverse, social and economic landscape has led to the development of a hierarchy of centres which has been reinforced by previous plans. The hierarchy is characterised by a number of centres that have individual roles across the plan area. This has led to the development of the City Centre at Hanley as the largest retail destination in North Staffordshire and South Cheshire and fulfils an extremely important retail destination as well as cultural and leisure offer. Newcastle Town Centre as the principal market town has a catchment shopper population covering a 6.2 mile radius, in the order of 336,340 and therefore

plays a complementary role to the City Centre. Both centres are also the primary focus for large scale leisure and office development and benefit from the proximity of two universities which act as powerful economic drivers.

- 5.7 In order to compliment the role of the two strategic Centres, there are a number of significant urban centres across the plan area and they provide a complementary role to both Stoke City Centre (Hanley) and Newcastle Town Centre to meet local needs for retail and service provision. These include Longton, Stoke, Tunstall, Meir, Fenton, Burslem, Kidsgrove, Wolstanton, Chesterton and Silverdale.
- 5.8 There are also has a number of smaller local and neighbourhood urban centres across the plan area and rural villages in Newcastle-under-Lyme Borough. Three Rural Services Centres are identified in Core Spatial Strategy as locations that provide the most comprehensive range of essential rural services in the borough. These are Audley Parish, Loggerheads and Madeley.

Introduction to the issues

- 5.9 A primary aim for the Joint Local Plan to address is to ensure the future vitality, viability and vibrancy of the city, town, urban and village centres within the two authority areas. As part of this, the unique roles and strengths of each of the centres will need to be reviewed so that an appropriate future strategy for their success can be identified and implemented through the planning process.
- 5.10 Retail is typically the predominant land use in town centres and this is true of the centres that exist within the plan area. The National Planning Policy Framework (NPPF) also identifies leisure (e.g. food and drink), entertainment facilities (e.g. cinemas, casinos, bingo halls and nightclubs) intensive sport and recreation uses (e.g. health and fitness centres), offices, and arts, culture and tourism (e.g. theatres, museums, galleries, hotel and conference facilities) as 'main town centre uses'. The Joint Local Plan will also need to identify the need for these non-retail uses including community and residential development within each of the centres and respond to these needs where appropriate.
- 5.11 Both local authorities have undertaken Retail & Leisure studies which provide the most up to date assessments of the vitality of each of the centres in the plan area and their capacity for to accommodate future retail and leisure development. These studies have provided some of the key evidence to inform the identification of the issues within this paper. It is envisaged that both Stoke-on-Trent and Newcastle-under-Lyme will update the existing retail evidence to inform the development of policies in the Joint Local Plan.

Issue 1: Retail Hierarchy

5.12 The current hierarchy of centres aims to ensure an appropriate balance of development will contribute towards enhancing the vitality and viability of centres in the hierarchy and maximising access to services and employment opportunities for all parts of the community. The hierarchy as set out in the Core Spatial Strategy is as follows:

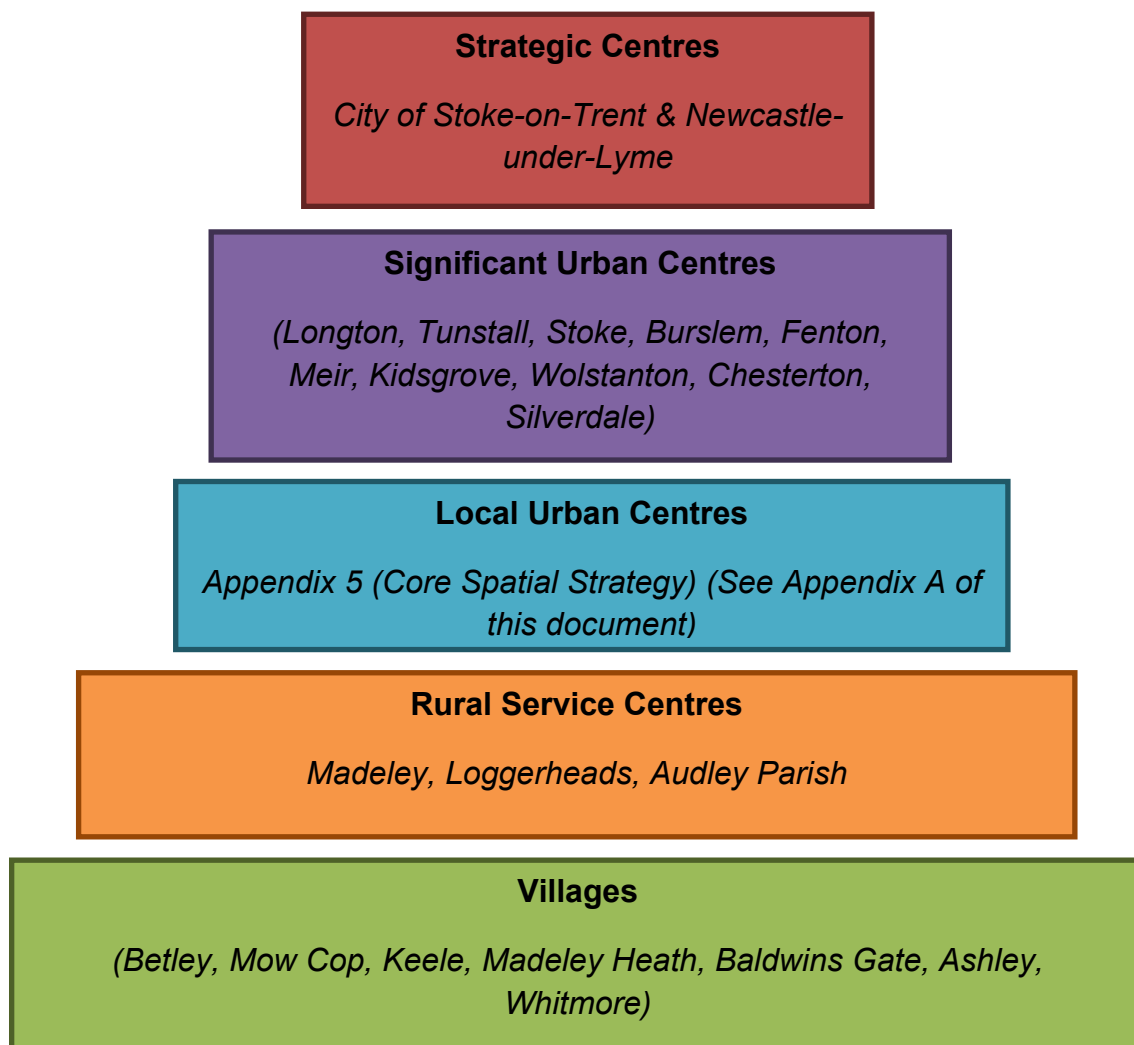


Figure 2 – Stoke-on-Trent & Newcastle-under-Lyme Existing Retail Hierarchy (Core Spatial Strategy 2006 – 2026)

- 5.13 The Stoke-on-Trent Retail & Leisure Study (2014) suggests that the existing retail hierarchy (see the Retail and Centres Technical Paper) should be reviewed to distinguish the role of the individual centres. The evidence therefore suggests the reclassification of the hierarchy that is resilient to the future retail economic changes.
- 5.14 A key objective of the Joint Local Plan will therefore be to consider how best to maintain the vitality of each centre and create a strong network of complementary centres each with a thriving role that meets local needs and contributes to the overall offer.

KEY MESSAGE:

- **The current hierarchy of centres set within the Core Spatial Strategy will need to be reviewed.**

KEY CHALLENGE:

- **Recognising and working towards a new distinctive and sustainable settlement hierarchy, whilst still respecting the areas special historic character.**

Issue 2: Vitality, Viability and Vibrancy of Centres

5.15 National policy requires planning policies to be positive and seek competitive town centre environments. The success of our city, town and local centres is also a priority for both local authorities and this is also reflected in the Stoke-on-Trent & Staffordshire LEP's Strategic Economic Plan. There are however a number of issues that are challenging the ambition for successful centres. Those that have been identified are detailed below.

Mix of uses

5.16 A wide range of uses can be beneficial to centres in order to generate activity and footfall. Most city and town centres nationally have traditionally been dominated by retail uses, however these have been in decline in recent years due to the economic downturn and changing consumer shopping patterns (for example increasing use of online retailing). As a result, many centres are now looking to offer a wider range of uses to remain attractive to residents and visitors in order to ensure that footfall and consumer spending can be sustained.

5.17 The appropriate mix of uses and role of each centre will depend on what that centre is most able to capitalise on, or what its unique selling point is. For example, the technical paper has identified that Stoke-on-Trent City Centre (Hanley) is the leading retail centre in the region, and Newcastle-under-Lyme town centre is continuing its historic role as a market town and also as a university town.

5.18 The Newcastle-under-Lyme Retail & Leisure Study (2011) recommended that the primary shopping frontage in Newcastle town centre should be condensed and that a secondary shopping frontage, which makes allowance for a greater range of uses, should be introduced.

5.19 The Stoke-on-Trent Study (2013) recommends the review of existing town centre boundaries and the introduction of primary shopping areas in order to direct future retail development. Given the current economic position of the wider economy and current vacancy levels in the existing town centre, primary and secondary shopping frontages are not recommended as this

would be too restrictive and may discourage new investment, and changes of use.

KEY MESSAGE:

- **Centres need to increase their range of uses and not depend on retail as predominant land use.**
- **A review of existing town centre boundaries and primary shopping areas is likely to be required.**
- **The strengths and unique selling points of each centre need to be identified and capitalised upon in order to be successful.**

Out of Centre Development

- 5.20 Stoke-on-Trent monitoring data has shown that there have been significant levels of out centre retail and office development since 2004 (Out of centre retail completions 43,273 sq.m and 33,007 sq.m office completions)
- 5.21 Significant office developments have occurred outside the existing centres in locations such as Etruria Valley. This may indicate that existing office accommodation within the centres may not be fit for the purpose and needs of modern office-based businesses, particularly in terms of the quality of buildings and availability of suitable car parking.
- 5.22 The Joint Urban Design SPD draws attention to the way in which this trend has contributed to a highly dispersed pattern of housing and business which does not support the hierarchy of centres strongly. Furthermore, areas of out of centre development combined with areas of former industry and roads have weakened the identity of centres by cutting them off from areas around. Consequently the wider settlement pattern is not focussed on nor well integrated into the centres contributing to a confusing street network and undermining a sense of place.

KEY MESSAGES:

- **The clustering and networking of business in centres is weakened by out of town centre development affecting the economic success of individual centres.**
- **The dispersal of uses and activities resulting from out of centre development has a significant impact on townscape character and quality and undermines the image of the conurbation as a city.**

KEY CHALLENGE:

- **Ensuring that new housing and business strengthen the role of centres or support the economic sustainability of centres.**
- **Ensuring that out of centre development does not weaken the identity and positive character of existing centres.**

- 5.23 Centres represent the image of a place both to the outside world and to local communities. A high quality, well designed environment is therefore essential to the success of individual centres and the performance of the plan area as a whole. A key objective of the local plan will be to create a strong sense of place and more immediate positive image for the conurbation. Achieving this will work to transform the quality of life of people living and working in the area, particularly in the deprived urban areas (where the environmental quality is often poor), and support the economic sustainability of centres.
- 5.24 Given the complex issues which have shaped the urban form, the creation of a strong sense of place will need to be done by taking both a strategic approach (macro) to urban design i.e. considering the relationship between the City Centre, the town centres and rural area and also one at street level (micro).
- 5.25 The strategic approach will give consideration to developing a strong network of complementary centres, well connected network of high quality places, each with its own distinctive character as well as aiming to achieve a balanced mix of uses appropriate to each centre.
- 5.26 The form and character of development and the quality of the public realm will be critical to the success of centres.

KEY MESSAGES:

- **Creating a positive and memorable image is essential to supporting the vitality and viability of centres.**
- **A well designed, vibrant network of centres will contribute to sustainable development.**
- **Addressing the quality of future development in areas with little environmental quality has the potential to enhance the identity and prosperity of the conurbation significantly.**
- **To tackle the complex issues which have shaped the urban form of the conurbation a strategic approach to urban design is required.**

KEY CHALLENGE:

- **Creating a more legible and more distinct pattern of settlements and a well-connected network of high quality places, each with its own distinctive character.**

- 5.27 The settlements within the rural areas have a variety of settlement patterns and character shaped by their historical pattern of development. Some settlements are under pressure from intensification and this is having a significant influence on their character and identity.

KEY CHALLENGE:

- **Ensuring that development in existing rural settlements responds to the unique character and setting of each settlement.**

Issue 3: Potential for Future Development**Newcastle-under-Lyme**

- 5.28 The Newcastle-under-Lyme Retail & Leisure Study 2011 identified a capacity for 14,912 square metres of comparison retail floorspace in Newcastle town centre between 2011 and 2026. This compares to 25,000 square metres that was the target set by the Core Spatial Strategy for the period 2006 to 2021. Although these are two different 15 year periods it is clear to see that the updated evidence was showing a lower capacity for comparison retail floorspace in Newcastle town centre than previously envisaged. This may be reflective of the economic downturn and changing trends in the retail economy, with more people shopping for comparison goods online.
- 5.29 No target was set in the Core Spatial Strategy for comparison retail floorspace in other centres in the borough or for convenience retail floorspace in Newcastle town centre or any centre in the borough
- 5.30 Despite the reduction in retail capacity, the study did identify that the new figures would support a significant extension to the town centre and that the redevelopment of the former Sainsburys site at Ryecroft presents the best opportunity to achieve this.
- 5.31 In Kidsgrove, the study identified a capacity for 1,430 square metres of comparison retail floorspace and 398 square metres of convenience retail floorspace between 2011 and 2026. Two sites are identified as potentially being suitable to accommodate this additional development – the lower car park at Heathcote Street and land between Liverpool Road and Kidsgrove railway station.
- 5.32 Outside of these sites recommended to be delivered for retail development, almost all of the other vacant sites within Newcastle town centre that were identified in the study as having potential for development have now already either been redeveloped or have more detailed proposals coming forward for future redevelopment. Examples of this include the redevelopment of the former Jubilee Baths site for the new Sky student accommodation building and the new Aldi supermarket on the Blackfriars Road site. This means that the potential for further future expansion of town centre uses in and around Newcastle town centre are now more limited.

Stoke-on-Trent

- 5.33 The Stoke-on-Trent Retail and Leisure Study 2014 identifies the future development requirements for both convenience and comparison floorspace. The study identifies that without any extant planning permissions taken into account, the capacity in the long term (2028) for the city is between 26,300 sq.m (net) and 43,000sq.m (net based on the existing market shares being retained). If the market share is increased this is predicted to increase to 36,600sq.m (net) and 61,100 sq.m (net) and allowing for other planning consents this figure would reduce to between 29,400 sq.m (net) and 49,000 sq.m (Net). The Core Spatial Strategy set out a gross comparison requirement between 2006 and 2026 of 120,000 sq.m and therefore like Newcastle-under-Lyme, this represents a reduction of comparison floorspace previously envisaged through the Core Spatial Strategy.
- 5.34 In terms of convenience floorspace, the evidence suggests that given the level of convenience floorspace in Stoke-on-Trent and the number of extant permissions, there is limited capacity in the short to medium-term. It is likely that capacity will begin to emerge beyond 2023 and it is estimated to be between 3,200 sq.m and 5,500 sq.m.
- 5.35 The study makes a number of recommendations to accommodate the additional floorspace including the City Sentral site, the potential redevelopment site to the west of the Asda store in Tunstall, The former Spode factory site in Stoke Town, two area within Longton town centre (eastern portion of the Longton Exchange Shopping Precinct and a number of properties along Market Street) and potential development site in Fenton on land bounded by City Road. The study however considers that with increasing floorspace trading efficiencies and less spend available to retail destinations there is likely to be an increased pressure to consolidate the existing portfolio of retail floorspace in the longer term. The study therefore emphasises the need for the City of Stoke-on-Trent to consider looking beyond retailing to create thriving town centres.
- 5.36 The distribution of new retail development across the plan area will be explored further at the Strategic Options stage.

KEY MESSAGE:

- **The evidence from 2011 indicates that there is sufficient capacity within Newcastle and Kidsgrove town centres to accommodate the identified potential retail growth up to 2026.**
- **The evidence in the Stoke-on-Trent Retail & Leisure 2014 Study makes a number of suggestions regarding the future allocation of retail floorspace.**

- **A holistic approach should be applied to future land uses within existing centres and there will be a need to look beyond retailing to create thriving town centres.**

Issue 4: Rural Service Centres

- 5.37 Three Rural Service Centres are currently designated within the Core Spatial Strategy within Newcastle-under-Lyme. These are Audley Parish, Madeley and Loggerheads. They were designated as Rural Service Centres within the Core Spatial Strategy because they provided “the most comprehensive range of essential rural services” at that time. Evidence about the availability and accessibility of services in the rural area is currently being updated and will be considered at the Strategic Options stage.
- 5.38 The Core Spatial Strategy currently aims to locate most residential development in the rural area to brownfield sites within the village envelopes of these three settlements. This strategy has been undermined since the publication of the NPPF, as this is a policy which relates to the supply of housing and paragraph 49 of the NPPF states that “*Relevant policies for the supply of housing should not be considered up-to-date if the local planning authority cannot demonstrate a five-year supply of deliverable housing sites*”. The Borough Council has not been able to demonstrate a five year supply of housing land since 2010. This has led to housing development proposals being submitted and approved outside the designated village envelope boundaries in Newcastle’s rural area. Therefore the extent of the current village boundaries will be reviewed within the Joint Local Plan.
- 5.39 The need for housing and the five year housing land supply are explored in greater detail in the housing technical paper. Furthermore, the designation of the three Rural Service Centres followed the Regional Spatial Strategy (RSS) priority of achieving a ‘rural renaissance’ (i.e. pursuing regeneration opportunities in rural areas). Now that the RSS has been revoked this wider priority no longer exists and the focus of national policy is instead on supporting a prosperous rural economy which will have its own different priorities, largely related to business growth and the success of rural communities.

KEY MESSAGE:

- **The existing designation of Rural Service Centres in Newcastle-under-Lyme will need to be reviewed.**
- **The existing village envelope boundaries will need to be reviewed to ensure that they are up to date.**

Issue 5 -The Role of Local and Neighbourhood Centres in the Urban Environment

- 5.40 The plan area includes many local and neighbourhood centres which perform a role in catering for the everyday shopping and other needs of communities within a more confined catchment. There is a need to clearly define the role of both local and neighbourhood centres across the plan area and update and review the existing centres to ensure that they thrive without competing with the larger city and town centres through inappropriate expansion that would not be of a scale and nature appropriate to their character and role.
- 5.41 The accessibility and location of local and neighbourhood centres can provide for the diverse daily needs of the community by providing a mix of key services. The location of accessible local services within the immediate area can ensure that local shops are within a walkable distance of most properties within the immediate catchment and can reduce the reliance on cars. In Stoke-on-Trent, a walk-time analysis has been completed for each of the neighbourhood and local centres in order to review the current distribution of the centres across the authority and to illustrate their current catchment area they are likely to serve.

