

Public Document Pack



PLEASE NOTE THAT PRAYERS WILL BE HELD AT 6.50PM BEFORE THE COMMENCEMENT OF THE BUSINESS OF THE COUNCIL.

THE MAYOR REQUESTS THAT ANY MEMBER WISHING TO PARTICIPATE IN PRAYERS BE IN ATTENDANCE BY NO LATER THAN 6.45PM.

Dear Sir/Madam,

You are summoned to attend the meeting of the Borough Council of Newcastle-under-Lyme to be held in the **Jubilee 2 - Dance Studio - (Second Floor) - Brunswick street, Newcastle, Staffs** on **Wednesday, 6th April, 2022** at **7.00 pm**.

B U S I N E S S

1 APOLOGIES

2 DECLARATIONS OF INTEREST

To receive declarations of interest from Members on items contained within this agenda.

3 MINUTES OF A PREVIOUS MEETING (Pages 5 - 10)

To consider the decisions of the previous meeting(s)

4 MAYOR'S ANNOUNCEMENTS

5 RECEIPT OF PETITION UNDER THE COUNCIL'S PETITION SCHEME (Pages 11 - 14)

A petition has been received from Save our St Peter's opposing the auction of the former Methodist Church in the Westlands.

As the petition contains over 200 signatures and relates to a local issue affecting no more than 2 electoral wards within the Council area, the petition will be discussed this evening by Full Council.

The Petition Organiser will be given 5 minutes to present the petition following which Council will have 15 minutes to discuss the petition and decide how to respond.

A copy of the petition is available in the Democratic Services Office.

6 CALENDAR OF MEETINGS 2022-2026 (Pages 15 - 44)

7 LOCAL ELECTIONS FEES AND CHARGES (Pages 45 - 50)

8 NOTIFICATION OF URGENT DECISION (Pages 51 - 56)

9 STATEMENT OF THE LEADER OF THE COUNCIL (To Follow)

To receive a statement by the Leader of the Council on the activities and decisions of Cabinet and items included on the Forward Plan.

10 REPORTS OF THE CHAIRS OF THE SCRUTINY COMMITTEES (Pages 57 - 58)

Written reports are attached for the Economy, Environment and Place Scrutiny Committee and Health, Wellbeing and Partnerships Scrutiny Committee

A verbal update will be given for the Finance, Assets and Performance Scrutiny Committee.

11 REPORTS OF THE CHAIRS OF THE REGULATORY COMMITTEES

The Licensing and Public Protection Committee and Audit and Standards Committee have not met since the last meeting of Full Council.

A verbal update will be given for Planning Committee.

12 QUESTIONS TO THE MAYOR, CABINET MEMBERS AND COMMITTEE CHAIRS (Pages 59 - 60)

13 RECEIPT OF PETITIONS

To receive from Members any petitions which they wish to present to the Council.

14 URGENT BUSINESS

To consider any communications which pursuant to Appendix 7, Procedure Rule 8 of the constitution are, in the opinion of the Mayor, of an urgent nature and to pass thereon such resolutions as may be deemed necessary.

15 DISCLOSURE OF EXEMPT INFORMATION

To resolve that the public be excluded from the meeting during consideration of the following report(s) as it is likely that there will be disclosure of exempt information as defined in paragraphs contained within Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.

Yours faithfully



Chief Executive

NOTICE FOR COUNCILLORS

1. Fire/Bomb Alerts

In the event of the fire alarm sounding, leave the building immediately, following the fire exit signs..

Fire exits are to be found at the side of the room leading into Queens Gardens.

On exiting the building Members, Officers and the Public must assemble at the statue of Queen Victoria. DO NOT re-enter the building until advised to by the Controlling Officer.

2. Mobile Phones

Please switch off all mobile phones before entering the Council Chamber.

3. Notice of Motion

A Notice of Motion other than those listed in Procedure Rule 14 must reach the Chief Executive ten clear days before the relevant Meeting of the Council. Further information on Notices of Motion can be found in Section B5, Rule 4 of the Constitution of the Council.