KEY MESSAGE:

- **The existing designation of local and neighbourhood centres should be reviewed across the plan area.**
- **The need to clearly define the role of local and neighbourhood centres to create a vibrant and healthy place to live and work.**
- **The accessibility of local and neighbourhood centres is important to ensure that communities have access to key services.**

KEY CHALLENGE:

- **Clarify the specific role of local and neighbourhood centres within the overall retail hierarchy, and the definition to be associated with them.**
- **Review the distribution and location of local and neighbourhood centres to meet the top-up shopping and other service needs of their immediate catchment.**
- **To ensure that new and existing local communities are located within walking distance of key local services.**

6.0 Transport

- 6.1 A Transport Technical Paper has been written to accompany this consultation paper. It summarises the policy background and evidence driving the strategic issues highlighted below. We recommend reading the Transport Technical Paper alongside this consultation paper to give a better understanding of the strategic issues which the Joint Local Plan is seeking to address. [INSERT WEB LINK TO TECHNICAL PAPER](#)

Background

- 6.2 Newcastle-under-Lyme and Stoke-on-Trent are centrally located within England, almost equidistant between the cities of Manchester and Birmingham. There are good transport links to both cities via the West Coast Mainline, the A500, M6 and A34. The latter road also provides access to the county town of Stafford. The A500 and the A50, and the North Staffordshire railway line provide east-west transport accessibility to locations such as Crewe and Nantwich, Uttoxeter, Derby, Nottingham and the M1.
- 6.3 The structure of the urban area, which contains the six town centres of Stoke-on-Trent and the town centres of Newcastle-under-Lyme and Kidsgrove, together with their suburbs and surrounding villages, means that there is a complex network of transport routes that has developed. These include the major roads identified above as well as more local distributor roads connecting each of the centres. There is also an extensive network of existing and former canals, watercourses, and railway lines throughout the urban area. Many have been transformed in to accessible green corridors that provide opportunities for pedestrian and cycle transport. This gives the area a unique structure and character, with the numerous urban centres interspersed by greenery.
- 6.4 The rural area of Newcastle also contains a number of settlements that are interspersed by transport corridors, only here the routes in between travel through open countryside and are mainly comprised of roads – most notably the A51, A53 and A525. The Crewe branch of the West Coast Mainline Railway does also run through the rural area and although there are no stations on this line within the borough, it does form a significant corridor and a landscape feature. In comparison to other areas, the rural area is generally more limited in its offer of routes specifically tailored to pedestrians and horse riders.

Introduction to the issues

- 6.5 Transport plays an essential role in helping to ensure that areas and their residents reach their potential. Transport is an enabler of economic activity; it can improve productivity, support extensive labour markets and allow businesses to benefit from agglomeration. Transport, therefore plays a vital role in the economy; businesses require their workforce, customers and

goods to travel with ease; individuals require access to jobs and education, want a wide choice of goods in shops, and need some goods/services to be delivered direct to their homes. Good transport connectivity is a strong influencing factor in making somewhere a good place to live.

- 6.6 Convenient, safe and secure parking can support the vitality of town centres. Development also requires appropriate parking and servicing arrangements. Demand for parking is affected by the accessibility of the development; the type, mix and use of development; the availability of and opportunities for public transport; and car ownership levels.
- 6.7 The issues described below are those that have been identified through the detailed review of evidence and information contained with the Part 2: Technical Paper. This is the start of the process of reaching agreement with the community and stakeholders on the future strategy for development in Newcastle-under-Lyme and Stoke-on-Trent to be set out in the new Joint Local Plan. The next step after we have taken into account your views on these key issues and challenges, is to develop options for the future development of transport in the plan area.

Issue 1: Walking and Cycling

- 6.8 According to the 2011 Census, there is a high proportion of households with limited access or no access to a car in both Newcastle-under-Lyme and Stoke-on-Trent when compared to other areas of the country. This means that there is a greater reliance on non-car transport and especially routes for walking and cycling. However there are a number of issues that have arisen from the analysis in the technical paper that have an impact on people's ability to walk and cycle.
- 6.9 Walking and cycling opportunities between Newcastle town centre and surrounding areas are limited because of the physical barrier presented by the ring road. Most pedestrian routes that cross the ring road involve walking through a subway which lengthens the route to be walked and reduces people's feelings of safety and security.
- 6.10 Whilst there is an extensive cycle network across Stoke-on-Trent, with over 180km of routes and over 100km of which is off road, the amount of cycling is low compared to other areas, and relative to the many short trips made in the area. Severance caused by the national rail and road network through the area, plus busy local roads form a barrier for walking and cycling for all but the most confident. The Newcastle-under-Lyme Integrated Transport Strategy identifies that there are gaps in the cycle network within the urban area of Newcastle, especially between Chatterley Valley and Kidsgrove, between the A34/Cedar Road junction and Lower Milehouse Lane (Knutton) and between Dark Wood (Clayton) and Keele/Newcastle town centre.

- 6.11 Signage to support walking and cycling falls short of best practice wayfinding systems successfully implemented in many other areas. Wayfinding is a tool to assist people to navigate a place by understanding where you are, where you want to get to and how you are going to get there. Wayfinding alleviates a number of reasons why people do not walk and cycle. It has been shown to complement improvements to public realm to support behaviour change from car usage to active forms of transport. This in turn creates a virtuous circle whereby traffic and congestion eases, more people are walking which lessens people's concerns of safety.
- 6.12 The Staffordshire Rights of Way Improvement Plan (ROWIP) identifies that there is a mismatch between the demand for walking routes and their availability in the south west of Newcastle-under-Lyme borough, around Ashley, Keele, Loggerheads and Whitmore.
- 6.13 The ROWIP also identifies a wider mismatch between the needs of horse riders and the provision of routes throughout Newcastle borough, with the exception of areas around Knighton and Madeley Heath.

KEY MESSAGE:

- **The infrastructure to meet the needs of people to walk, cycle, and ride horses is limited, most notably alongside and across busy roads (such as Newcastle ring road), in the rural south of Newcastle (for walking and horse riding) and across the urban area.**

KEY CHALLENGE:

- **Providing walking and cycling infrastructure to support transport and leisure needs.**
- **Recognising and integrating connections to existing public rights of way**

Issue 2: Public Transport

- 6.14 Public transport refers to travel by train, bus and other shared transport.
- 6.15 The area is relatively well served by rail transport. The West Coast Mainline runs through the area, and the principal station at Stoke-on-Trent provides direct intercity services to destinations such as London, Manchester, Bournemouth and Bristol. There are also railway stations at Kidsgrove, Longport and Longton which provide regular local and national services, including east-west services between Crewe and Derby. Accessibility is a problem at these stations for people with mobility problems or heavy luggage due to the lack of a lift or escalators between the platforms. The access for all scheme will address these issues at Kidsgrove.

KEY MESSAGE:

- **Whilst National and local rail connections are generally good, these services are of a low frequency and capacity and pedestrian accessibility at the smaller stations presents a problem for those with lower mobility.**
- 6.16 The Newcastle-under-Lyme Integrated Transport Strategy identifies that the core bus network in the borough is good, but usage for travelling to work is low compared to other areas. This is especially so in the rural area, where bus services are less regular and the timing of services often mean that buses are an impractical means of transport for those who travel to work.
- 6.17 Bus usage overall is declining faster in Stoke-on-Trent than nationally and regionally, with 3 million less journeys each year in 2015 compared to 2010. This has led to a reduction in bus services provided due to the costs of running routes with low usage. At the same time, the punctuality of bus services in Stoke-on-Trent has declined. This can be caused by a range of factors, however road congestion, the lack of dedicated infrastructure for buses and reduced regularity of bus services are leading causes. Recent improvements have been made to bus infrastructure, most notably the development of the new bus station in the City Centre.

KEY MESSAGE:

- **The core bus network is good, with the exception of rural areas. Across both urban and rural areas there are problems with accessibility, bus punctuality, infrastructure and usage.**

KEY CHALLENGE:

- **Improving accessibility and increasing usage of bus and rail services.**
- **Working with partners to recognise and improve rural services, including cross boundary connections.**

Issue 3: Connectivity and Tackling Traffic Congestion

- 6.18 Newcastle-under-Lyme and Stoke-on-Trent are very well located geographically and have direct access to national transport networks via the M6, A50, A500 and the West Coast Mainline. However there is strong evidence to suggest that transport networks within the conurbation suffer from high levels of congestion and so travel between different locations within the plan area may not be as efficient as it potentially could be.

- 6.19 The Integrated Transport Strategy for Newcastle-under-Lyme identifies that the town centre ring road displays symptoms of traffic congestion at peak times, and the North Staffordshire Connectivity Study identifies that congestion is a problem on principal roads.
- 6.20 Poor internal connectivity has a negative impact on the social and economic success of the area, with people being less easily able to access services and employment opportunities by public and private transport, and businesses less able to access workforce and move goods efficiently.
- 6.21 In addition access problems to development sites form barriers to regeneration of brownfield sites, reducing the viability of economic development.
- 6.22 High levels of congestion also have a negative effect on the air quality of the area. The whole of the City of Stoke-on-Trent and areas within Newcastle-under-Lyme have been declared Air Quality Management Areas.

KEY MESSAGES:

- **There are good transport connections to other parts of the country via the M6, A500, A50, A34 and the West Coast Mainline Railway.**
- **Transport connections within the conurbation provide less efficient movement, with high levels of traffic congestion on many routes.**

KEY CHALLENGE:

- **Improving access and internal connectivity to enable better access to services, employment opportunities and housing.**
- **Providing better access to development sites to facilitate brownfield regeneration.**
- **Improving access and connectivity will in turn help to alleviate traffic congestion on the strategic road network**

7.0 Health and Communities

- 7.1 The Joint Local Plan can play an important role in addressing the challenge of ensuring the health and wellbeing of people who live in the borough of Newcastle under-Lyme and Stoke-on-Trent. This section presents key issues and challenges relating to health matters that will be taken in to consideration as the Joint Local Plan is prepared. A Health Technical Paper has been written to accompany this consultation paper and we recommend reading this alongside the consultation paper to gain a better understanding of the strategic issues highlighted below. [INSERT WEB LINK TO TECHNICAL PAPER](#)

Background

- 7.2 The health of people in Newcastle-under-Lyme is varied while the health of people in Stoke-on-Trent is generally worse than the England average. Life expectancy for both men and women within the plan area is lower than the England average. However, there are health inequalities throughout the plan area. A person born in Newcastle-under-Lyme could expect to live two years longer than a person born in Stoke-on-Trent. Deprivation within Stoke-on-Trent is far higher than Newcastle-under-Lyme as well as the regional and national average. In Stoke-on-Trent, over half of the population live in highly deprived areas with a quarter of children living in poverty and low birth weight significantly higher than the national average. Although Newcastle-under-Lyme has lower levels of deprivation than the national average, high levels of inequality exist. A person living in the least deprived areas of Newcastle-under-Lyme is expected to live nine years longer when compared with the most deprived areas. A person living in the least deprived areas in Stoke-on-Trent are expected to live ten years longer when compared to the most deprived areas.
- 7.3 Excess weight in children at reception age, year six and adults is significantly higher in Stoke-on-Trent than the national average. Excess weight in adults is significantly higher than the national average in Newcastle-under-Lyme and the proportion of healthy eating adults is below the national average throughout the plan area. The proportion of active adults is significantly lower than the national average and diabetes is significantly higher than the national average throughout the plan area. Premature deaths (aged under 75) in Stoke-on-Trent are significantly higher than the national average for cancer and cardiovascular disease related deaths. Newcastle-under-Lyme has an ageing population alongside a recent increase in the number of excess winter deaths which is higher than the national average.
- 7.4 There is growing recognition that access to green space is beneficial to mental well-being. Although Newcastle-under-Lyme is surrounded by agricultural land and greenery, the proportion of this green space which is publicly accessible without charge is far lower than the regional average. Stoke-on-Trent has far higher levels of publicly accessible green space

compared to the regional average. The proportion of adults accessing mental health services within the plan area is higher than the national average, with Newcastle-under-Lyme having a slightly higher proportion than Stoke-on-Trent. Suicide rates are significantly higher than the national average in Stoke-on-Trent.

- 7.5 The broad range of health and inequality issues within the plan area present a diverse range of challenges to be considered. Key issues arising from these which are relevant to planning policy are set out in this issues paper.

Introduction to the issues

- 7.6 The post-industrial nature of the plan area shapes the environment in which we live. Traditionally, industry and housing were situated close together, enabling workers to walk to work. Extensive rail and canal networks were built to support the growing industries and allotments were provided for workers in the area. Following the decline of these extractive industries in the plan area, the industrial sites closed creating open space or the sites were converted for residential use. New employment land was situated away from residential areas leading to increased use of car transport to travel work. Investment in roads and parking to meet increasing capacity has led to impermeable environments throughout the plan area and an increasing reliance on vehicular transportation. The consequences of these development patterns and reliance on car use impact on air pollution, physical activity, mental well-being and a wide range of health issues.
- 7.7 Stoke-on-Trent is a member of the global Healthy Cities movement which recognises that no single agency can tackle all the issues that affect our health. In *Healthy Lives, Healthy People* (2010), the Department of Health adopt a broad view of health, recognising the range of societal factors that affect physical and mental well-being and acknowledging that individual health and wellbeing cannot be seen in isolation from wider society. Locally, Stoke-on-Trent City Council and Staffordshire University are working together to ensure that health issues are considered as an integral part of the planning and development process and this is also reflected in policy development.
- 7.8 Housing, the economy, transport, social infrastructure and climate change all impact on health. It is therefore essential that a holistic approach is taken to addressing the health issues outlined above. For example, there is a recognition that as people live longer, there will be an increased prevalence of age-related health conditions, as well as an increased risk of social isolation. It is therefore important to ensure that policies, plans and services identify those factors which support independence, health and wellbeing for an ageing population. Stoke-on-Trent has formally recognised this and is a member of the Global Network of Age-Friendly Cities. Using a multi-agency approach, work is taking place to ensure that key strategies and decisions affecting the city take into account the needs of older people.

- 7.9 A primary aim for the Joint Local Plan will be to ensure that the environment contributes positively to health and wellbeing through the location and design of new developments. In this respect, the location, quality, choice and adaptability of housing will be especially important, as well as, the way new housing helps to facilitate social interaction to create healthy and inclusive communities. Transport systems can play a role in this as they can have a major impact on lifestyles and the quality of the environment, as well as, the location of development. Therefore through the Local Plan it will be necessary to give consideration to the way in which places are connected. This will be not just in terms of the way people travel but how far they have to travel to access services and places of employment. Other key factors to be considered will be the amount of access to good quality, well maintained public spaces, including green infrastructure, and access to healthy food options. The way a place can also contribute to reduced crime and violence through good urban design can be important too. Other matters that will need to be taken into consideration will be the location and accessibility of social and healthcare facilities, an issue which is likely to be more challenging to address in the rural area than in the conurbation.
- 7.10 A primary aim for the Joint Local Plan will be to ensure that developments contribute positively to health or do not worsen life expectancy and health. National policy states that the planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities. National policy also requires local planning authorities to work with public health leads and health organisations to understand and take account of the health status and needs of the local population, including expected future changes, and any information about relevant barriers to improving health and well-being. By identifying the health issues within the area and how planning can influence these, future policies can be developed to ensure that future developments do not worsen these health issues and aim to actively improve them.
- 7.11 The preparation of the Joint Local Plan will consider how planning can directly and indirectly influence health. This consultation paper aims to highlight the key strategic health issues that national, regional and local policy requires us to pay regard to and the key challenges that these raise in preparing the future development strategy for the plan area. It chiefly focuses on healthy 'urban design' i.e. the way in which we manage the built environment to maintain and promote good health. By identifying the health issues within the plan area and how planning can influence these, policies can be developed to ensure that future developments do not worsen these health issues and aim to actively improve them. Going forward, it will be important for both councils to evaluate the impact on health from any development strategies proposed and to develop policies to protect and enhance the health of the population.

Issue 1: Quality Environments

- 7.12 The quality of the environment as well as building design can influence a person's health and this can either be a positive or negative influence. For example, developments which only consider vehicular access, reduce walkability or fail to consider cycling infrastructure can increase sedentary behaviour and impact on obesity levels. This in turn can increase diabetes or cardiovascular disease, impact on quality of life and ultimately reduce life expectancy. The location and quality of housing can influence the exposure to noise, air pollution and ensure adequate heating and insulation which can have an impact on the number of excess winter deaths.
- 7.13 Physical activity levels in adults within the plan area are lower than the national average and have recently decreased. Diabetes is higher than the national average and is increasing. The majority of commuters within the plan area travel in a car or van with roughly 1 in 10 walking or cycling to work which is well below the national average. Between 2001 and 2011, there has been a 12-16% increase in the number of cars or vans within the plan area with fewer households without access to a vehicle or access to only one vehicle alongside an increase in the number of houses with access to two or more vehicles. Public transport use has fallen and is much lower than the national average, particularly in Newcastle-under-Lyme. However, it is not known whether this decrease in usage is due to a reduction of services or greater car ownership has decreased demand for public transport.
- 7.14 A potential way planning can directly influence physical activity is through ensuring developments create permeable and walkable environments. Investing in cycling infrastructure and public transport can also overcome barriers to active travel. Prioritising vehicular transport over public transport and active travel serves to encourage car use which can lead to an increase in the number of vehicles on the road, increase air pollution and further decrease uptake to public transport. This can potentially lead to a worsening spiral with greater reliance on vehicular transportation which needs to be met through unsustainable infrastructure investment. The plan area has the potential for a very well-connected cycling infrastructure if 'gaps' are addressed through development. The area's canals and green corridors are an asset which can be developed to encourage active travel within the area as well as promote health and well-being and encourage engagement within the natural environment.
- 7.15 As previously discussed, excess weight in children and adults is higher in the plan area than the national average, particularly in Stoke-on-Trent. Being overweight or obese can have a huge impact on an individual's health and there is a strong link between excess body weight and diseases such as type 2 diabetes, cancer and heart and liver disease. The Foresight report Tackling Obesities: Future Choices (2007) highlight a connection between the consumption of takeaway food and obesity stating that diet is one of the key determinants of obesity levels. The National Obesity Observatory (2010) note

that there is a strong association between deprivation and the density of fast food outlets, with more deprived areas having more fast food outlets relative to the size of the population. In Stoke-on-Trent, the number of hot food takeaways relative to the size of the population is far higher than the national average. Newcastle-under-Lyme is comparable to the national average.