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

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COUNCIL

Wednesday, 23rd February, 2022
Time of Commencement: 7.00 pm

[View the agenda here](#)

[Watch the meeting here](#)

Present:	Mayor - Councillor Kenneth Owen (Chair)		
Councillors:	Gillian Burnett	Dave Jones	John Tagg
	Silvia Burgess	Tony Kearon	June Walklate
	Jennifer Cooper	Helena Maxfield	Paul Waring
	John Cooper	Paul Northcott	Simon White
	Julie Cooper	Barry Panter	Ian Wilkes
	Sylvia Dymond	Andrew Parker	Gillian Williams
	Andrew Fear	Sarah Pickup	John Williams
	Andrew Fox-Hewitt	Marion Reddish	Ruth Wright
	Allison Gardner	Elizabeth Shenton	Gary White
	Mark Holland	Mike Stubbs	Jill Waring
	Graham Hutton	Stephen Sweeney	David Grocott
	Trevor Johnson	Simon Tagg	
Apologies:	Councillor(s) Gill Heesom, Annabel Lawley, Mark Olszewski, Bert Proctor, Kyle Robinson and Amelia Rout		
Officers:	David Adams	Executive Director Operational Services	
	Geoff Durham	Mayor's Secretary / Member Support Officer	
	Martin Hamilton	Chief Executive	
	Simon McEneny	Executive Director - Commercial Development & Economic Growth	
	Daniel Dickinson	Head of Legal & Governance /Monitoring Officer	
	Sarah Wilkes	Head of Finance / S151 Officer	
	Craig Turner	Finance Manager	

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

2. **MAYOR'S ANNOUNCEMENTS**

The Mayor's Charity Ball would be held on Friday 25 March, 2022 at Keele Hall.

3. **WALLEYS' QUARRY UPDATE**

Council - 23/02/22

The Leader, Councillor Simon Tagg introduced a report updating Members on the latest position regarding Walley's Quarry.

Problems of illegal dumping had been reported by the local MP and there were still failings at the site. The Cabinet asked the Council to make an official complaint to the Environment Agency and follow it through to the Parliament and Health Service Ombudsman if necessary.

The Head of the Environment Agency, Sir James Bevan had been written to but the Council had not received any reply. A meeting had also been requested with DEFRA.

Reference was made to paragraph 4.6 of the report and it was asked that, once details of the findings were released by the Environment Agency, that Members be informed.

Resolved: That the contents of the report be noted.

[Watch the debate here](#)

4. REVENUE AND CAPITAL BUDGETS AND STRATEGIES 2022/23

The Leader of the Council, Councillor Simon Tagg introduced the report and moved the recommendations which set out the recommendations of Cabinet for Revenue and Capital Budgets for 2022/23.

The Medium Term Financial Strategy 2022/23 to 2026/27, the Flexible Use of Capital Receipts Strategy, Capital Strategy for 2022/32, Treasury Management Strategy for 2022/23 and Investment Strategy 2022/23 were also recommended for approval.

An amendment to the budget was tabled but was defeated.

Following a debate on the substantive motion, a named vote was taken in respect of the proposed budget:

BURGESS	N	JONES	N	SHENTON	N
BURNETT	Y	KEARON	N	STUBBS	N
COOPER. Jenny	Y	LAWLEY	Absent	SWEENEY	Y
COOPER John	Y	MAXFIELD	Y	TAGG J	Y
COOPER Julie	Y	MOFFAT	Absent	TAGG S	Y
DYMOND	N	NORTHCOTT	Y	WALKLATE	Y
FEAR	Y	OLSZEWSKI	Absent	WARING J	Y
FOX-HEWITT	N	OWEN	Y	WARING P	Y
GARDNER	N	PANTER	Y	WHITE G	Y

GROCOTT	N	PARKER	Y	WHITE S	Y
HEESOM	Absent	PICKUP	N	WILKES	Y
HOLLAND	Y	PROCTOR	Absent	WILLIAMS G	N
HUCKFIELD	Y	REDDISH	Y	WILLIAMS J	N
HUTTON	Y	ROBINSON	Absent	WRIGHT	N
JOHNSON T	Y	ROUT	Absent		

In Favour (Y)- 24

Against (N)- 13

Abstain – 0

Resolved: That recommendations a to o, as set out in Appendix 'A' of the agenda report be approved.

[Watch the debate here](#)

5. PUBLICATION OF A PAY POLICY STATEMENT FOR 2022/23

The Leader introduced a report seeking Council's approval of the Pay Policy Statement for 2022/23.

This was an annual requirement of the Localism Act, 2011 setting out the remuneration of chief officers and the lowest paid employees and the changes in roles and titles of senior officers.

Resolved: That the Pay Policy Statement, as attached at Appendix A to the report, be approved.

[Watch the debate here](#)

6. APPOINTMENT OF EXTERNAL AUDITOR

The Portfolio Holder for Finance, Town Centres and Growth introduced a report which set out proposals for appointing the external auditor to the Council for the Statement of Accounts for five years from the year 2023/24.

All Authorities within the County were going in the direction of joining the National Auditor Appointment Scheme.

Resolved: That the Public Sector Audit Appointment's invitation, to opt into the sector-led option for the appointment of external auditors to principal local government and police bodies for five financial years, from 1 April, 2023, be accepted.

[Watch the debate here](#)

7. NOTIFICATION OF URGENT DECISIONS TAKEN - POLITICAL BALANCE

The Leader introduced a report notifying Members of decisions taken by the Chief Executive under urgency powers.

Following changes to political proportionality there was a need to review committee seat allocations.

Resolved: That the decisions taken be noted.

[Watch the debate here](#)

8. STATEMENT OF THE LEADER OF THE COUNCIL

A report was submitted which provided an update to Members on the activities and decisions of the Cabinet, together with the Forward Plan.

In respect of paragraph 2, a question was asked as to what percentage of social housing there would be on the Ryecroft site. The Leader stated that the percentage was a matter for the Planning system.

A question was asked on paragraph 3 regarding the markets, what would be done to help them under the Town Deal Funding. Councillor Sweeney stated that the markets occupancy were quite encouraging and the Council was working to encourage traders to open more on Sundays. There were many new stalls coming into the town including the artisan market, antiques, record fayre. Evening markets were also now taking place.

A further question was asked on paragraph 3 as to who collected the monies and took the bookings for the stalls on the Tuesday and Thursday markets. Also, how much did the BID contribute to the markets and other activities in the town centre. The Leader advised that the antiques market was run by the Antiques Forum and the artisan market, run by the Artisan Forum. The BID had invested in the market so that there could be extra stalls by the Guildhall.

The Portfolio Holder was asked to send thanks to everyone who worked so hard, behind the scenes in bringing the Borough the award winning market.

Regarding paragraph 5, it was stated that a Borough Local Plan needed to be in place as soon as possible.

The Mayor asked that it be moved to extend the guillotine for the meeting and to aim to have all business completed by 10.30pm. This was agreed.

A question was asked on paragraph 6, if the Leader would welcome an agenda item at Kidsgrove Town Council tomorrow that looked to £55,000 capital infusion with a possible £40,000 over the next four years. The Leader stated that it would be great news if Kidsgrove Town Council were to put money into this.

Members welcomed the improvements to the Westlands Sports Centre and Wolstanton Park Tennis Courts.

Regarding Paragraph 8, it was stated that a train station there would be good for the people who worked there.

It was asked whether this site could be added to the Local Plan as part of land earmarked for redevelopment. The Leader confirmed that this site was in the Local Plan as an employment site.

A statement was made on paragraph 9, that when the Council looked into introducing LED lighting that close attention was given to the health, social and environmental impacts of them and expertise be pulled in from Keele University. The Leader stated that Newcastle could learn from the County Council's experience of this and through the feasibility study, tap into Keele's knowledge.

Paragraph 10, regarding Urban Tree Planting, Members felt that this was an excellent strategy. A question was asked about future maintenance of the trees. The Leader stated that, maintenance for newly planted trees would begin in ten to fifteen years and plans were in place. In addition, grass growing around trees did not require cutting so often and therefore, parks maintenance would move to more of a tree management programme. A paper on this would be taken to an upcoming meeting of the Economy, Environment and Place Scrutiny Committee.