7.16 Healthy Weight, Healthy Lives: a Cross-Government Strategy for England (2008) states that the planning system can and should play a role in reducing the number and managing the location of takeaway shops, particularly in relation to schools. This is further emphasised in the Department of Health White Paper Healthy Lives, Healthy People: Our Strategy for Public Health in England (2010) which acknowledges that the planning system can be used to limit the growth of takeaway shops and encourages local government to decide on what action is needed locally. The proximity of hot food takeaways to areas such as primary and secondary schools and concentration of hot food takeaways in other areas is considered a material consideration in planning due to the detrimental impact on health and deprivation in an area.

7.17 Stoke-on-Trent City Council is currently developing a Hot Food Takeaway Supplementary Planning Document to guide planning decision relating to hot food takeaways. Newcastle-under-Lyme Borough Council is also considering a similar approach.

KEY MESSAGE:

- **The surrounding environment and relationship between land uses has an influence on health related outcomes (e.g. physical activity and obesity). This can be a positive or a negative influence on resident's health.**

KEY CHALLENGE:

- **To ensure that developments positively influence health by being well designed, well connected, permeable and promote walking and cycling over car use.**

Issue 2: Location of development – distance and severance

7.18 Historically, employment within the plan area has been situated within a short distance to residential areas, with walking and public transport being the most common method of commuting to work. As the plan area has developed and changed over the years, some employment land has become residential and new employment land sites have been located further afield. Increasing distances between employment and residential sites require employees to commute further distances. With a greater need for mobility comes a demand

for greater transport infrastructure. This means that vehicular transport is a primary consideration during development. As cycling infrastructure has not had a similar consideration over the years this has limited choice of transport options. Over-reliance on vehicles exacerbates air pollution and the health of the population as well as disadvantaging potential employees without access to a vehicle (22% in Newcastle-under-Lyme, 31% in Stoke-on-Trent). Transport infrastructure which prioritises vehicles over walking and cycling can create severance issues between communities, green space and can limit pedestrian movement. Careful design such as considering the surrounding community, appropriate crossings, traffic calming and high quality cycling infrastructure can alleviate and overcome severance.

- 7.19 The location and layout of a development (e.g. a neighbourhood) to surrounding health and community facilities can influence an individual's opportunity to access them. Those with limited mobility or lack of public transport links may be disadvantaged if they do not have access to a car or are unable to drive. Those who rely on public transport and walking can be disadvantaged by any severance created by transport infrastructure and non-permeable environments. The location of new houses in relation to the surrounding environment can also influence health, for example, houses that are set back from the road have a buffer between air pollution and noise pollution. The location of a development can also serve to promote or limit social interaction between residents living in the area. Access to allotments, green space, community centres and walkable neighbourhoods all serve to stimulate social interaction. This is an area of focus in Stoke-on-Trent as the number of elderly residents living alone is significantly higher than the national average. If such communal areas are not a walkable distance or require crossing busy road then this may limit the positive benefit of the facility.

KEY MESSAGE:

- **The location of developments can influence health in a number of ways. This can be by preventing access due to distance or severance, promoting access through permeable and dense designs, exposure to noise and pollution or limiting social interaction.**

KEY CHALLENGE:

To ensure that new developments positively influence health by considering surrounding facilities, infrastructure and access points to prevent severance, promote interaction and encourage health behaviours.

Issue 3: Infrastructure

- 7.20 The proportion of people with a long term condition or disability is significantly higher in the plan area compared to the national average. The proportion of people reporting bad or very bad health within the plan area is also significantly higher than the national average. Mental wellbeing within the plan area is also a cause for concern as the proportion of adults accessing NHS specialist mental health services is higher in the plan area than the national average. Suicide rates are significantly higher than the national average in Stoke-on-Trent. Engaging with the natural environment is established as being important for our physical health and mental wellbeing and a key strength for Stoke-on-Trent is the high levels of publicly accessible green space, canal infrastructure and green corridors. However, there is a perception within Stoke-on-Trent that there is a lack of quality green space which could be explained by a lack of appropriate signage, promotion and maintenance. Maintenance and promotion of available infrastructure through investment and appropriate signage can serve to improve awareness of surrounding infrastructure and improve uptake to green space and allotments throughout the plan area. There is also potential for improving signage and awareness of public transport and cycling infrastructure as well as connecting cycling infrastructure and green ways through development to promote active travel. A further opportunity is to develop areas around the canals to encourage active travel.
- 7.21 Provision of freely accessible playing pitches and play areas can serve to promote physical activity as well as encourage social interaction within the community. Linking with the car-orientated approach to development, increasing demand for on-street parking has limited the communal areas for play and sport participation in neighbourhoods. Designated play areas and formal playing pitches are usually beyond walking distance and not always freely available.
- 7.22 Improving quality and awareness of surrounding infrastructure through signage and promotion serves to create connected communities. The number of pensioners living alone in Stoke-on-Trent is significantly higher than the national average which is worthy of consideration when designing neighbourhoods in order to promote social interaction, such as allotments, gardens, communal spaces, provision of benches and access to public transport. This same approach can be used to create inclusive communities throughout the plan area which is a national policy.

KEY MESSAGE:

- **Developments can positively influence health through the investment of high quality infrastructure such as active travel, public transport, green space and appropriate signage.**

KEY CHALLENGE:

- **Ensuring investment in cycling infrastructure, green space, public transport and signage.**
- **Increasing awareness and use of surrounding infrastructure through promotion of public transport, green corridors, allotments, canals, green space and playing pitches.**

Issue 4: Cohesive, inclusive and active communities

7.23 National Policy states that planning can make an important contribution to the health and wellbeing of communities by ensuring access to high quality open space and opportunities for sport and recreation. The design, location and quality of the public realm can influence the flow of footfall, the time a person spends in the area and can promote a feeling of belonging. The public realm can provide a focal point for shared experiences, shared values and community pride. The provision of benches in public areas provides an opportunity for rest and social interaction which can help to tackle social isolation, loneliness as well as promote physical activity. Without places to rest or socialise, this can disadvantage those with limited mobility, reduce the time spent in retail areas or open space and diminish a sense of community.

7.24 There is recognition that as people live longer, there will be an increased prevalence of age-related health conditions, as well as an increased risk of social isolation; it is therefore even more important to ensure that policies, plans and services identify those factors which support independence, health and well-being for an ageing population. Stoke-on-Trent has formally recognised this and is a member of the Global Network of Age-Friendly Cities. Using a multi-agency approach, work is taking place to ensure that key strategies and decisions affecting the city take into account the needs of older people. Social isolation is considered a severe health risk for both physical and mental well-being. Green space provides the possibility for social interaction for members of the community, opportunities for physical activity and improving community cohesion. Provision of publicly accessible green space such as parks and allotments can help to tackle social isolation, particularly for those from deprived backgrounds or those vulnerable to social exclusion such as young people, older people, ethnic minorities or those with disabilities. Provision of benches in parks, centres and any walkable environment is important to ensure those requiring rest points are not excluded. Benches also serve to promote community cohesion and provide opportunities for social interaction.

7.25 The design, location and quality of housing sites and neighbourhoods can influence opportunities for social interaction and promote community

cohesion. Flexible and adaptable housing which are built to lifetime homes standards can enable residents to remain within their community should they choose to do so. Access to an allotment or a communal space provides an opportunity for residents to interact and tackle social isolation. Consideration of the location to health services, public transport connections and surrounding green space can have a direct impact on the well-being of the residents. The layout of the neighbourhood can alleviate fear of crime by improving visibility and providing adequate lighting. Provision of adaptable 'homes for life' allows an individual to remain within their community as they can adapt their home to meet their mobility needs.

KEY MESSAGE:

- **The surrounding environment can be designed to create inclusive communities and promote physical and mental well-being. This can be a positive or a negative influence on resident's health.**

KEY CHALLENGE:

- **Ensuring that the surrounding environment positively influences health, promotes social interaction and cohesive communities.**
- **Ensuring that housing developments consider flexible lifetime homes standards, permeable and inclusive neighbourhoods which promote walking and social interaction.**

8.0 Heritage

- 8.1 A Heritage Technical Paper has been written to accompany this consultation paper. It summarises the policy background and evidence informing the strategic issues highlighted below. We recommend reading the Heritage Technical Paper alongside this consultation paper to give a better understanding of the strategic issues which the Joint Local Plan is seeking to address. [INSERT WEB LINK TO TECHNICAL PAPER](#)

Background

- 8.2 Until the 17th century, large areas of north Staffordshire remained sparsely populated. With the exception of Newcastle-under-Lyme, an established urban centre by the late 12th century, much of the area was characterised by small dispersed settlements and farms. Significant change did not occur therefore until the industrialisation of the area in the 17th century. Industrial growth in north Staffordshire was fuelled by rich coal and, to a lesser degree, iron and clay resources. Early industry was typically undertaken by individuals who combined activities such as mining and potting with part-time farming.
- 8.3 Urban growth within the Potteries area was initially made up of an irregular mix of potteries, pits and houses, often on land parcels close to existing roadways. As the industrialisation of the pottery towns gathered pace during the 18th century, they acquired a commercial, civic and cultural identity distinct from that of the borough of Newcastle. This was furthered by the creation of a transportation network of turnpike roads and canals geared towards the needs of the pottery industry, that essentially by-passed the borough. The borough however benefitted from significant industrial wealth which came about from the trading in ceramics.
- 8.4 Although some early sites remain visible within north Staffordshire (e.g. Hulton Abbey Scheduled Monument just outside Hanley), the legacy of industrialisation dominates the area's heritage, with particular emphasis on the pottery industry. Following the widespread closure of former factory sites across north Staffordshire, a significant percentage of the area's industrial heritage now exists only in the form of archaeological sites, which are open to redevelopment with the built historic fabric dominated by a wide range of building and surfacing materials including red brick, Staffordshire blue brick, clay roof tiles, geometric floor tiles, and decorative wall tiles.
- 8.5 Before brick became the material of choice a variety of materials were used across the area. Timber frame construction remains very evident in Newcastle-under-Lyme's rural hinterland, particularly at Betley. Several large timber-framed buildings existed in the Potteries during the 16th and 17th centuries, including Shelton Hall, Rushton Grange and Stoke Hall, but none of these persisted beyond the 19th century. Only Ford Green Hall (built in 1624) has survived intact to the present day, although elements of a probable 16th-

century timber-framed building remain within a later farmhouse at Farm Cottage, Baddeley Green.

- 8.6 Relatively little bespoke middle-class housing was built before 1901 however alongside factories a small number of manufacturers, notably Wedgwood at Etruria and Theophilus Smith at Greenfield, Tunstall, created industrial villages, which featured a principal residence, factory and workers' housing. In the mid-19th century, Herbert Minton established a small planned community, with a church, school and housing, close to his home in Hartshill. Further attempts were made to create middle-class enclaves in the second half of the 19th century, with developments at 'Stokeville' (The Villas) and at the Brampton. More typically, however, middle-class housing formed part of larger building schemes, particularly within new suburban areas such as Dresden and Florence to the south of Longton. The creation of new private and municipal estates during the inter-war housing boom, created sufficient urban sprawl for Newcastle and the six Potteries towns, creating the larger conurbation area.
- 8.7 Historically, each of the pottery towns expressed its individual civic identity through the provision of high-quality public buildings and open spaces. As a result, the Potteries are well provided for with town halls, public markets, chapels and parks. Newcastle town centre features many Georgian buildings, which reflect the continuing mercantile prosperity of the medieval borough, supported by industries such as ironworking, hat making, clay pipe manufacturing and silk throwing. Investment across the area continued well into the 20th century, as the quality of 1930s architecture demonstrates.
- 8.8 Away from Potteries, settlement within the rural hinterland of Newcastle exhibit a variety of patterns, influenced by both agriculture and industrial wealth. In addition to the villages this is evidenced by the traditional farmsteads and old manor houses in estate grounds, which make a special contribution to the landscape character and distinctiveness. Agriculture continues to play a major role shaping Newcastle-under-Lyme's rural identity, although arguably the relationship between the urban and rural area has been weakened by the fact that the town no longer has a cattle market.
- 8.9 In terms of economic and cultural regeneration, the decline of the traditional industries has left significant, highly visible voids within the Potteries landscape. These sites, coupled with those still engaged in industrial processes, act as detractors both to the image of the modern City and an appreciation of the area's recent history. The consequent social and environmental issues have impacted on investment and contributed towards migration from former residential areas within the Potteries. Positive steps have, however, been made in reclaiming former industrial sites to create green spaces for recreation. Disused mineral lines have been transformed into greenways and occasionally present tourism opportunities. River and canal corridors, which form distinctive character areas within themselves,

have been exploited for recreation and tourism, and encouragement has been given for new residential schemes built close to the water's edge. The fluvial areas along the River Trent and its tributaries also encouraged many green amenities and sports grounds in the urban area. The restoration is underway of rural areas affected by industrial extraction on the conurbation's western edge, transforming the quality of the landscape.

- 8.10 The area's history is well-represented in established institutions such as The Potteries Museum, Gladstone Pottery Museum and Borough Museum at Brampton Park. The processes and products of the local ceramics industry are also promoted at working sites such as the Middleport Pottery and Emma Bridgwater factory outside Hanley town centre.
- 8.11 There are currently 23 designated Conservation Areas in Stoke-on-Trent and 20 within Newcastle-under-Lyme. In terms of buildings at risk, as recorded by Historic England, there are 3 heritage assets in Newcastle-under-Lyme on the 'at risk' register and there are 11 'at risk' in Stoke-on-Trent. There is also one Conservation Area in Newcastle-under-Lyme on the Historic England 'at risk' register and 5 Conservations Areas in Stoke-on-Trent. Both councils also have a local list which identifies buildings or structures that, whilst not of national importance, are important locally. There are currently over 450 buildings on the Local List in Stoke-on-Trent and just over 100 in Newcastle-under-Lyme.

Introduction to the issues

- 8.12 Distinctive places draw on the unique characteristics surrounding their development, including how places have changed over time, the historic value of buildings and places and the local traditions of particular features.
- 8.13 The adopted Core Spatial Strategy seeks to ensure that sites and areas of particular heritage value are safeguarded not just for their own merits but to create a sense of place. This objective is set out in more detail in the Joint Urban Design Supplementary Planning Document which promotes a well-designed vibrant network of centres which contribute to the cultural value of a place; to the quality of life for local communities; towards economic regeneration and sustainable development.
- 8.14 It recognises that the rich and diverse historic environment, including historic landscapes, townscapes, buildings and industrial archaeology should be a significant influence in shaping a distinctive sense of place for the future.
- 8.15 The Joint Local Plan will consider the action we need to take if the area is to enjoy a vibrant and sustainable future and continue to recognise, safeguard and integrate the historic environment as part of a plan-led approach.

Issue 1: Importance of heritage assets

8.16 The importance of heritage assets and the positive impact heritage assets can have on the environment of an area is recognised at a national level in the NPPF. With regards to conserving heritage national policy, NPPF, places different levels of significance on heritage assets depending on their status. It is important that local historic evidence such as conservation area character appraisals and local list information, is kept up to date as this can help determine and assess the significance of heritage assets and the contribution they make to the area.

8.17 The area has several unique characteristics that derive from its past development and form which, in order to ensure this is recognised positively, need to be recognised. The reasons for why something was built and its form and purpose can help to lead to positive reuse or integration with new development.

KEY MESSAGE:

- **The area has several unique historic characteristics that should be recognised for their positive contribution they make to the area.**
- **It is important to understanding the original purpose of historic buildings to help provide context and find suitable new uses.**

KEY CHALLENGE:

- **Heritage is often seen as a barrier to development.**
- **Ensuring that heritage assets have a positive impact on the environment of the area.**
- **Ensuring that the setting of historic assets is taken into account.**

Issue 2: Conserving Heritage Value

8.18 The area has a complex built heritage and one especially founded around its principal historic industries of pottery making, coal mining and iron and steel manufacture within the urban areas. Those industries have experienced severe decline or total closure over the last half-century and have not been replaced substantially by new economic activity. This has left the urban area with a low level of economic performance, high levels of unemployment and social deprivation together with a legacy of underused or derelict sites and buildings.

- 8.19 Within Newcastle's rural area traditional farmsteads make an important contribution to landscape character and local distinctiveness. However permitted development rights are increasing for agricultural holdings to be converted to new uses and therefore it is essential to only encourage those new uses which are sensitive to the historic character and significance of the buildings.
- 8.20 Historically the pottery industry developed within and alongside residential areas and town centres throughout the urban area. With the decline of the pottery industry, there are many redundant and cleared sites, some of them very large, scattered throughout the centres, civic areas and along principal transport corridors.
- 8.21 Both councils have buildings/ structures/ monuments and conservation areas that have been identified as being at risk by Historic England. The challenge is to find appropriate and viable uses for heritage assets in order to conserve their heritage value. The history of the city means there is widespread duplication of civic buildings as well as industrial and religious buildings. These are usually located within the heart of centres.
- 8.22 The scale of the assets therefore creates both a unique opportunity but also a challenge in ensuring new uses are economically viable, and sensitive to their value as a heritage asset.

KEY MESSAGE:

- **There is a complex built heritage as a result of the pottery industry, coal mining and iron and steel industry within the urban areas.**
- **There is duplication in the type of civic, industrial and religious buildings in each of the towns.**

KEY CHALLENGE:

- **To try to increase the attraction of the area as a tourist destination based on its industrial heritage.**
- **Securing funding opportunities.**
- **Understanding the size and scale of heritage assets as they are often large in scale due to the industrial history of the area.**
- **To give the right protection to historic farmsteads.**

Issue 3: Integrating new developments into the existing historic setting

- 8.23 The city does not have a large number of listed buildings but of these a small number are a significant size. Often their principal significance is historic rather than purely architectural. Most of these pottery buildings are in a poor

state of repair because they have not been maintained for decades, even when they were in productive use.

8.24 Some of them were not built from high quality materials. The city's most iconic listed building, the bottle oven, was built for a short life; it has no resistance to weather penetration when not being fired (as none have for over 50 years) and has no commercial value today because of its lack of ready adaptability.

KEY MESSAGE:

Whilst the city does not have a large number of listed buildings they have a clear historic significance in the area.

KEY CHALLENGE:

- **To protect and enhance the historic heritage and the unique character of the area by ensuring new developments are appropriate in terms of scale, location and their context.**
- **Understanding what important settings should be safeguarded from new development.**
- **Safeguarding buildings that do not have statutory protection.**
- **Encouraging sensitive reuse of historic assets.**
- **Recognising focal points and integrating different forms of development.**

Issue 4: Rural Village Settings

8.25 Until the 17th century, large areas of north Staffordshire remained sparsely populated. With the exception of Newcastle-under-Lyme, an established urban centre by the late 12th century, much of the area was characterised by small dispersed settlements. This pattern of dispersed rural villages still exists today within the extensive countryside to the west and south of the urban areas. Preserving this historic form is important from an historic perspective.