Members welcomed the recognition for Bereavement Service and Street Cleaning Service. Officers and staff were thanked by the Portfolio Holder for Environment and Recycling for their hard work and making this possible.

Regarding Paragraph 12, Members were pleased that the Borough Museum was now reopened following the extension and renovations. The Portfolio Holder for Leisure, Culture and Heritage was asked how many people had visited the Arthur Berry exhibition. The exhibition had opened on 15 January and 3,500 people had visited over the five week period.

Resolved: That the Statement of the Leader of the Council be received and noted.

[Watch the debate here](#)

9. REPORTS OF THE CHAIRS OF THE SCRUTINY COMMITTEES

Reports were submitted for the Committees that had met since the last Council meeting.

Resolved: That the reports be received.

10. REPORTS OF THE CHAIRS OF THE REGULATORY COMMITTEES

Written reports were submitted for the Committees that had met since the last Council meeting.

Resolved: That the reports be received.

11. QUESTIONS TO THE MAYOR, CABINET MEMBERS AND COMMITTEE CHAIRS

Councillor Fear asked the Leader the following:

Council - 23/02/22

All Councillors recently received a note from GMB union raising questions about the recent review of the Drugs and Alcohol Policy, which I understand alters the Council's stance on process and threshold of acceptance of alcohol level whilst at work. Can the Leader give assurances as to the process followed and the purpose/intended impact of the change?

The Leader stated that this Policy had recently been up for review and the Council worked with the Unions. The former Policy had been unclear as to levels which the revised Policy made clearer. A level of 12 micrograms per 100milligrams of breath was agreed. This was below the legal limit for driving.

Councillor Fear asked the Leader to outline the jobs involved. The Leader stated that the jobs included lifeguards at J2, refuse collectors, drivers, mechanics and operators of machinery.

[Watch the debate here](#)

12. RECEIPT OF PETITIONS

A petition was handed in by Councillor Fox-Hewitt regarding speed humps within the Bradwell Ward.

As this was a County Matter, the Petition would be passed to Councillor Graham Hutton to be raised with the County Council.

Resolved: That the Petition be received.

[Watch the debate here](#)

13. URGENT BUSINESS

There was no urgent business.

14. 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 contained within Part 1 of Schedule 12A of the Local Government Act, 1972.

**Mayor - Councillor Kenneth Owen
Chair**

Meeting concluded at 10.26 pm

4 April 2022

Good Evening,

My name is Sue Beeston and I am the chair of the Westlands Community Hall Group and Director of Westlands Community Hall CIC.

Wayne Hubby sends his apologies, but is currently out of the country and unable to attend this evening. I am, therefore, presenting this letter on his behalf.

Recently a number of Methodist properties have been sold. Many of these had been at the centre of their local communities and were sold, either at auction or through direct sales. In some cases this was to the highest bidder, with limited consultation and without giving local stakeholders the opportunity to negotiate a sale, or to arrange a lease. A recent example of this would be Knowle Top in Stannington, near Sheffield.

Our concern is that history should not repeat itself, here in Newcastle.

St Peter's Methodist Church and buildings are scheduled to be sold by auction, when the six months grace period, permitted by its registration as an the ACV, elapses. (This six months commenced on 3rd February this year). The premises are on covenanted land and there has been no consultation with the local community, or the Borough Council and limited dialogue with church membership.

The Westlands was designed by the same renowned architect who laid out the Bournville Village Plan: SA Wilmot. St Peter's Church is no exception. The buildings and plot itself are charming and designed in the 'Arts & Crafts' style of architecture, in sympathy with the surrounding properties.

The Restrictive Covenant that protects St. Peter's Church

In the 1930's the undeveloped land on which St. Peter's now stands was sold to the Methodist church at what is believed to have been a below market price of around £770 with the protection of a full restrictive covenant granted by Newcastle Borough Council signed by over 20 people including the Mayor of the time, council and legal individuals as well as senior church representatives.

The Restrictive covenant states:

No building other than a church and/or Sunday School or Institute or Ministers or Caretakers House shall be erected on the plot of land and that the land to the rear shall remain free from development.