KEY MESSAGE:

Newcastle-under-Lyme is characterised by a number of dispersed rural villages which form an important part of the historic landscape of the area.

KEY CHALLENGE:

- **Recognising and preserving the rural settlement pattern.**
- **Integrating new development which meets the needs of rural areas.**
- **Ensuring that the setting of historic assets is taken into account.**
- **Recognising landscape setting and character.**

9.0 Natural and Rural Environment

- 9.1 This section presents key issues and challenges relating to the natural environment that will be taken into consideration as the Joint Local Plan is prepared. A Natural Environment Technical Paper has been written to accompany this consultation paper and we recommend reading this to gain a better understanding of the issues highlighted below.

INSERT WEB LINK TO TECHNICAL PAPER

Background

- 9.2 Newcastle-under-Lyme and Stoke-on-Trent have a rich and varied network of green infrastructure spread across both the urban and rural areas within the two authorities. Green infrastructure can be defined as a strategic network of multi-functional green spaces which support natural and ecological processes and provide a wide variety of distinctive landscapes and functions which can play an important role in creating sustainable healthy communities.
- 9.3 The two authorities lie within an area containing a series of shallow valleys, running from north west to south east, with the conurbation of Stoke-on-Trent and Newcastle-under-Lyme sitting across these valleys. Newcastle-under-Lyme's urban area is surrounded to the west by gradually flattening countryside containing a diversity of wetland habitats, irreplaceable Ancient Woodlands and gently rolling plains. These provide much of the borough's rural area with distinctive and high quality landscapes and this hinterland has remained largely rural despite the area's legacy of industrial development. To the east of Stoke-on-Trent the landscape rises upwards into the grit uplands of the Staffordshire Moorlands countryside, which contains the Peak District National Park.
- 9.4 The urban conurbation itself also contains many former industrial areas which have now been converted to parks and other green spaces, which help to provide a more tranquil character in areas that are otherwise densely developed. This urban area is also tightly bounded by Green Belt, which surrounds both authorities and extends westward from the conurbation to the West Coast Mainline Railway.
- 9.5 Due to the wildlife and geological value of many sites within the plan area, a diverse range of internationally, nationally and locally designated sites can be found in Newcastle-under-Lyme and Stoke-on-Trent. These include two Ramsar sites in Newcastle-under-Lyme, which are of international importance. There are also seven Sites of Specific Scientific Interest (SSSI) across both areas, which are of national importance. Locally important sites have also been designated, such as the thirteen Local Nature Reserves and large number of Local Sites present in both local authority areas. Stoke-on-Trent in particular benefits from a high number of Local Sites within the city, with 41 sites covering an area of 567.5 hectares identified. Newcastle-under-

Lyme also contains 650 hectares of Ancient Woodland, the vast majority of which is in the countryside to the west of Newcastle-under-Lyme's urban area. There is also a limited amount of Ancient Woodland in Stoke-on-Trent, with approximately 7.85ha present in the city.

- 9.6 Mineral resources are also present in Stoke-on-Trent which provides a reserve of coal and clay. Whilst active mineral operations are limited across the city there are permitted clay workings at Bankeyfield, Tunstall and Cophurst Quarry, Lightwood.
- 9.7 The variety of landscapes and functions provide a mixture of rural and urban areas within the two authorities. This presents a diverse range of challenges to be considered.

Introduction to the Issues

- 9.8 Preservation and enhancement of the natural environment is a key requirement of national planning policy and is vital to ensuring sustainable development. To deliver this we have a number of key duties to consider in preparing the Joint Local Plan. Key examples of these include directing development towards land of lesser environmental value, protecting valued landscapes and using areas of poorer quality agricultural land. As well as fulfilling these national policy objectives we also need to ensure any future development strategy complies with European legal requirements to protect certain sites and species of international importance, such as Ramsar sites.
- 9.9 To protect and enhance the range of designated sites in both areas, we are required by national policy to create local policies that can be used to assess any development on or affecting any relevant wildlife and geological designations. In doing so we need to offer a level of protection to these sites that is proportionate to their status (i.e. whether they are a international, national or local designation) and contribution to wider ecological networks. However, it should be recognised that even locally designated sites still make an important contribution to local ecological networks. We also have a wider duty to plan positively for the creation, protection, enhancement and management of networks of biodiversity and green infrastructure.
- 9.10 To offer further protection to areas of environmental value, we are also required to direct development towards brownfield sites. It is therefore important to recognise that such brownfield sites can still be of high environmental value, and this needs to be taken into consideration in planning any future development.
- 9.11 This consultation paper aims to highlight the key strategic natural environment and green infrastructure issues that national policy requires us to pay regard to and the key challenges that these raise in preparing the next development strategy.

Issue 1: Increasing development needs and their impact upon locally designated sites.

- 9.12 Local Sites and Local Nature Reserves are areas designated due to their local biodiversity and geological importance and are a vital component of the natural environment in both authority areas. The number of designated Local Sites and Local Nature Reserves has grown substantially in Newcastle-under-Lyme in recent years, forming an important natural asset for the authority. Similarly, Stoke-on-Trent has a large amount of land identified as Local Nature Reserves within the city and a vast amount of Local Sites, which cover roughly 6% of the authority area. Mapping to identify opportunities to increase biodiversity in Stoke-on-Trent also identifies that improving the quality, quantity and connections between natural sites within the city is of key importance to increasing biodiversity within the urban area. Similar mapping for Newcastle-under-Lyme also identifies that such sites and the linkages between them play an important part to contributing to local biodiversity, particularly in the urban area. This demonstrates the local importance of such sites to both authorities in the past, as well as highlighting that opportunities to improve such sites, and the linkages between them, may be important to increasing biodiversity within both areas in the future. This is reflected in national planning policy, which recognises the importance of Local Sites and Local Nature Reserves to local biodiversity and geology, as well as their contribution to local ecological networks.
- 9.13 Whilst recognising the importance of locally designated sites, national policy also requires us to seek to meet our full objectively assessed needs for future development and offer a level of protection to natural sites which recognise their status. These pressures may potentially increase the density and concentrations of development within the urban area in order to meet local development needs.
- 9.14 There is therefore a risk that these development needs may create pressures for such sites being lost to development or limit the creation of new locally important sites, as they cannot be afforded the same level of protection as internationally or nationally designated sites. The Joint Local Plan must therefore be based on a clear strategy for recognising and protecting the most important local sites and ensure that the important functions Local Sites and Local Nature Reserves perform, particularly in terms of local biodiversity, are recognised in preparing any future development strategy.

KEY MESSAGES:

- **There are large areas of local ecological and geological importance in Newcastle-under-Lyme and Stoke-on-Trent**

- **Future development needs may limit opportunities to improve and expand networks of locally important sites and place development pressures on existing sites**

KEY CHALLENGES:

- **Balancing the need to plan for new development with the protection and improvement of local natural assets.**
- **Plan positively to create, protect, enhance and manage a multifunctional network of green infrastructure.**

Issue 2: Sustainable use of minerals

9.15 Minerals are an essential resource to support economic growth in the area and Stoke-on-Trent and Newcastle-under-Lyme are both underlain by coal and clay reserves. In Newcastle-under-Lyme, future planning policies for the sustainable use of minerals are being developed by Staffordshire County Council as part of the emerging Minerals Local Plan for Staffordshire (2015-20130). This proposes areas where valuable brick clay from the Etruria Formation will be safeguarded, as this is the principal brick clay resource in Staffordshire and is found in many locations in Newcastle-under-Lyme’s urban hinterland.

9.16 Active mineral operations in Stoke-on-Trent are limited due to the urban form and permitted clay working is located at Bankeyfield, Tunstall and Copshurst Quarry, Lightwood. These areas are identified in the adopted Core Spatial Strategy as Mineral Safeguarded Areas. This means that where such reserves are believed to exist and sterilisation is threatened by built development in accordance with national policy then special measures need to be put in place to confirm the existence of viable reserves and take steps to recover them prior to building the development. In consultation with the County Council mineral safeguarding is of continued importance in Stoke-on-Trent which will need to be addressed within the Joint Local Plan.

KEY MESSAGES:

- **Whilst Stoke-on-Trent and Newcastle-under-Lyme are underlain by coal and clay reserves, active mineral operations in Stoke-on-Trent are limited due to the urban environment.**
- **The emerging Minerals Local Plan for Staffordshire (2015-30) will set policies governing the sustainable use of minerals in Newcastle-under-Lyme**

KEY CHALLENGE:

- **Balancing the need of development and mineral extraction to avoid sterilisation of mineral resources.**

Issue 3: The role of brownfield land in promoting biodiversity

9.17 The Newcastle-under-Lyme and Stoke-on-Trent conurbation has a rich industrial heritage and consequentially contains many areas of brownfield land, which have often been previously developed but now lie vacant. This is particularly the case in Stoke-on-Trent and as such a key principle of the existing Core Spatial Strategy's policy for both areas is to direct development towards the existing conurbation and to prioritise the development of brownfield land. One of the key aims of this existing policy is to protect the countryside and other important green spaces within the area. However, despite the importance of prioritising brownfield land for development, such sites can sometimes contain, or have the potential for, a wide range of important habitats and species. This is particularly the case where sites have been subject to significant soil disturbance and have been left vacant for a considerable amount of time, allowing vegetation to form. Consequentially, national planning policy encourages the use of brownfield land, but only where such land is not of high environmental value, therefore the assessment of the environmental and ecological value of relevant brownfield land needs to be included in order to determine its value.

9.18 Therefore, this presents a challenge, as pressures to meet future development needs and the visual appearance of brownfield sites can often lead to them being prioritised for development over greenfield sites, despite their relative ecological and biological value in some instances. Any future development strategy will therefore need to pay close attention to the potential to protect and create natural assets on previously developed land where this is appropriate, and ensure the nature conservation value of such assets is evaluated and recognised in future policy.

KEY MESSAGES:

- **Brownfield sites within the urban area can contain important habitats and species.**
- **The visual appearance of such sites and development pressures can often lead to such sites being prioritised for development over greenfield sites, despite their relative ecological value.**

KEY CHALLENGE:

- **Ensuring future development strategies recognise the environmental value of brownfield land as well as greenfield sites.**

Issue 4: Protecting and enhancing landscape character

9.19 Newcastle-under-Lyme and Stoke-on-Trent contain a distinct variety of landscapes within and outside of the conurbation. These are based around a number of natural assets, ranging from the reclamation of former industrial sites to create landscaped parks within the urban area; to the countryside fields, wetlands and Ancient Woodlands which create a characterful landscape in Newcastle-under-Lyme's rural area. These characteristics are set out in more detail in Natural England's National Character Areas for the Potteries and Churnet Valley and the Shropshire, Cheshire and Staffordshire Plain.

9.20 This is particularly important in Newcastle-under-Lyme's rural area, where areas of different levels of landscape quality are identified in the 'Planning for Landscape Change' Supplementary Planning Document, adopted by Staffordshire County Council in 2000. This work evaluates the borough's landscape and maps its quality and effective strength of character. The result has been a framework for policy guidance in five defined categories: Landscape Conservation; Landscape Maintenance Areas; Areas of Landscape Enhancement; Areas of Landscape Regeneration. This approach was carried forward by the Newcastle-under-Lyme Local Plan 2011, which established a set of differentiated policies for the five categories and which continue to guide decision making. In areas of Landscape Maintenance, such as Loggerheads and Keele, new development should avoid any harm to the maintenance and active conservation of these high quality natural landscapes. However, elsewhere in the rural area opportunities to enhance, restore and regenerate declining and lower quality landscapes are identified for example the countryside to the north of Silverdale. It will be necessary to review these policies as part of the development of the Joint Local Plan to ensure they remain valid and up to date. However, to meet the requirements of national planning policy it will be necessary to demonstrate how the areas diversity and distinctiveness, as well as, the quality of any part of the landscape is protected or enhanced.

KEY MESSAGES:

- **A range of natural assets which contribute to the local landscape are present in both areas.**
- **Areas of varying landscape quality are present in Newcastle-under-Lyme's rural area, where new development can raise both risks to the existing landscape and opportunities to improve it.**

KEY CHALLENGE:

- **Ensuring future development strategies safeguard characteristic landscapes in Newcastle-under-Lyme and Stoke-on-Trent, whilst taking opportunities to improve lower quality landscapes.**

Issue 5: Green Belt

9.21 The urban area of Newcastle-under-Lyme and Stoke-on-Trent is tightly bound by Green Belt. This policy designation is designed to prevent urban sprawl by keeping land permanently open, by protecting them from inappropriate development pressures. In particular, national planning policy makes it clear that development such as housing and employment uses are inappropriate in these locations, except in very special circumstances. Therefore, whilst Green Belt policy is not a landscape or natural environment policy, it often has the effect of protecting natural areas from development. This in turn means that development pressures often end up being redirected to non-Green Belt locations. Generally this means that development is redirected into existing urban areas, but this policy can also have the effect of pushing development pressures past the Green Belt into the open countryside, which is not given the same level of protection under national policy.

9.22 Therefore, in light of increasing housing and employment land pressures and existing Green Belt policy, areas of relatively high natural and landscape value within existing urban areas and open countryside past the Green Belt may come under pressure to be developed. For example, as highlighted elsewhere, brownfield sites of biodiversity value and sites designated for their local ecological or geological value create significant natural assets in the urban area. Furthermore, the areas of highest quality landscape and best quality agricultural land within Newcastle-under-Lyme's rural area are often found in countryside beyond the Green Belt boundary, where speculative development pressures are more likely due to the lack of Green Belt designation. The next development strategy will therefore need to consider the effect Green Belt policy has in redirecting development and any potential impacts this may have on the natural environment and landscape.

KEY MESSAGE:

- **Green Belt policy has the potential to redirect development to areas which may be of relative importance to the natural environment and landscape.**

KEY CHALLENGE:

- **To ensure we deliver sustainable development by balancing the need to protect the openness of the Green Belt with the need to protect and enhance areas of value to the natural environment and local landscape.**

Issue 6: National and internationally designated wildlife and geological sites

- 9.23 Two Ramsar sites (which form part of the wider Midlands Meres & Mosses Phases 1 & 2) are present on the western boundary of Newcastle-under-Lyme, with other Ramsar sites existing in close proximity to the boundary of the borough. The councils are required by law to assess the likely impacts of the Joint Local Plan on such internationally important sites. At this stage there are no development proposals being put forward for assessment, but as the future development strategy is being prepared, the councils may be required to undertake an Appropriate Assessment to establish any likely effects on these sites and to inform the overall development strategy.
- 9.24 Within Newcastle-under-Lyme there has also been a decline in the condition of Sites of Special Scientific Interest (SSSI) land, which is a nationally protected nature designation. In 2008, roughly 76% of land designated as a SSSI in Newcastle-under-Lyme was either of an acceptable condition or improving in condition but this has fallen to 36% as of 2015. Further consideration needs to be given as to why this trend is taking place and to establish whether this is related in any way to increased development within the borough. Whilst local planning authorities are not specifically responsible for managing the condition of such sites, we must seek to ensure that any future development strategy does not further undermine the condition of SSSIs within the plan area.

KEY MESSAGE:

- **The presence of internationally designated environmental sites within and near to Newcastle-under-Lyme and Stoke-on-Trent will be carefully considered in planning future development**

KEY CHALLENGE:

- **Making sure any future development strategy protects rare species and designated sites.**

Issue 7: Future Maintenance of Green Infrastructure

- 9.25 The urban fabric is not continuous and incorporates many green spaces both formal and informal. These spaces are extremely important to both Stoke-on-Trent and Newcastle-under-Lyme, in terms of providing wildlife habitats, as well as contributing to the urban landscape and providing an amenity and recreational resources. They are also important in providing ecological networks that allow species to cross otherwise built up areas, by creating semi-natural corridors linking wildlife habitats.

- 9.26 Green infrastructure in both areas is also closely tied to local water resources, such as ponds, rivers, streams and canals. These resources offer numerous opportunities to contribute to key functions of green infrastructure. For example, waterbodies can provide important linear habitats for fauna and flora, forming wildlife corridors. Furthermore, water resources can contribute to the character of the local environment by providing key landscape features, and can enhance publicly accessible open spaces where they are left open. The issue of flood risk raised by these water resources is dealt with in the Climate Change section of this paper.
- 9.27 This network of green infrastructure helps to maintain the species diversity of individual sites and provides the opportunity for residents living in the urban area to have contact with wildlife.
- 9.28 Both councils have commissioned new assessments to understand the quality and quantity of green spaces in the plan area, so that they can be effectively planned for in the Joint Local Plan. Green and open spaces require a significant amount of upkeep in order to ensure that their quality is maintained and improved, allowing the community to feel safe and utilise local facilities whilst also maximising their contribution to local biodiversity. Maintaining such spaces across the plan area therefore requires a significant amount of investment and funding from both the councils and partners. Consequently, we will need to consider this issue further in order to ensure an appropriate balance is struck between the quantity and quality of green spaces within the plan area.

Key Messages

- **The future management of green infrastructure is likely to change as pressures are placed on public funding and partnership resources. Consideration will need to be given to different delivery mechanisms and management arrangements.**

KEY CHALLENGE:

- **Balancing quality and quantity in the future management of green infrastructure.**

10.0 Energy and Climate Change

- 10.1 A Energy and Climate Change Technical Paper has been written to accompany this consultation paper. It summarises the policy background and evidence informing the strategic issues highlighted below. We recommend reading the Energy and Climate Change Technical Paper alongside this consultation paper to give a better understanding of the strategic issues which the Joint Local Plan is seeking to address. [INSERT WEB LINK TO TECHNICAL PAPER](#)

Background

- 10.2 Climate change and flood risk are important issues which require consideration at a local level. Planning has the potential to play a key role in responding to these issues, through shaping new and existing developments in ways that reduce carbon dioxide emissions and ensuring any risks flooding may pose to development are minimised. We therefore need to make sure we consider how these issues affect our local area so we can plan positively to address climate change and flood risk through delivering sustainable development.
- 10.3 Newcastle-under-Lyme and Stoke-on-Trent have key characteristics that relate to climate change and flood risk, which will require close attention in preparing the Joint Local Plan. Newcastle-under-Lyme and Stoke-on-Trent both occupy high altitude settings which contain a number of river catchments, which have a significant effect on local areas at risk of flooding. Newcastle-under-Lyme is served by the Upper Trent, the Sow, the Bollin, the Tern and the Wheelock, whilst Stoke-on-Trent is drained by three rivers, with the River Trent being the largest.
- 10.4 The urban area has been formed around a number of historic towns, with Stoke-on-Trent in particular comprising a number of towns, each with their own distinct centre. Much of the existing development around these towns has taken place alongside large periods of historical growth in industry. This means that a large amount of existing housing in Stoke-on-Trent is old nineteenth century properties, resulting in much of the area's existing housing performing poorly by modern energy efficiency standards. There have also been limited examples of large scale renewable energy schemes being delivered in the past, particularly in Newcastle-under-Lyme where development schemes have tended to be too small in scale to facilitate this. Furthermore, as the area has an extensive industrial past, there are significant areas of contaminated land in Stoke-on-Trent, and other potential sources of contamination throughout both areas.
- 10.5 Both areas have low levels of car ownership, and it is often easier to move around the urban area using car transport rather than public transport networks. There are therefore air quality issues in both authorities due to high levels of vehicular emissions, with the entirety of Stoke-on-Trent being

identified as an Air Quality Management Area. However, both areas also contain a relatively large amount of green space dispersed through the conurbation, which contributes to lessening the warming effects of climate change within the area and to absorbing emissions created by vehicular travel.