In the 1930's Restrictive Covenants were placed upon land and buildings to protect them for religious purposes or community use. Covenants were at the time respected and it was believed by those issuing and signing them, that such covenants would protect the land, or buildings they were assigning them to, for all time.

In modern times this is NOT the case, as restrictive covenants today are relatively easy for anyone (especially developers) to have removed, by negotiation with the council. Our community and all of those canvassed during our petition are

understandably perturbed by the idea of St Peter's being sold at auction, as this is likely to preclude any further use by the community.

Given the church and hall is built on covenanted land and was built with the aim to support the local community in line with the Bournville architectural design, the loss would be immense as there is no other land on which a replacement hall could be developed. Further to this, the Westlands estate has no park, no children's play area and owing to the estate being built on covenanted land, no shop, commercial premises or public house can be built. This makes the Westlands estate (not the Westlands ward) unique in this regard. The Methodist Church was integral to the community and the loss of the church and its premises is keenly felt.

The loss of St. Peter's and who it affects

The buildings have been in good use for some 90 years and generations of our community have so many memories of the activities there, music classes, weddings, choirs, funerals, clubs such as rainbows, brownies, guides, rangers, and Sunday Schools having been held there. Additionally, in recent times (pre-covid), parent and toddlers playgroup, school holiday play schemes, art classes, maths classes, Ju Jitsu, philosophy, yoga and Pilates classes, have all used St. Peters.

We desperately need a Youth Centre and also a place where our older residents can meet, enjoy the company of others and spare them the loneliness that advancing years can sometimes bring. The loss will impact all age groups of our community, some of our most vulnerable and some of our oldest residents.

There was no, or very little, warning to user groups that the hall was closing and that they needed to collect their belongings immediately. Word of mouth was crucial to ensuring all groups were made aware of the situation.

The sole aim of the Methodist Trustees with relation to St. Peters is to dispose of the property to the highest bidder at auction. This is in complete opposition to the wishes of the community from which they are withdrawing.

Our efforts to encourage the sale to another religious or community group:

There are 4 groups interested in purchasing which we are aware of, and have passed this information on to the Methodist Church.

1. The Westlands Community Hall CIC
2. The 7th Day Adventists Church
3. A Muslim Faith Group
4. The Redeemed Church of God

All groups wish to incorporate local groups: for example, drop-in cafe, room rental for all types of classes, food banks, summer fetes etc. to engage and support local groups and residents. All want to retain the existing buildings and focus on using the community rooms to serve the community. Additionally, the religious organisations would provide a place of worship for their large and vibrant congregations.

Discussion with two of the religious groups, showed a willingness to work together, to create a multi-faith community building.

Another religious group situated on the Westlands, would encourage and increase community input, participation and involvement and ultimately would enhance the local area.

None of the above religious organisations, however, have the financial capacity to complete with property developers and they all have until 3 August to raise sufficient funds before the ACV expires.

The Methodist Church can either sell for 'Best Value' or 'Best Price.' They have legal obligation as Trustees to obtain the 'Best Price', however, they can sell for 'Best Value' to a like-minded charitable organisation under the Charities Act 2011.

We have asked the Methodist Church to consider selling for 'Best Value' but have been unsuccessful and are continuing to pursue this route and will update the Council with any developments in this regard.

We are aware, however, that the Methodist Church have recently sold a premises in Newcastle Under Lyme for 'Best Value' to a local charity for less than the asking price when other groups had offered more money.

Our petition and why we took to the streets

We wanted to make the Westlands community aware of the impending sale of St Peter's and the challenges faced by the community should they wish to retain the resource for the community in some form.

The petition has gathered over 500 signatures of Westland residents, and The Westlands Community Hall CIC group have more than 300 members, with more joining all the time.

By lodging our petition with you,

- We hope to garner your support in our endeavours to change the minds of the Methodist Trustees.
- We hope to raise our profile with both the residents and council members
- Ensure that the petition and level of support gained so far is shared in the public domain, through the council website, online forums, news items and the media.