- 10.6 With the increasing cost of energy and a large amount of the energy consumed in the UK being for heating from the burning of fossil fuels alternative sources of energy are being looked at across the UK including Stoke-on-Trent. Schemes such as district heating can help protect against the rising prices and could provide significant carbon reduction opportunities. District heating networks (DHN) is based around a system of underground pipes that use hot water within a closed loop pipe system to heat residential and commercial premises which are connected to it. The water within the system can use waste heat and energy from commercial / industrial buildings or from ground sources. This deep geothermal energy from ground sources is harnessed by drilling a borehole into natural occurring geothermal reservoirs and pumping the hot water to the surface. This renewable heat is then captured via a heat exchanger in the energy centre and the hot water will be recycled back down into the ground via a second borehole.
- 10.7 Through working with the Local Enterprise Partnership, Stoke-on-Trent City Council has been successful in securing a significant amount of capital funding from the government to implement a DHN scheme. DHN will help protect consumers against rising fossil fuel prices and provide significant carbon reduction opportunities and bring significant health benefits by providing secure, price predictable, low carbon heat. Planning will play a key role in facilitating the delivery of such renewable energy schemes if these are identified as being necessary to support sustainable development within the plan area.
- 10.8 The local area's geography, geology, industrial past and current transport issues present a number of issues and challenges to consider. The Local Plan needs to ensure that a number of infrastructure methods are considered in order to best support future development opportunities.

Introduction

- 10.9 National policy gives us a number of key considerations to take into account in plan making. Local Plans need to consider measures which could help us to mitigate and adapt to the effects of climate change, such as creating renewable and low carbon energy sources and promoting sustainable transport solutions. To manage the risk of flooding, new development should be located in areas of lower flood risk, where possible, unless other sustainability considerations clearly outweigh any flood risk issues. In areas with an industrial heritage, land contamination also needs to be considered

including the examination of whether to adopt strategic policies to deal with potential contamination. Pollution from a variety of sources, including air pollution, is also a major issue for planning authorities to consider, as new development needs to avoid contributing to or being negatively affected by local air quality issues. These issues require careful consideration in working out how we will plan for the future of our areas.

Issue 1: Renewable energy and energy efficiency measures in new development

- 10.10 In order to meet the requirements of the NPPF, a key strategic issue for the Joint Local Plan will be to consider how it can deliver development which reduces greenhouse gas emissions and promote energy from renewable and low carbon sources and this was also a key strategic aim of the existing adopted Core Spatial Strategy.
- 10.11 The Local Plan will need to balance the requirements by central government initiatives for delivering low-carbon development with the evidence for what can be achieved locally. The government have recently announced in the 2015 report 'Fixing the foundations: Creating a more prosperous nation,'³ that it does not intend to proceed with its previous target to move towards zero-carbon homes. Furthermore, recent changes to government legislation prevent local authorities from seeking additional energy efficiency standards on new housing development⁴. Therefore, these changes may limit the ability of both councils to reduce carbon emissions through the design of new housing development.
- 10.12 Stoke-on-Trent City Council is a partner of a European Union project called PLEEC (Planning for Energy Efficient Cities), which seeks to examine existing strategies and best practices to develop a model for energy efficiency and sustainable city planning. PLEEC suggests that for the construction of new housing units, the council and developers should follow The Code for Sustainable Homes, launched in 2006 by the Department for Communities and Local Government, it is a national standard for sustainable design and construction for new homes. The Code measures the whole housing unit as a complete package and minimum standards for compliance have been set above the requirements of Building Regulations established elsewhere and in 2010 SOTCC signed a protocol that requires up to 10% renewable energy for any new building whether commercial or residential. This is a key issue for the Joint Local Plan.
- 10.13 The CAMCO 'Staffordshire County-wide Renewable / Low Carbon Energy Study' identified limited potential to deliver renewable energy schemes in

³ Fixing the Foundations: Creating a more prosperous nation (July 2015) HM Treasury

⁴ Deregulation Act 2015, s.43 'Amendment of Planning and Energy Act 2008'

Newcastle-under-Lyme, with the exception of rural wind turbine development. This was because potential housing sites were generally small in scale, meaning that it was unlikely to be economically viable to promote renewable energy schemes such as district heating as part of these developments. This is in part due to the financial cost of delivering these renewable energy schemes and the effect this has on the financial viability of smaller development sites, which generally generate smaller profit margins from which to fund such schemes. Therefore, without large scale development sites, there may be limited opportunities to reduce greenhouse gas emissions by promoting renewable and low carbon energy solutions as part of new development.

10.14 As in Newcastle-under-Lyme, the Pleec work identifies that the costs faced by housing developers can often limit the ability of developers to pursue energy efficiency measures as part of new schemes, particularly where small developers are involved. Stakeholders consulted as part of the Pleec project suggest that these smaller developers can easily be put off by requirements which may have a significant impact on the external appearance of properties or final sales prices, with technologies that can easily be “sold” to final consumers being easier to implement.

10.15 With regard to the development of new commercial buildings there is no current policy relating to the requirement for new businesses to provide and use renewable energy resources, such as a communal wind turbine. There could, however, be wider long-term benefits to businesses from incorporating such renewable energy resources into new development namely cheaper, long-term fixed price energy costs. The use of renewable energy to supply new commercial development may have the greatest potential where new businesses are located in close proximity to one another such as on a business park.

KEY MESSAGES:

- **The Local Plan will need to identify what alternative energy schemes have been considered to meet the development needs of the area and the reduction of energy use, such as district heat networks.**
- **There may be opportunities for the use of renewable energy sources for development of new business parks.**
- **Smaller residential developments in both areas can struggle to deliver renewable energy schemes and energy efficiency measures, particularly due to the associated costs.**
- **If the government’s ‘zero-carbon homes’ policy is ended, this may further limit both councils’ ability to deliver energy efficiency in new development.**

KEY CHALLENGE:

- **Promoting renewable and low carbon energy sources in light of changing national policy and viability concerns, for all new development, including commercial development and particularly on smaller housing schemes.**
- **Recognising how the design of new development can improve energy efficiency such as south facing roofs to increase the use of solar gain and increase daylight into properties.**

Issue 2: Poor energy efficiency in existing housing

10.16 A key part of the PLEEC project is to identify existing energy efficiency issues within the city. This work has identified that the city currently performs poorly in terms of energy efficiency and that a number of factors are driving this trend. In particular, housing is the largest energy consumer and is a high priority in improving energy efficiency within the city. The large amount of nineteenth century housing within Stoke-on-Trent limits the ability of the city to meet modern energy efficiency standards, as much of this stock was built before energy efficiency became more fully integrated into modern design practices and requires significant investment in order to be brought up to modern standards. Similar issues are present in Newcastle-under-Lyme, particularly in the significant proportion of flats, pre-1919 dwellings and private-rented sector housing. In addition large parts of the Borough's rural area are off gas. These factors have implications not only for climate change, but also raise wider issues, as poor energy efficiency and high fuel costs can be a significant factor in contributing to the high levels of fuel poverty within Stoke-on-Trent and Newcastle-under-Lyme.

10.17 Consequentially, both the City and Borough Councils have made considerable strides towards improving the energy efficiency of the city's private and public housing principally through the North Staffordshire Warm Zone and Decent Homes Programmes. This has been done to help reduce both CO₂ emissions and levels of fuel poverty, where households cannot afford to pay fuel bills alongside other living costs.

10.18 There are also potential opportunities for lowering energy costs and creating more sustainable energy generation in Stoke-on-Trent, with the council having successfully obtained funds to deliver a district heating network. This will supply up to 45GWh per annum, lowering heating costs by up to 10% and saving approximately 10,000 tonnes of CO₂ per annum. Therefore, as well as creating opportunities to lower energy costs and boost skills, innovation and investment in the area, this could also contribute to lessening the climate change impacts of existing housing stock in Stoke-on-Trent.

KEY MESSAGE:

- **Existing housing within Stoke-on-Trent and Newcastle-under-Lyme performs poorly in terms of energy efficiency, which can have impacts on both climate change and fuel poverty in the city.**

KEY CHALLENGE:

- **Providing low-cost renewable and low carbon energy to help address energy efficiency issues in existing housing in both Stoke-on-Trent and Newcastle-under-Lyme.**
- **Working in partnership with other organisations and accessing funding opportunities to improve energy efficiency in older housing stock.**

Issue 3: Air quality and sustainable transport solutions

10.19 Stoke-on-Trent is 'poly-centric', meaning that it contains a number of centres which are based around the towns within its urban area. These have grown over time to form the wider city of Stoke-on-Trent, but still offer distinct centres in their own right. However, this lack of a single centre is highlighted in the PLEEC work as creating difficulties for energy efficient transport measures. This is because growth and investment is not focused towards a single central location and consequentially it is difficult for public transport operators to efficiently plan routes. The resulting complex travel patterns and wider problems with congestion on the road network mean that bus journeys are relatively slow and pricey.

10.20 There is also a downward trend in the number of people using bus transport in Stoke-on-Trent, typically bus modal share in a city would be 15-18%, in Stoke it is 11%, and despite an extensive network of cycle routes the number of people cycling within the city is lower than in other areas, currently 2%. Similarly, in Newcastle-under-Lyme, the proportion of people who travel to work by bus, train, cycling or walking is below the West Midlands and England averages, with a greater proportion of residents relying on private cars to get to work.

10.21 Equally, issues exist in the variable quality of the public realm and walking environments in the urban area, where poor urban design and busy roads can act as a barrier to walking. On the other hand, use of the local rail network is increasing, but overcrowding due to lack of capacity remains an issue. These problems within existing modes of sustainable transport present a challenge to reducing vehicular emissions. Consequentially Stoke-on-Trent and Newcastle-under-Lyme both produce significant amounts of carbon emissions each year from road transport.

10.22 Alongside the climate change impacts these carbon emissions create, there is also a substantial challenge raised by local traffic emissions and the air quality issues these create for both areas. In Newcastle-under-Lyme, some specific locations have been identified as exceeding acceptable levels of road traffic emissions, primarily around Newcastle and Kidsgrove town centres and the A527 through May Bank, Wolstanton and Porthill. Within Stoke-on-Trent, numerous areas are also known to be failing to meet air quality standards. As a result, the entire city has been designated as an Air Quality Management Area, recognising existing air pollution issues in numerous areas throughout the city such as major roads, road junctions and narrow, busy residential streets.

10.23 In preparing the Joint Local Plan, both authorities will therefore need to consider the potential cumulative effect of future developments on air quality and whether new development in areas of poorer air quality can support measures to reduce emissions. This will be a key consideration for any potential future growth within the urban area, where air quality is a significant issue. It will therefore be important to consider how the improvement of sustainable transport options and other measures may contribute towards addressing this problem.

KEY MESSAGES:

- **Inefficient existing public transport networks and the lack of a single centre create barriers to delivering energy efficient transport networks in Stoke-on-Trent.**
- **Relatively few journeys are made by energy efficient modes of transport in Newcastle-under-Lyme, with a large amount of people using cars to get to work.**
- **Areas of poor air quality exist in central locations of Newcastle-under-Lyme and throughout Stoke-on-Trent.**

KEY CHALLENGES:

- **Reducing emissions by increasing the use of sustainable methods of transport.**
- **Mitigating the impacts of new development upon air quality within Stoke-on-Trent and Newcastle-under-Lyme.**

Issue 4: Flood Risk

10.24 Flood risk is an issue for areas of both Stoke-on-Trent and Newcastle-under-Lyme, with numerous areas in each authority being affected by a variety of types of flood risk. These include sources such as flooding from local rivers, surface water run-off and drainage systems. In planning to meet future

housing and employment needs we need to ensure that we consider flood risk from a variety of sources, to ensure we deliver sustainable development in areas at low risk of flooding. Therefore, ensuring we have a robust evidence base with which to do this is a key issue for both authorities. Strategic Flood Risk Assessments which considered the risk of flooding in both areas were previously undertaken in 2008. It is therefore likely that these pieces of evidence will need to be refreshed to ensure we give proper consideration to flood risk in planning future development.

KEY MESSAGE:

- **We must seek to locate new development in areas at lowest risk of flooding, where it is sustainable to do so**

KEY CHALLENGE:

- **Ensuring new development is sustainable, taking full account of all sources of flood risk.**

Issue 5: Contaminated Land

10.25 The North Staffordshire region has historically been a significant centre of industry and numerous sites associated with these functions are still present throughout the conurbation, particularly in Stoke-on-Trent. Whilst modern industry is now more heavily regulated in terms of any potential environmental impacts, historic developments often carry with them a potential risk of contamination. Currently there is one area of contaminated land in Stoke-on-Trent that meets with the statutory definition of contaminated land. There are also several thousand other sites within Stoke-on-Trent and Newcastle-under-Lyme that are contaminated to a lesser extent. Therefore, future growth in areas such as those affected heavily by historic industrial uses may raise significant constraints in terms of contamination and require remediation. This could in turn affect the suitability and viability of development if not adequately addressed, as costly remediation is often required in order to make sites suitable for development when they are contaminated.

KEY MESSAGES:

- **New development located in areas affected by contamination needs to ensure appropriate remediation measures are delivered.**

KEY CHALLENGE:

- **Remediating contaminated land and potential sources of contamination through new development.**

11.0 Summary of Key Issues

Local Plan Issues Consultation

Economy

Issue 1: Future Employment Land Requirements

- The ELR has identified an Objectively Assessed Need (OAN) ranging from 190 to 334 hectares across both authorities between 2013 and 2039.
- To provide a large enough workforce and sufficient land to support economic growth across the plan area.
- To meet future development needs without harming the sustainability of the area.

Issue 2: The Availability of Sites

- To deliver an appropriate good quality supply of employment land that can respond to local economic needs and deliver a sustainable pattern of development.
- Ensuring that the future supply of employment land does not come under pressure to be developed for other land uses.
- Ensure that the future supply of employment land is located where it can benefit both the needs of business and the needs of the labour force.

Issue 3: Economic Sectors

- Supporting future economic growth by remodelling the local economy in order to support the growth of new and emerging industries.

Issue 4: Clustering/Networks of Industry

- Addressing transport connectivity problems across the plan area in order to realise the maximum potential of the local economy.

Issue 5: Inward Investment

- New initiatives and areas for inward investment will need to be identified.

Issue 6: Workforce Skills and the Needs of Business

- Ensuring that the skills of the local workforce match the needs of businesses in the area in order to capture local job opportunities, maximise economic growth and minimise unemployment.

Transport

Issue 1: Walking and Cycling

- Providing walking and cycling infrastructure to support transport and leisure needs.
- Recognising and integrating connections to existing public rights of way.

Issue 2: Public Transport

- Improving accessibility and increasing usage of bus and rail services.
- Working with partners to recognise and improve rural services.

Issue 3: Connectivity and tackling traffic congestion.

- Improving access and internal connectivity to enable better access to services, employment opportunities and housing.
- Providing better access to development sites to facilitate brownfield regeneration.
- Improving access and connectivity will in turn help to alleviate traffic congestion on the strategic road network.

Heritage

Issue 1: Importance of Heritage Assets

- Heritage is often seen as a barrier to development.
- Ensuring that heritage assets have a positive impact on the environment of the area.
- Ensuring that the setting of historic assets is taken into account.

Issue 2: Conserving Heritage Value

- To try to increase the attraction of the area as a tourist destination based on its industrial heritage.
- Securing funding opportunities.
- Understanding the size and scale of heritage assets as they are often large in scale due to the industrial history of the area.
- To give the right protection to historic farmsteads.

Issue 3: Integrating new developments into the existing historic setting

- To protect and enhance the historic heritage and the unique character of the area by ensuring new developments are appropriate in terms of scale, location and their context.
- Understanding what important settings should be safeguarded from new development.
- Safeguarding buildings that do not have statutory protection.
- Encouraging the sensitive re-use of historic assets.
- Recognising focal points and integrating different forms of development.

Issue 4: Rural Village Settings

- Recognising and preserving the rural settlement pattern.
- Integrating new development which meets the needs of rural areas.
- Ensuring that the setting of historic assets is taken into account.
- Recognising landscape setting and character.

City, Town, Local and Other Centres

Issue 1: Retail Hierarchy

- Working towards a new distinctive and sustainable settlement hierarchy, whilst still respecting the areas special historic character.

Issue 2: Vitality, Viability and Vibrancy of Centres

- Ensuring that new housing and business strengthen the role of centres and support the economic sustainability of centres.
- Ensuring that out of centre development does not weaken the identity and positive character of existing centres.
- Creating a more legible and more distinct pattern of settlements and a well-connected network of high quality places, each with its own distinctive character.
- Ensuring that development in existing rural settlements responds to the unique character and setting of each settlement.

Issue 3: Potential for Future Development

- The evidence from 2011 indicates that there is sufficient capacity within Newcastle and Kidsgrove town centres to accommodate the identified potential retail growth up to 2026.
- The evidence in the Stoke-on-Trent Retail & Leisure 2014 study makes a number of suggestions regarding the future allocation of retail floorspace.

Issue 4: Rural Service Centres (Newcastle)

- The existing designation of Rural Service Centres and village envelopes in Newcastle-under-Lyme will need to be reviewed.

Issue 5: The Role of Local and Neighbourhood Centres in the Urban Environment

- Clarify the specific role of local and neighbourhood centres within the overall retail hierarchy, and the definition to be associated with them.
- Review the distribution and location of local and neighbourhood centres to meet the top-up shopping and other service needs of their immediate catchment.

- To ensure that new and existing local communities are located within walking distance of key local services.

Housing

Issue 1: Housing Need

- The SHMA has identified an objectively assessed need (OAN) ranging from 1,177 to 1,504 dwellings per annum across both authorities between 2014 and 2039.
- To meet higher levels of future development needs without harming the sustainability of the area.
- Increasing the number of new homes that are built in Newcastle-under-Lyme and Stoke-on-Trent.
- Providing sufficient local facilities such as schools to meet higher housing need.

Issue 2: Outmigration and natural population decline

- To improve the areas economic competitiveness by attracting and retaining residents within Stoke-on-Trent and Newcastle-under-Lyme.
- Accommodating higher levels of population as a result of reducing out-migration

Issue 3: Delivering new homes and strengthening the local housing market:

- The creation of a stronger and more balanced housing market promoting the area as a place to live.
- The creation of a housing market which supports the areas' potential for economic growth and job creation.
- Strengthening the housing market without undermining the long term sustainability of the area, the regeneration of the most deprived communities and without significantly harming the quality of life or environment.
- The creation of a stronger housing market while ensuring homes remain affordable, particularly for young people.

Issue 4: Vacant housing stock

- Addressing the vacant housing stock and bringing properties back into use.

Issue 5: Affordable Housing

- Meeting the evidence of need for affordable housing across both local authorities.
- The role of the private rented sector in meeting needs for affordable housing.
- Increasing choice of tenures that people can access.

Issue 6: Specialist Housing Need

- Providing enough specialist accommodation for the growing elderly population.
- Creating market demand for high value housing in Newcastle-under-Lyme and Stoke-on-Trent.
- Providing enough student accommodation to support the success of the local universities without impacting on the general supply of housing.
- Meeting the needs for all types of housing in a balanced way.

Issue 7: Gypsies and Travellers Accommodation

- Providing sufficient accommodation to meet the needs of the Gypsy and Traveller community.

Health and Communities

Issue 1: Quality Environments

- To ensure that developments positively influence health by being well designed, well connected, permeable and prioritise walking and cycling over car use.

Issue 2: Location of Development

- To ensure that new developments positively influence health by considering surrounding facilities, infrastructure and access points to prevent severance, promote interaction and encourage health behaviours.

Issue 3: Infrastructure

- Ensuring investment in cycling infrastructure, green space, public transport and signage.
- Increasing awareness and use of surrounding infrastructure through proportion of public transport, green corridors, allotments, canals, green space and playing pitches.

Issue 4: Cohesive, inclusive and active communities

- Ensuring that the surrounding environment positively influences health, promotes social interaction and cohesive communities.
- Ensuring that housing developments consider flexible lifetime homes standards, permeable and inclusive neighbourhoods which promote walking and social interaction.

Energy and Climate Change

Issue 1: Renewable energy and energy efficiency measures in new development

- Promoting renewable and low carbon energy sources in light of changing national policy and viability concerns, for all new development, including commercial development and particularly on smaller housing schemes.
- Recognising how the design of new development can improve energy efficiency such as south facing roofs to increase the use of solar gain and increase daylight into properties.

Issue 2: Poor energy efficiency in existing housing

- Providing low-cost renewable and low carbon energy to help address energy efficiency issues in existing housing in both Stoke-on-Trent and Newcastle-under-Lyme.
- Working in partnership with other organisations and accessing funding opportunities to improve energy efficiency in older housing stock.

Issue 3: Air quality and sustainable transport solutions

- Reducing emissions by increasing the use of sustainable methods of transport.
- Mitigating the impacts of new development upon air quality within Stoke-on-Trent and Newcastle-under-Lyme.

Issue 4: Flood Risk

- Ensuring new development is sustainable, taking full account of all sources of flood risk.

Issue 5: Contaminated Land

- Remediating contaminated land and potential sources of contamination through new development.

Natural and Rural Environment

Issue 1: Increasing development needs and their impact upon locally designated sites

- Balancing the need to plan for new development with the protection and improvement of local natural assets.
- Plan positively to create, protect, enhance and manage a multifunctional network of green infrastructure.

Issue 2: Sustainable use of minerals

- Balancing the need of development and mineral extraction to avoid sterilisation of mineral resources.

Issue 3: The role of brownfield land in promoting biodiversity

- Ensuring future development strategies recognise the environmental value of brownfield land as well as greenfield sites.

Issue 4: Protecting and enhancing landscape character

- Ensuring future development strategies safeguard characteristic landscapes in Newcastle-under-Lyme and Stoke-on-Trent, whilst taking opportunities to improve lower quality landscapes.

Issue 5: Green Belt

- To ensure we deliver sustainable development by balancing the need to protect the openness of the Green Belt with the need to protect and enhance areas of value to the natural environment and local landscape.

Issue 6: National and internationally designated wildlife and geological sites

- Making sure any future development strategy protects rare species and designated sites.

Issue 7: Future Maintenance of Green Infrastructure

- Balancing quality and quantity in the future management of green infrastructure.

12.0 Consultation Questionnaire

To be added

13.0 Glossary

Affordable housing: Comprises of social rented, affordable rented and intermediate housing for households whose needs are not met by the market. Social rented housing is owned and rented out to households by local authorities, private registered providers or other approved landlords. Affordable rented housing is let under similar arrangements but at no more than 80% of the local market rent. Intermediate housing comprises of homes for sale and rent and can include shared equity (shared ownership and equity loans) and other low cost homes for sale and intermediate rent.

Air Quality Management Areas: Areas designated by local authorities because they are not likely to achieve national air quality objectives within certain specified deadlines.

Ancient woodland: An area that has been wooded continuously since at least 1600 AD.

Brownfield land: see 'previously developed land'

Core Spatial Strategy: The existing, overarching development plan document for Newcastle-under-Lyme and Stoke-on-Trent. It sets out the long-term spatial vision for areas, the spatial objectives and strategic policies and proposals to deliver that vision. The Core Spatial Strategy was adopted by both councils in 2009 and will be replaced by the Joint Local Plan.

Development Management (decision-taking): A function of the respective councils which considers and decides submitted planning applications against relevant planning policy and any other material considerations.

Development Plan/Development Plan Documents (DPDs): planning strategies and policies to direct the future development of an area. They include Local Plans and neighbourhood plans (as defined in section 38 of the Planning and Compulsory Purchase Act 2004) and are prepared by the local planning authority or qualifying neighbourhood plan body in consultation with the community.

Draft Local Plan: this stage of the plan production process follows on from this Issues consultation and the forthcoming Strategic Options stage. It is at this stage that both councils will present their preferred strategy and planning policy approaches to address the planning issues raised in this paper and any other issues that arise through the plan production process.

Duty to cooperate: This is a legal requirement introduced by the Localism Act 2011. It requires that public bodies should engage constructively, actively and on an ongoing basis on strategic planning issues that cross administrative boundaries.

Ecological networks: sites and corridors of biodiversity importance that are linked together.

Economic development: Development that generates jobs and economic growth. This can include industrial uses, warehousing, offices, retail and leisure.

Employment Land Review: This is an evidential study that identifies different levels of economic and employment growth over the plan period and the amount, type and location of land that is best suited to meeting the projected levels of growth.

Enterprise Zone: areas designated by the government which have the backing of the local authority and Local Enterprise Partnership. Within these areas planning processes are streamlined, lower rates of tax are applied and there is greater investment in infrastructure (including superfast broadband) to better enable economic development to take place.

Evidence base: Up-to-date and relevant studies, data, information and analysis on the economic, social and environmental characteristics and prospects of the area to inform and support the preparation of the Local Plan.

Examination in Public: Before it can be adopted, a Local Plan must be examined by an independent inspector whose role is to assess whether the plan has been prepared in accordance with legal and procedural requirements, and whether it is considered 'sound'. To be 'sound' a document must be positively prepared, justified, effective and consistent with national policy.

Green Belt: Designated areas of countryside surrounding large urban areas. These are designated to prevent urban sprawl, safeguard the countryside from encroachment, prevent towns from merging together, preserve the setting and character of historic towns and to assist regeneration within the urban areas. Green Belt boundaries can only be amended when the local plan for the area is reviewed.

Green infrastructure: A network of multi-functional green space which is capable of delivering a wide range of environmental benefits and quality of life benefits for local communities. Green infrastructure can encompass both urban and rural areas.

Greenfield Land: Land that has not previously been developed (see entry for 'previously developed land'). This includes land currently or last used for agriculture and forestry and private garden land.

Heritage Asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets such as Scheduled Ancient Monuments, Listed Buildings, Registered Park and Gardens, Registered Battlefields or Conservation Areas as well as assets identified by the local planning authority (including local listing).

Historic environment: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Housing Market Area: this is the area within which the local housing market operates. The extent of the Housing Market Area is defined within the Strategic Housing Market Assessment (see separate entry below).

Intermediate Housing: A type of affordable housing (see 'affordable housing')

Local Enterprise Partnership (LEP): A body, designated by the Secretary of State for Communities and Local Government, established for the purpose of creating or improving the conditions for economic growth in an area. The body that covers Newcastle-under-Lyme and Stoke-on-Trent is the Stoke-on-Trent and Staffordshire Local Enterprise Partnership.

Local Nature Partnership (LNP): A body, designated by the Secretary of State for Environment, Food and Rural Affairs, established for the purpose of protecting and improving the natural environment in an area and the benefits derived from it.

Local Plan: The Joint Local Plan is being prepared by the city council and borough council to guide future development across the two local authority areas. The final, adopted version of this development plan document will detail the strategy for development across the two areas up to 2033 and will contain detailed policies which Stoke-on-Trent City Council and Newcastle-under-Lyme Borough Council will use to manage future development.

Local Planning Authority: The public authority whose duty it is to carry out specific planning functions for a particular area, such as creating planning policies or deciding planning applications. Stoke-on-Trent City Council and Newcastle-under-Lyme Borough Council are the local planning authorities for their respective areas.

Main town centre use: Retail development, leisure, entertainment facilities, offices, arts, culture and tourism development. Examples include shops, cinemas, restaurants, bars and pubs, night-clubs, casinos, health and fitness centres, indoor bowling centres, bingo halls, theatres, museums, galleries, hotels and conference facilities.

Mineral Safeguarding Area: An area covering known deposits of minerals which are desired to be kept safeguarded from unnecessary sterilisation by non-mineral development. In the Joint Local Plan area Stoke-on-Trent City Council and Staffordshire County Council are responsible for designating Mineral Safeguarding areas.

Monitoring: Involves the collection and analysis of data and statistics to understand how patterns of development are changing. An example of this is the collection of housebuilding statistics. Monitoring data can show how effective planning policies are

in influencing development. Such information is reported by local planning authorities in their Authority Monitoring Report (AMR).

National Planning Policy Framework (NPPF): The Government's planning policies for England, which provide a policy framework that sets the parameters under which Local Plans and Neighbourhood Plans should be prepared, and decisions on planning applications should be made.

National Planning Practice Guidance (NPPG/PPG): The Government's more detailed online guidance on national planning policies, which adds further detail to the NPPF.

Neighbourhood Plans: Development plan documents which can be prepared by local communities, such as neighbourhood forums, business forums or parish and town councils. Neighbourhood Plans must conform to the strategic development priorities of the Local Plan but can shape and direct local development within their neighbourhood area.

Objectively Assessed Housing Need (OAN): also called a 'full, objective assessment of housing needs' (FOAN), this is an assessment undertaken within the Strategic Housing Market Assessment (see separate entry below) which identifies the extent of the need for new housing, without being influenced by planning matters such as the ability of the land supply to accommodate the levels of development – these matters are considered within the Local Plan preparation process.

Open space: Space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Out of centre: A location which is neither within nor on the edge of a town centre.

Parish and town councils: Elected local authority bodies responsible for civil parishes. Parish and town councils have the ability to be designated as bodies to produce Neighbourhood Plans for their local areas.

People with disabilities: People have a disability if they have a physical or mental impairment, and that impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Planning policy (plan-making): A function of local planning authorities that prepares planning policies and development plan documents to direct decisions on development proposals within the authority's area.

Pollution: Anything that affects the quality of land, air, water or soils and which might lead to an adverse impact on human health, the natural environment or general amenity. Pollution can arise from a range of emissions, including smoke, fumes, gases, dust, steam, odour, noise and light.

Previously developed land: Land which is or was occupied by a permanent structure. This excludes land occupied by agricultural or forestry buildings, restored land previously used for minerals extraction or landfill and private residential gardens.

Primary shopping area: Area in a town or city centre that is defined within planning policy documents where retail development is concentrated as the dominant use in that location.

RAMSAR Site: Wetlands of international importance, designated under the 1971 Ramsar Convention.

Regional Spatial Strategy (RSS): Previously a development plan document prepared at the regional level to direct the development strategy that local authority development plans were to conform with. Regional Spatial Strategies were revoked by the Localism Act 2011 and no longer apply.

RENEW North Staffordshire: This was an organisation that was set up to coordinate the renewal of the housing market in North Staffordshire as part of the previous government's Housing Market Renewal Pathfinder programme. This programme ended in.

Renewable and low carbon energy: Includes energy for heating and cooling as well as generating electricity. 'Renewable' covers sources of energy that occur naturally and repeatedly, for example wind, water, sun and also biomass and geothermal heat from below the ground. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

Saved policies: Older local plan policies that can remain in place following a direction given by the Secretary of State under the Planning and Compulsory Purchase Act 2004. A list of currently saved policies in Newcastle-under-Lyme or Stoke-on-Trent is available on the websites of either authority.

Site allocation: a site designated within a development plan document for a specific type of use. For example, housing, employment or retail development.

Site of Special Scientific Interest (SSSI): Sites designated by Natural England under the Wildlife and Countryside Act 1981.

Social housing, or social rented housing: A type of affordable housing (see 'affordable housing')

Statement of Community Involvement (SCI): A document adopted by a local planning authority which describes how the public, business and interest groups within a local authority area can get involved in plan-making and the decision-taking.

Strategic Economic Plan (SEP): this is a document produced by the Local Enterprise Partnership (LEP – see separate entry above) which sets out the vision, aims and objectives for economic growth within the LEP area.

Strategic Housing Land Availability Assessment (SHLAA): this is an assessment of sites across a local planning authority area that may be capable of accommodating housing development. It is an assessment of all known sites in the area but it does not constitute a council's view on which sites should or should not be developed for housing. The assessment is intended to identify whether or not sites are suitable, available and achievable for housing development.

Strategic Housing Market Assessment (SHMA): this is an evidential study that examines the extent and the operation of the local housing market. It also identifies the extent of the housing needs that exist or are likely to arise within the defined housing market area.

Strategic Options: this is the next stage in preparing the Joint Local Plan. At this stage the different ways that the issues identified within this paper can be addressed will be explored. For example this could include identifying how much development could be accommodated in different areas within both authorities. No particular solution will be fixed at this stage as this will be done within the draft local plan. Further issues to consider may however be identified at the Strategic Options stage.

Submission: this is when the final version of the Joint Local Plan will be sent to the Secretary of State to be subject to an independent Examination in Public. There will be a final round of public consultation prior to submission and any resulting comments received will be considered by the appointed Planning Inspector who will oversee the Examination.

Supplementary Planning Documents (SPDs): documents which add further detail to policies contained within Development Plan Documents. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design.

Sustainability Appraisal: An assessment of the impacts of policies and proposals on economic, social and environmental objectives, i.e. 'sustainable development'.

Sustainable development: Development which contributes to meeting the long term economic and social needs of the community, whilst balancing this against the need to avoid creating an unacceptable long term impact on the environment.

Sustainable transport: Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra low emission vehicles, car sharing and public transport.

Viability: Refers to the financial implications of development. If the costs of development do not allow for a sufficient financial return to the developer then the development will not be viable. Viability can be affected by the costs of developing the land, the costs of providing wider benefits such as open space or affordable housing, and the sale value of the completed development.

14.0 List of Evidence Base Documents

Strategic Housing Market Assessment 2015

Employment Land Review 2015

Gypsy and Travellers and Travelling Showperson Accommodation Assessment 2015

Retail & Leisure Studies (Stoke-on-Trent Retail and Leisure Capacity Study completed in 2014 & Newcastle-under-Lyme Retail and Leisure Study completed in 2011)

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- Recognising and integrating connections to existing public rights of way.

Issue 2: Public Transport

- Improving accessibility and increasing usage of bus and rail services.
- Working with partners to recognise and improve rural services, including cross boundary connections.

Issue 3: Connectivity and tackling traffic congestion

- Improving access and internal connectivity to enable better access to services, employment opportunities and housing.
- Providing better access to development sites to facilitate brownfield regeneration.
- Improving access and connectivity will in turn help to alleviate traffic congestion on the strategic road network.

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- Heritage is often seen as a barrier to development.
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- To try to increase the attraction of the area as a tourist destination based on its industrial heritage.
- Securing funding opportunities.
- Understanding the size and scale of heritage assets as they are often large in scale due to the industrial history of the area.
- To give the right protection to historic farmsteads.

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- To protect and enhance the historic heritage and the unique character of the area by ensuring new developments are appropriate in terms of scale, location and their context.
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- Recognising focal points and integrating different forms of development.

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- Ensuring that development in existing rural settlements responds to the unique character and setting of each settlement.

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- The evidence from 2011 indicates that there is sufficient capacity within Newcastle and Kidsgrove town centres to accommodate the identified potential retail growth up to 2026.
- The evidence in the Stoke-on-Trent Retail & Leisure 2014 study makes a number of suggestions regarding the future allocation of retail floorspace.

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Issue 5: The Role of Local and Neighbourhood Centres in the Urban Environment

- Clarify the specific role of local and neighbourhood centres within the overall retail hierarchy, and the definition to be associated with them.
- Review the distribution and location of local and neighbourhood centres to meet the top-up shopping and other service needs of their immediate catchment.
- To ensure that new and existing local communities are located within walking distance of key local services.

Housing

Issue 1: Housing Need

- The SHMA has identified an objectively assessed need (OAN) ranging from 1,177 to 1,504 dwellings per annum across both authorities between 2014 and 2039.
- To meet higher levels of future development needs without harming the sustainability of the area.
- Increasing the number of new homes that are built in Newcastle-under-Lyme and Stoke-on-Trent
- Providing sufficient local facilities such as schools to meet higher housing need.

Issue 2: Outmigration and natural population decline

- To improve the areas economic competitiveness by attracting and retaining residents within Stoke-on-Trent and Newcastle-under-Lyme.
- Accommodating higher levels of population as a result of reducing out-migration

Issue 3: Delivering new homes and strengthening the local housing market:

- The creation of a stronger and more balanced housing market promoting the area as a place to live.
- The creation of a housing market which supports the areas' potential for economic growth and job creation.
- Strengthening the housing market without undermining the long term sustainability of the area, the regeneration of the most deprived communities and without significantly harming the quality of life or environment.
- The creation of a stronger housing market while ensuring homes remain affordable, particularly for young people.

Issue 4: Vacant housing stock

- Addressing the vacant housing stock and bringing properties back into use.

Issue 5: Affordable Housing

- Meeting the evidence of need for affordable housing across both local authorities.
- The role of the private rented sector in meeting needs for affordable housing.
- Increasing choice of tenures that people can access.

Issue 6: Specialist Housing Need

- Providing enough specialist accommodation for the growing elderly population.
- Creating market demand for high value housing in Newcastle-under-Lyme and Stoke-on-Trent.
- Providing enough student accommodation to support the success of the local universities without impacting on the general supply of housing.
- Meeting the needs for all types of housing in a balanced way.

Issue 7: Gypsies and Travellers Accommodation

- Providing sufficient accommodation to meet the needs of the Gypsy and Traveller community.

Health and Communities

Issue 1: Quality Environments

- To ensure that developments positively influence health by being well designed, well connected, permeable and prioritise walking and cycling over car use.

Issue 2: Location of Development

- To ensure that new developments positively influence health by considering surrounding facilities, infrastructure and access points to prevent severance, promote interaction and encourage health behaviours.

Issue 3: Infrastructure

- Ensuring investment in cycling infrastructure, green space, public transport and signage.
- Increasing awareness and use of surrounding infrastructure through proportion of public transport, green corridors, allotments, canals, green space and playing pitches.

Issue 4: Cohesive, inclusive and active communities

- Ensuring that the surrounding environment positively influences health, promotes social interaction and cohesive communities.
- Ensuring that housing developments consider flexible lifetime homes standards, permeable and inclusive neighbourhoods which promote walking and social interaction.

Energy and Climate Change

Issue 1: Renewable energy and energy efficiency measures in new development

- Promoting renewable and low carbon energy sources in light of changing national policy and viability concerns, for all new development, including commercial development and particularly on smaller housing schemes.
- Recognising how the design of new development can improve energy efficiency such as south facing roofs to increase the use of solar gain and increase daylight into properties.

Issue 2: Poor energy efficiency in existing housing

- Providing low-cost renewable and low carbon energy to help address energy efficiency issues in existing housing in both Stoke-on-Trent and Newcastle-under-Lyme.
- Working in partnership with other organisations and accessing funding opportunities to improve energy efficiency in older housing stock.

Issue 3: Air quality and sustainable transport solutions

- Reducing emissions by increasing the use of sustainable methods of transport.
- Mitigating the impacts of new development upon air quality within Stoke-on-Trent and Newcastle-under-Lyme.

Issue 4: Flood Risk

- Ensuring new development is sustainable, taking full account of all sources of flood risk.

Issue 5: Contaminated Land

- Remediating contaminated land and potential sources of contamination through new development.

Natural and Rural Environment

Issue 1: Increasing development needs and their impact upon locally designated sites

- Balancing the need to plan for new development with the protection and improvement of local natural assets.
- Plan positively to create, protect, enhance and manage a multifunctional network of green infrastructure.

Issue 2: Sustainable use of minerals

- Balancing the need of development and mineral extraction to avoid sterilisation of mineral resources.

Issue 3: The role of brownfield land in promoting biodiversity

- Ensuring future development strategies recognise the environmental value of brownfield land as well as greenfield sites.

Issue 4: Protecting and enhancing landscape character

- Ensuring future development strategies safeguard characteristic landscapes in Newcastle-under-Lyme and Stoke-on-Trent, whilst taking opportunities to improve lower quality landscapes.

Issue 5: Green Belt

- To ensure we deliver sustainable development by balancing the need to protect the openness of the Green Belt with the need to protect and enhance areas of value to the natural environment and local landscape.

Issue 6: National and internationally designated wildlife and geological sites

- Making sure any future development strategy protects rare species and designated sites.

Issue 7: Future Maintenance of Green Infrastructure

- Balancing quality and quantity in the future management of green infrastructure.

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE CABINET COMMITTEE

Date 20th January 2016

1. **REPORT TITLE** **The Future Development of the Borough Museum and Art Gallery**
- Submitted by:** **Dave Adams - Executive Director (Operational Services)**
- Portfolio:** **Leisure, Culture and Localism**
- Ward(s) affected:** **All**

Purpose of the Report

To report on the options for the future development of the Borough Museum and Art Gallery along with the development of a medium to long term plan for its management.

Recommendations

1. **That a Stage One application be submitted to the Heritage Lottery Fund for the refurbishment of the Borough Museum and Art Gallery.**
2. **That a further report be submitted to Cabinet on the outcome of the Stage One application and the options for potential future operating and governance models for the Museum Service.**

Reasons

In order to further explore the possibility of obtaining significant external funding for the redevelopment of this historically important local asset and to enhance its sustainability as a museum and gallery. Without this type and level of investment the future delivery of the Museum service is uncertain. These investment plans are integral to a wider and longer term strategy to set the Museum service up using an appropriate sustainable management model that reduces the Council's asset liabilities yet secures the future delivery of Museum services in the Borough.

1. **Background**

- 1.1 The Borough Museum and Art Gallery was established in 1943 and was housed in two rooms in Lancaster Buildings until 1956 when it moved to the house known as The Firs. The Firs is an Italianate villa built in 1854/5 in what is now Brampton Conservation Area. The impressive and architecturally significant villas on the Brampton were built during the expansion of the town onto the town fields. The Firs was occupied by members of the town's growing middle classes, drapers, maltsters, earthenware manufacturers, magistrates and merchants. The Hobbergate Art Gallery, also on the Brampton, was amalgamated with the museum in 1987 when a modern extension was added to The Firs.
- 1.2 The museum houses a local history collection of some 28,000 objects ranging from medieval charters and maps to locally produced ceramics, clocks and hats, and unique 19th Century Staffordshire Toy wares. Many objects have been donated for public display as well as being acquired by the Council over many years to safeguard them for future generations. The

museum service is also concerned with making the objects accessible and available for education, research and enjoyment.

- 1.3 As a Victorian house the museum building is an attractive one but offers limitations and challenges to the service in terms of service provision, improvement and development. For example, the small room sizes are restrictive in terms of events and larger displays, the storage areas for the collections tend to be in the most remote and inaccessible parts of the building and due to the age of the house are difficult to manage in terms of controlling the storage environment for the long term benefit of the collections. Visitor flow around the building is awkward with dead ends and bottlenecks.
- 1.4 The Museum service is managed in house and supported by an active Friends Group, volunteers and local artists. It is an Arts Council Accredited Museum and the education programmes are recognised for their quality by accreditation to Learning Outside the Classroom.

2. **Issues**

- 2.1 In preparing fresh strategic and business plans for the museum service and to allow for the successful implementation of key stages of improvement plans, the following issues have been considered in detail and summarised below:

2.2 Service Case:

- What do visitors want to see that is different?
- Address current limited space for exhibits
- Address currently limited gallery space
- Improve income/revenue raising ability – café, shop, meeting space

Museums need a sharp focus on the visitor. It is no longer sufficient to be recognised exclusively for the quality of the collection; a reputation needs to be built so that the museum is a place that people want to visit, because of the experiences on offer. Undertaking a major capital improvement project for the Borough Museum is motivated by more than the need to add more space. A desire to improve services for visitors and enhance the quality of their experience are equally important factors in these plans. These in turn will drive revenue through shop sales and the opportunity to increase resilience through catering and venue hire. The Borough Museum, with financial support from the Arts Council, has already made a good start in undertaking market research to learn how to strengthen its exhibitions and programmes, formulate marketing and outreach strategies, and improve services.

2.3 Strategic Property Analysis

- Existing building:
 - Suitability for conversion/extension
 - On-going asset liability costs
 - Grant opportunities on existing site
- New building/New location:
 - Town Centre location – pros and cons
 - Civic Hub project – pros and cons
 - Grant opportunities on new site
 - On-going asset liabilities of new build

As the Council operates across multiple locations, it is very important to have a thorough and constant understanding of the quality and operating costs of its properties for there to be a proper understanding of how the Borough Museum fits into the overall property portfolio.

This gives the Council the opportunity to consider:

- Achieving cost reductions
- Implementing efficiency improvements
- Improving internal collaboration

2.4 Existing site

The current location of the Borough Museum offers both the space and suitability for redevelopment and further extension. Without refurbishment and further measures to improve resilience the costs of maintaining the museum will rise in future years. There is currently a good opportunity to attract a significant grant from Heritage Lottery Fund (HLF) given the nature of the current building in terms of both its use and heritage.

2.5 New Build/New Location

There have been discussions previously about the merits of the Borough Museum returning to the town centre, principally to bring a greater footfall into the town centre rather than to improve the service or visitor experience of the museum service. Initially a scheme was considered for the St Giles and St George's site, but the potential for European funding fell away and ultimately the outline business case demonstrated additional running costs. The idea was looked at again with regard to the Civic Hub project and after further consideration of the merits of a new site versus the existing site, the existing location was preferred.

Grant opportunities for a new site would also be difficult to advise on presently. HLF is the prime funder of museum capital development projects and successful projects tend to combine both collections and building heritage. A new building, unless iconic in its design and for a collection of national importance, (e.g. the Hepworth, Wakefield or the Turner Contemporary) would likely therefore attract significantly less external funding. A new building however will be cheaper to maintain, is likely to be more energy efficient and may include greener credentials in its design

2.6 Financial Priorities

- Potential NBC commitment (minimum 10% but may need to be more)
- Needs to be considered and prioritised alongside other Council priorities.

Newcastle under Lyme has been identified by the Heritage Lottery Fund as 'a cold spot' in terms of their investment in the area and they have formally declared the borough as a Priority Development Area for support and advice. Consequently, initial enquiries have been met with clear advice as to how to develop our project into a serious application. The basis of the application would be the redevelopment of the Museum utilising the existing historic building. As well as addressing the outstanding structural, access, and historic fabric issues, this solution would deliver a vastly improved exhibition display space, collection care, and improved visitor services and facilities. It would provide the necessary uplift of facilities and services and that would be more likely to secure external funds to supplement the Council's own resources.

An initial estimate of the overall capital cost of this option, based on industry standard refurbishment costs per m², has been estimated as ranging from £2 million for a lighter

touch scheme to £3.5 - 4 million for a more comprehensive scheme. The HLF may consider funding up to 90% of this, albeit it is highly likely that due to the demand for HLF funding nationally, a greater leverage contribution from the Council and/or other sources would present a stronger application.

2.7 Future Operating Model Options

- Potential/need for existing trust to partner with
- Develop trust from scratch – implications
- Need to develop trust concurrently with project

The Museum service is well managed by a small professional and skilled team, but in the current climate, faces the significant challenge of becoming more resilient. A change from 'in-house' management and governance therefore offers a potentially positive step change both for the Council and the heritage assets it is responsible for.

There are a range of operating models that the Council could consider such as a Trust, Community Interest Company, partnership or joint venture.

Establishing a new operating model is a major decision for the Council, therefore further reports will be submitted to Cabinet on the advantages and disadvantages of doing so, along with an assessment of the Council's readiness to commit, what the Council should look for in a new model and what will be required of all parties to make it work. With any option there is the need to develop the new model concurrently with the museum development project.

3. **Proposal**

- 3.1 The recommendation of this report is that a Stage One application should be made to the Heritage Lottery Fund to more fully explore the potential to attract external funding for a project that continues to use these assets as a heritage attraction with a vastly improved visitor experience.
- 3.2 In analysing our current situation and identifying strategic options for the future it is also proposed to consider potential future governance arrangements.

4. **Reasons for Preferred Solution**

- 4.1 In order to further explore the possibility of obtaining significant external funding for the redevelopment of this historically important building and to enhance its sustainability as a museum and gallery. Without this type and level of investment the future delivery of the Museum service is uncertain. These investment plans being integral to a wider and longer term strategy to set the Museum service up using an appropriate sustainable management and governance model that reduces the Council's asset liabilities yet secures the future delivery of Museum services in the Borough.

5. **Links to Sustainable Community Strategy and Corporate Priorities**

- 5.1 As a visitor attraction in its own right, the Borough Museum and Art Gallery has the potential to further develop the heritage of North Staffordshire by providing modern interactive exhibitions and interpretative materials that relate to the whole of the Borough.

6. **Legal and Statutory Implications**

- 6.1 There are no legal or procurement implications in making a stage one application. Once successful a further report will be brought to Cabinet to accept the offer (and conditions) of the Stage One Grant and options for the future management and governance of the service.

7. **Equality Impact Assessment**

- 7.1 If successful the project to redevelop this historic building would allow adjustments to be made that ensure full compliance with regards to access for public buildings.

8. **Financial and Resource Implications**

- 8.1 The report seeks approval to make a stage 1 application to the Heritage Lottery Fund to improve our existing practice, for example in relation to conservation management, access and audience development. Detailed business planning and the establishment of a trust would form part of developing a second round application to the HLF. There are therefore no capital funding commitments at this stage.

Officer time will be required to work up the Stage One bid to the HLF. The implications of this and any potential back fill requirement will be discussed with the relevant Portfolio Holders once the level of support required is fully understood.

There is no current provision for costs associated with this project within the Councils Capital Programme. Any future financial commitment to the project would need to be identified and considered and prioritised alongside other plans and priorities for capital funding investment as part of a future Newcastle Investment Programme.

9. **Major Risks**

- 9.1 Making a stage one application to the Heritage Lottery Fund allows the Council to more fully explore the potential to attract external funding for a project that continues to use this asset as a heritage attraction with a vastly improved visitor experience. The 'invest to transfer principle' also offers the greatest potential to improve the resilience of the Museum and reduce the cost of the operation to the Council.

10. **Key Decision Information**

- 10.1 This proposal has the potential to bring investment into the Borough and to support the regeneration of the town centres and is on the forward plan.

11. **Earlier Cabinet Resolutions**

- 11.1 None.

12. **List of Appendices**

- 12.1 None.

13. **Background Papers**

- 13.1 None.

14. **Management Sign-Off**

Each of the designated boxes need to be signed off and dated before going to Executive Director/Corporate Service Manager for sign off.

	Signed	Dated
Financial Implications Discussed and Agreed		
Risk Implications Discussed and Agreed		
Legal Implications Discussed and Agreed		
Equalities Implications Discussed and Agreed		
H.R. Implications Discussed and Agreed		
ICT Implications Discussed and Agreed		
Report Agreed by: Executive Director/ Head of Service		

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

20 January 2016 Cabinet report

<u>Title:</u>	Public Space Protection Orders
<u>Submitted by:</u>	Trevor Smith, Community Safety Officer
<u>Portfolios:</u>	Stronger, Safer Communities
<u>Ward(s) affected:</u>	All

Purpose of the Report

To seek approval to pursue the introduction of Public Space Protection Orders (PSPO's) in the Borough of Newcastle-under-Lyme.

Recommendations

- a. To approve the consultation with relevant partners and stakeholders on the potential coverage of PSPO's.
- b. To authorise Officers to pursue introduction of PSPO's for the indicative issues detailed in this report.

Reasons

The Criminal Justice and Police Act 2001 which encompasses Designated Public Place Orders (DPPO's) also known as Alcohol Prohibition Zones (APZ's) have been replaced by the Anti-Social Crime and Policing Act 2014 which governs PSPO's and other powers such as Response to Complaints, issuing Fixed Penalty Notices and Closure of Premises.

1. **Background**

- 1.1 The Anti-Social, Crime and Policing Act came into force on 20th October 2014. This Act contains the provisions for the Public Space Protection Orders (PSPO's), which were enacted by the Secretary of State.
- 1.2 Under the Anti-Social Behaviour, Crime and Policing Act 2014, there is provision for all Local Authorities to introduce measures to address anti-social behaviour in public spaces. The Act supersedes all current powers with one overarching power, the PSPO.

2. **Public Space Protection Orders**

- 2.1 A PSPO is an order that identifies a particular space or area to which it will be applied; and can make requirements, or prohibitions, or both within that space or area. This means that the Local Authority can, by virtue of the order, require people to do, or not to do specific things in that space or area. The Local Authority has the powers to grant the prohibitions/requirements where it believes that they are reasonable in order to reduce or prevent the unwanted issues. The order can be applied to specific people, or everyone within an area and can apply at all times or within specific times. The order can apply for a maximum of 3 years upon which the process of reviews and consultation must be repeated to check whether the issues are still occurring and the order is having the required effect. After the initial 3 years, the order can be extended

for a further 3 years, and upon further reviews and consultation, can be extended more than once for further periods of 3 years.

- 2.2 Failure to comply with either a prohibition, or requirement stated within the order is an offence. Upon summary conviction (offences heard within the Magistrates Court) defendants can face a fine up to £1,000. The defendant cannot be found guilty of an offence under a prohibition/requirement where the Local Authority did not have the power to include it in the order. Subsequent breaches of the order can also be discharged by use of a Fixed Penalty Notice (FPN). The authority has the option to either prosecute or issue an FPN to discharge liability to convict (s67 & 68 of the ASB, Crime and Policing act).
- 2.3 In time PSPO's will replace existing provisions such as Alcohol Prohibition Zones (APZ's), which are designed to stop the drinking of alcohol in public spaces and Dog Control Orders. Under the new legislation existing conditions will continue to be valid until October 2017.
- 2.4 PSPO's offer more flexibility and can be applied to a broader array of issues, granting Local Authorities the autonomy to create their own prohibitions and requirements dependent on whether particular conditions are met. These conditions centre on the degree of impact caused by those issues in the community.
- 2.5 A PSPO would enable an authorised person to issue a warning to any persons which if ignored could result in that person being issued with a Fixed Penalty Notice (FPN). As with all similar powers, there may be potential difficulty with obtaining personal identification/details from people which may limit the circumstances in which the Order can be used. It must be noted that it is intended that the use of fixed penalty notices will only be used in cases where offences persistently occur and where other preventative measures have failed to address the problem.
- 2.6 Any new PSPO would co-exist with the Borough wide Dog Control Order so therefore this proposal does not attempt to deal with issues covered by this regulation. At some point before October 2017, the Borough Council will need to consider how its Dog Control provisions can be maintained through the mechanism of a PSPO.

3. Issues

- 3.1 There are a number of issues across the Borough that could benefit from the use of PSPO's. These issues are most prevalent in Newcastle and Kidsgrove Town Centres both in the day and on Friday nights. Over the last 12 months there has been a total of 407 anti-social behaviour complaints over the 9 Locality Action Partnership areas. The vast majority of these complaints have been classified under general nuisance, which includes under age street drinking and public order issues.
- 3.2 The Borough of Newcastle-under-Lyme, much like other towns and cities nationally, experiences issues around street drinking both with young people under 18 years and adults who are categorised as 'dependent drinkers'. Whilst several initiatives and operations assist in managing the impact which this issue causes, there is a concern regarding loss of the ability to enforce provision relating to alcohol should APZ's be rescinded without an effective replacement.
- 3.3 New Psychoactive Substances (NPS) usually referred to as 'legal highs' have presented as a significant concern over the last few years. Two premises in Newcastle Town Centre have been flagged with agencies such as Staffordshire Police and Trading Standards in the last 12 months, leading to appropriate multi-agency responses. Anecdotally there is evidence to suggest that North Staffordshire is one of the areas across the County where 'legal highs' are prevalent.

- 3.4 There is a very small cluster of individuals who regularly beg for money in Newcastle Town Centre. The Police disperse these well-known individuals however they often return, usually in different locations. These individuals are classed as vulnerable and so the use of enforcement action in the form of fixed penalty notices shall only be pursued once all other early intervention and prevention- tactics have been explored and instigated. All individuals identified as vulnerable will be referred onto the Newcastle Partnerships Hub, which is a multi-agency information sharing forum used to identify issues and determine the most appropriate interventions for vulnerable and/or challenging individuals.
- 3.5 There are a number of rough sleepers, the majority of which seem to sleep rough in areas within and on the periphery of Newcastle Town Centre. Locations such as the Midway multi-storey car park, the derelict Maxims and Metropolis nightclubs and various subways are often used. These individuals are considered to be vulnerable and need support to gain suitable accommodation. The use of PSPO's on these individuals is not recommended unless the individuals are causing serious problems in the community which is adversely affecting the public and the relevant early intervention and prevention tactics have already been exhausted..
- 3.6 In the Midway car park there are issues around car cruisers who over-rev their engines, causing a noise nuisance and use the facility as a race circuit, which is a danger to both pedestrians and road users. There are also a number of skateboarders who frequently cause nuisance to those who are using the car park legitimately as paying customers.
- 3.7 The conditions that are currently being considered by Officers to be pursued for PSPO's are as follows:-
- a. Not to be in possession or utilise an aerosol and/or any item intended to cause defacement within the location.
 - b. Not to undertake repairs of vehicles within all local authority car parks other than for urgent breakdown repairs.
 - c. Not to use any local authority owned car parks as a place to congregate, cook or sleep and to only use the car park for parking.
 - d. Not to engage in behaviour likely to cause harassment, alarm or distress within designated areas.
 - e. Not to consume or be in possession of an open container of alcohol in the designated area excluding licensed premises or licensed events.
 - f. Not to ingest, inhale, inject, smoke or otherwise use intoxicating substances including Novel Psychoactive Substances (NPS) within the designated area.

4. **Options Considered**

- 4.1 There are 2 options for consideration:
- a. The first option is to authorise the consultation with relevant partners and stakeholders on the potential coverage of PSPO's and approve in principle the draft conditions to which a PSPO could be applied.
 - b. The second option is do nothing at this time and consider alternative options between now and October 2017.

5. Recommendations and reasons

- 5.1 The recommendation is to undertake the consultation with key partners on the potential coverage of PSPO's and approve in principle the draft conditions laid out in Section 3.7 above.
- 5.2 The reasons for our recommendation are as follows:-
- a. The majority of our existing powers under the Anti-Social Behaviour and Crime Act including Alcohol Prohibition Zones will expire in October 2017.
 - b. It will take a number of months to complete consultation and agree upon the finer points, terms and conditions of the PSPO's so it is prudent to commence this process as soon as possible.
 - c. Many other local authorities such as Cannock and Stafford have started to apply PSPO's to issues in their communities.
 - d. There are issues, detailed in this report that could be dealt with more effectively through the use of a PSPO. It is imperative therefore to introduce PSPO's as soon as possible.

6. Outcomes Linked to Corporate Priorities

- 6.1. The Council has a commitment to provide its residents with a clean, safe and sustainable borough and so the introduction of PSPO's will contribute to ensuring positive outcomes around these areas.
- 6.2. Another key priority for the Council is to foster a healthy and active community. The appropriate use of PSPO's will lessen or prevent issues around anti-social behaviour.

7. Legal and Statutory Implications

- 7.1 As with any new legislation, this is uncharted territory and the legislation will be further defined over the next few years by a process of appeals and High Court rulings. Any legal challenge represents a risk to the Council and it is worth noting that any "interested persons" may challenge the validity of any order in the High Courts. It is for this reason that undertaking a vigorous process, including a suitable consultation, is prudent when seeking to establish these powers. Potentially the Council could face challenges which could impede its ability to implement PSPO's if the process is not rigorous.
- 7.2 The use of PSPO's with individuals deemed as vulnerable, such as rough sleepers, dependent drinkers and beggars should be used with caution and under professional judgement in line with the current governing legislation.
- 7.3 The Council may also want to proceed with a certain degree of caution especially when gathering views and ensuring widespread support for these provisions before making a PSPO. However although these powers are new, several Local Authorities both locally and nationally are now in the process of utilising them.
- 7.4 In order to mitigate legal challenges, robust consultation will be undertaken with all relevant partners of the community, comprehensive research will be undertaken and legal advice sought as appropriate.

8. Equality Impact Assessment

- 8.1 An Equality Risk Assessment will need to be undertaken detailing how PSPO's will effect disadvantaged and vulnerable individuals such as dependent street drinkers, rough sleepers and beggars. Further legal advice will be sought on this as measures will need to be put in place to lessen the negative effects such powers will have on these individuals.

9. Financial and Resource Implications

- 9.1 This will be met through the existing resources of partnership agencies such as Staffordshire Police. For the Borough Council there will be some costs for consultation campaigns, publicity materials and signage which will be funded through the Responsible Bodies Group, Joint Operations Group and Office of the Police and Crime Commissioner.
- 9.2 It should also be noted that additional Borough Council Officer time in Partnerships, Central Services and Environmental Health will be required to support the orders. This requirement will be met using existing officer time, but these commitments are difficult to evaluate at this time as this is the first such experience with the new legislation and powers. However, this is considered to be a reasonable assessment based on the experience of councils which have already started to progress this matter.

10. Major Risks

- 10.1 There are no major risks, but as previously mentioned in this report there is the threat of legal action regarding how the Borough Council utilises these new powers; this needs careful consideration (see section 6).
- 10.2 The risks of not initiating action to enable the Council to utilise these powers before October 2017 because some of our current powers will become redundant by October 2017 and the Borough Council will therefore have no provisions in place to deal with some of the issues identified.
- 10.3 There is a risk of reputational damage to the Borough Council if it does not deliver its statutory duties lawfully and effectively.

11. Key Decision Information

- 11.1 This report can be considered key in the following ways.
- It requires the Borough Council to commit existing and additional resources for the function to which the decision relates and;
 - It impacts on communities living or working in an area comprising two or more electoral wards in the Borough.

12. Earlier Cabinet/Committee Resolutions

- 12.1 In September 2014 the report 'Update on the Anti-Social Behaviour, Crime and Disorder Act 2014' was submitted to EMT.

13. List of Appendices

- 13.1 The appendices which include reports from Staffordshire Police relating to Newcastle Town Centre, Terms of Reference for the Partnership Hub, update report on the Anti-Social Behaviour, Crime and Disorder Act 2014 EMT report and the Newcastle South LAP area profile can be made available on request from the Partnerships Team.
- 13.2 The Anti-Social Behaviour, Crime and Policing Act 2014

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/352562/ASB_Guidance_v8_July2014_final_2_.pdf

14. Background Papers

14.1 None

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

OFFICER REPORT to CABINET

Date 20 January 2016

1. **HEADING** Procurement of the Council's Long Term Agreement (Insurance)
- Submitted by:** Executive Management Team
- Portfolio:** Finance IT & Customer
- Ward(s) affected:** All

Purpose of the Report

- a) To inform Cabinet of the approach adopted to re-procure the Council's Long Term Agreement for Insurance;
- b) To seek approval to formally award a contract to the successful provider based following completion of the procurement an award based on the 'Most Economically Advantageous Tender'.

Recommendations (to be in bold)

- a) That Cabinet acknowledge the procurement approach adopted by officers;**
- b) To seek approval to formally award a contract to the successful provider following completion of the procurement on the basis of the 'Most Economically Advantageous Tender.'**

Reasons

The long term agreements (LTA's) of all the Council policies within its insurance portfolio, expire on 28th February 2016 and are therefore subject to a tender process. As the aggregated value over the life of the contract (5 years) will exceed the current EU Procurement Thresholds it will be necessary to advertise the contract in the Official Journal of the European Union (OJEU).

1. **Background**

1.1 The long term agreements (LTA's) of all the Council's policies within its insurance portfolio were last tendered in 2008 with a single award being made to RMP (Risk Management Partnership). The contract period at the time was for 5 years with a possible extension of 2 years on successful delivery of the initial contract period. The procurement process at the time was supported by the Council insurance broker Marsh Limited. The broker service has been subsequently re-tendered and the Council's incumbent service provider was re-awarded a contract on the basis of being the most economically advantageous tenderer and as such will continue to support officers in the re-procurement of the Council's LTA.

2. **Issues**

2.1 Issues impacting on the LTA include:

2.1.1 An increase in the IPT (insurance premium tax) during 2016/17 from 6 to 9.5%;

2.1.2 A year on year increase and erosion of the initial savings made at the time of the procurement process due to an increase in claims by the Council in certain areas of its insurance policies (e.g. motor);

2.1.3 Year on year hardening of the insurance market which increased insurance premium costings;

2.1.4 A changing market place where some larger insurers have exited the public sector market to be replaced with smaller insurance organisations entering the public sector market;

2.1.5 An increase in the asset value of the Council property portfolio based on a change (uplift) to the standard rates used in evaluating these assets.

2.2 Officers in acknowledging the need to identify savings have worked with internal services to scope their needs and ensure that the requirements contained in the specification reflect the needs of the Council e.g.:

2.2.1 Property portfolio, where possible to ensure that this data is up to date, contains no duplication and reflects the increase in asset valuations;

2.2.2 Fleet portfolio reflects the current position and that services previously provided are excluded from future needs (e.g. supply and use of mini buses);

2.2.3 Council lease cars; a review being undertaken of the current fleet and an overview of the timings linked to the phased reduction of this portfolio;

2.2.4 ICT portfolio is up dated and reflects the current needs inclusive of cyber risks;

2.2.5 Plant and equipment needs reflect the council's current requirements and includes the outcomes of recent testing regimes (e.g. fixed wire testing exercise, and a computer survey including fire assessment);

2.3 Officers have worked with Marsh to deliver a 'Risk Finance Optimisation (RFO) proposal in two areas of the council's portfolio; Employers' Liability (EL) and Public Liability (PL). The intention being to create a risk finance structure that is efficient and creates the right balance between risk transfer and risk retention. Calculations have been made on the potential volatility for each insurance class. Marsh and officers of the borough council then reviewed the indicative market pricing to identify the solution that delivers a sustainable lower cost risk with least volatility. This proposal could ultimately support the procurement process in identifying the potential for savings for the council and give prospective insurers the confidence that the council is a low risk option for their investment.

2.4 As the Council intends to vacate the current Civic Offices and as there are further potential office closures, this has been built into the specification (as part of additional information) to advise prospective future insurance providers. The same situation will apply to the changes in the waste and recycling service (i.e. internalising this service).

3. **Procurement Options Considered** (if any)

Options considered prior to the commencement of the procurement process included:

3.1 Option 1 – Open Market Tender: the preferred solution is to undertake a procurement by way of a negotiated procedure advertising in the OJEU. Whilst this route may incur an increased risk of challenge due it being an open market two staged procurement process it is anticipated that it will offer better value/savings in the longer term by engaging potentially with a greater range of providers improving the level of competition and exploring opportunities to deliver improved service.

3.2 **Option 2 – Utilisation of Framework:** officers had considered the use of the Crown Commercial Services (CCS) Insurance Service Framework (RM958). From market intelligence gathered there has been a mixed response to the use of the framework with a number of authorities believing that the supplier base was restrictive when comparing with the number of new entrants and the potential for competitive pricing. CCS also make a charge for use of the framework which is 0.5% p.a. of the agreed contract price at the time of award, whilst this is levied against the successful service provider, this cost implication is likely to impact on the final price to the client.

3.3 **Option 3 – Self-Insurance:** rejection of the preferred proposal would result in officers having to self-insure its insurance needs. Out of the three options available, this is the least preferred as it presents the authority with an increased number of risks, including increased resourcing needs and an increase on current costs based on the need to fund all insurance claims made, deal with all claims handling and employ solicitors to represent the council at court should the need arise.

As option 1 appeared on paper to offer a greater opportunity for potential market engagement and subsequent savings an open market tender was undertaken utilising the following indicative timetable:

Issue of Call for Competition	15/09/2015
Receipt of completed PQQ	15/10/2015
Issue of Invitations to tender	29/10/2015
Deadline for clarification questions from Economic Operators	13/11/2015
Deadline for receipt of Tender submissions	23/11/2015
Completion of evaluation of tenders	01/12/2015
Award of Contract (optional)	15/12/2015
Invitation to Negotiation if no award made	07/12/2015
Invitation for Best and Final Offers	16/12/2015
Submission of Best & Final Offers	23/12/2015
Evaluation of BAFO submission	08/01/2016
Start of 10 day Standstill	11/02/2016
Target date for provisional / final award of Contract	21/02/2016
Cover to incept	28/02/2016

3.4 In drafting the Council's specification of requirements and to further enhance the possibilities of greater competition and wider potential savings the Council's insurance portfolio was split into 8 separate lots (excluding claims handling). Further additional options on selected lots (e.g. Lot 2 Combined Liability) were also introduced to examine the potential for further savings linked to increased excesses over and above the Council's current established (£5,000) excess and reduced limits of indemnity (reductions of £30,000,000 to £20,000,000); prospective service providers having the opportunity to bid for a range of (or all) identified lots and options.

3.5 Four submissions were received at the Pre-Qualification Questionnaire stage, each providing evidence of sufficient capacity to deliver a solution in line with the Council's specification of requirements; all four providers being subsequently invited to submit a tender.

3.6 At the tender deadline, 1 provider declined to submit prior to the closing date due to internal resource issues.

3.7 Whilst two of the three tenderers only bid for selective lots, one of these providers who offered extremely competitive rates indicated that they would not underwrite certain lots in isolation, one such lot being the one which offered the greatest saving.

3.8 At the time of writing this report submissions were being scored independently by the Council's insurance broker (Marsh Limited). A copy of the broker's evaluation report and scoring matrix is available on request.

5. **Reasons for Preferred Contract Award Solution**

Early indications are that the preferred contract award solution would offer:

5.1 continued sustainability with minimal disruption to the authority as the award would be made to the Council's current incumbent service provider 'Risk Management Partners' (RMP);

5.2 following evaluation and consideration to both the risk and potential budgetary implications the level of excess will be £25,000 (an increase of £20,000 on the Council's current excess amount) and the Limit of Indemnity (LoI) will remain at £30,000,000 based on the information obtained as part of the 'Risk Finance Optimisation' (RFO) proposal solution undertaken prior to the commencement of the procurement process.

5.3 a balanced approach when considering the Council's claims history, public sector market intelligence and historic information on the Council's performance linked to its LoI.

5.4 an opportunity to deliver a saving of £201,000 including IPT at 9.5% when compared to the Council's 2015/16 budgeted/anticipated spend.

6. **Outcomes Linked to Corporate Priorities**

The successful delivery of this procurement will have impacts on a wide range of the outcomes related to each of the Council's four corporate priorities:

6.1 Creating a clean, safe and sustainable borough;

6.2 A borough of Opportunity;

6.3 Creating a healthy and active community;

6.4 Becoming a co-operative Council, delivering high-value, community-driven services.

7. **Legal and Statutory Implications**

Most employers are required by law under the "Employers' Liability (Compulsory Insurance) Act 1969" to insure against liability for injury or disease to their employees arising out of their employment. Public liability insurance is different. It allows cover for claims made against the organisation by members of the public or other businesses, but not for claims by employees. While public liability insurance is generally voluntary, employers' liability insurance is compulsory. The organisation is liable to legal action resulting in fines where employers' liability insurance is not maintained.

8. **Equality Impact Assessment**

There are no differential equalities impacts that have been identified linked to the delivery of this procurement.

9. **Financial and Resource Implications**

The current annual budget (2015/16) set by the council is £508,900 including IPT.

In respect of the £201K savings referred to in paragraph 5.4, £150,000 has been included in the savings schedule as part of the budget report elsewhere on your agenda. It is proposed to increase the contribution to the Insurance Provision by the remaining £51K.

10. **Major Risks**

Risks identified are:

- 10.1 Rejection of officer proposals would lead to insurance renewal timescales not being met, resulting in work having to be undertaken to extend the current insurance provision if incumbent insurers wished to do so and could lead to increased costs of insurance in the short term;
- 10.2 The council may have to self-insure – this would put extra strain on current resources – the council would have to deal with all claims in house; employ solicitors to deal with any litigated claims;

Controls established:

- 10.3 These risks however have controls in place that help to mitigate the likelihood, including market testing; project optimisation report; officer engagement; support from Executive Directors; custom and practice; statutory and legal requirements

11. **Key Decision Information**

This is a key decision based on the aggregated value of the contract over the contract term plus extensions if utilised.

12. **Earlier Cabinet/Committee Resolutions**

- 12.1 None

13. **Recommendations**

- 13.1 That Cabinet acknowledge the procurement approach adopted by officers and ratified by EMT;
- 13.2 That Cabinet agree to officers contracting on behalf of the Council following delivery of the procurement process an award being based on the Most Economically Advantageous Tender.;

14. **List of Appendices**

- 14.1 Risk Assessment (Appendix A);

15. **Background Papers**

- 15.1 None

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Long Term Agreement Insurance Renewal

Risk	Risk Description	Risk Rating	Existing Control Measure	Description	Final Impact	Final Likelihood	Final Risk Rating	Further Action Required	Comment	Target Date	Further Action Owner
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Items in Group: 2

Long Term Agreement Insurance Procurement

Self-insure	Should the renewal proposals be rejected and the incumbent insurers decide not to extend the existing contract the Council would have to self insure until such time that a new provider is found.	6	Broker Support	The Council has procured the services of Marsh Ltd as a broker to support in the delivery and management of the insurance portfolio and future procurement process. Project optimisation report completed to provide best case scenario savings for the insurance renewal.	3	2	6	Clearly demonstrate the need for an insurer.		29/01/2016	Sowerby, Simon (Business Improvement Manager) Vacquier, Annette (Business Improvement Officer (Risk & Insurance))
Rejection of Proposals	Rejection of officer proposals for the procurement of the Council's LTA (Long Term Agreement) for insurance.	6	Broker Support	The Council has procured the services of Marsh Ltd as a broker to support in the delivery and management of the insurance portfolio and future procurement process. Project optimisation report completed to provide best case scenario savings for the insurance renewal.	3	1	3	Provide progress reports to Cabinet and EMT		29/01/2016	Sowerby, Simon (Business Improvement Manager) Vacquier, Annette (Business Improvement Officer (Risk & Insurance))
			Engagement with Council officers	Meetings undertaken with various officers to identify ongoing insurance needs and the potential for long term savings.							
			Executive Director Support	EMT were in support and agreement for the re-procurement process.							
			Experienced Officers	Experienced officers are in place to support in the management of the Council's insurance portfolio and the re-procurement of the Long Term Agreement.							
			Robust Specification	Officers with the support of the Broker established a robust specification to support the re-procurement process.							

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By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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