We believe this will ensure any developer undertaking due diligence would see the level of opposition they may encounter, which in turn might influence their purchase decision.

What we are asking our Councillors to do tonight?

We hope from this evenings meeting to be able to rely on the overall cross-party support from all of our councillors.

We are asking that the Council write to the Methodist Church to make clear to them the level of community and Council support, to save St. Peters. We hope that working together, we will persuade them, to take a community minded view and sell St. Peter's to a group that will retain it for the community, even if that meant getting a lower capital return.

Both myself and my wife have watched ninety-year-old residents fight to cross our driveway on Zimmer frames and with walking sticks to deliver their signed petition cards to us, mothers and fathers with small children who are cubs and brownies, Widows and widowers, who were married at St. Peters and are now so lonely. Our heartfelt thanks and appreciation would go to all of you if you could support us.

Special thanks to Councillor Simon Tagg, who has been incredibly helpful and to Daniel Dickinson & Geoff Durham.

Wayne Huby

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO

Council
06 April 2022

Report Title: Calendar of Meetings 2022 - 2026

Submitted by: Executive Management Team

Portfolios: One Council, People and Partnerships

Ward(s) affected: ALL

Purpose of the Report

To ask Council to approve the Calendar of Meetings for the period 2022 – 2026.

Recommendation

That Council approves the draft Calendar of Meetings 2022 – 2026.

Reasons

To ensure the continued operation of the Council's decision making processes.

1. **Background**

1.1 The current calendar of meetings lists dates up to and including June 2022. It is necessary to approve a new calendar of meetings to ensure the decision making process can continue without interruption.

2. **Issues**

2.1 A new calendar of meetings is needed from June 2022. The constitution states that council approves the schedule of meeting dates. It is proposed that a new calendar is approved for the whole of the forthcoming new council term. This will ensure the council's decision making process can continue and will assist with forward planning. Once meeting dates are confirmed this will enable room bookings to be made. The information will also be helpful for prospective councillors and can be used as part of the Member Induction Process.

3. **Proposal**

3.1 That Council approves the draft Calendar of Meetings 2022 – 26.

4. **Reasons for Proposed Solution**

4.1 To ensure the decision making process can continue without interruption.

5. **Options Considered**

5.1 Not approving a calendar of meetings until later in the year risks delaying decisions or increased used of urgency powers which is not good governance.

6. **Legal and Statutory Implications**

6.1 Legislation requires public notice of meetings to be given including business to be transacted. An approved calendar of meetings will support this process.

7. **Equality Impact Assessment**

7.1 There are no adverse equality impacts identified as a consequence of this report.

8. **Financial and Resource Implications**

8.1 There are no financial implications. The resource implications involve booking meeting rooms and inputting meeting dates which can be managed within existing staff resources.

9. **Major Risks**

9.1 The risk of not approving a calendar at an early stage is delayed decision making or increased use of urgency powers which is not good governance.

10. **UN Sustainable Development Goals (UNSDG)**

10.1 N/A



11. **Key Decision Information**

11.1 This is not a key decision.

12. **Earlier Cabinet/Committee Resolutions**

12.1 None

13. **List of Appendices**

13.1 Appendix 1 – draft calendar of meetings.

14. **Background Papers**

14.1 None.

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(meetings commence at 7pm unless otherwise agreed by each Committee)

May 2022				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Bank Holiday	3	4	5 Elections	6
9	10	11	12	13 Member's welcome day
16 Group Meetings	17	18 Annual Council	19	20
23	24 6.30pm CAWP	25	26 Planning	27
30	31			

June 2022				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Bank Holiday	3 Queen's Platinum Jubilee
6	7	8 2.00pm Cabinet	9	10
13	14 6.30pm CAWP	15 Economy, Environment & Place SC	16	17
20	21 Planning	22	23 Health, Wellbeing & Partnerships SC	24
27 Audit & Standards	28 Licensing & Public Protection	29	30 Finance, Assets & Performance SC	

(meetings commence at 7pm unless otherwise agreed by each Committee)

July 2022				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Group Meetings	5	6 Council	7	8
11	12 6.30pm CAWP	13	14	15
18	19 Planning	20 2.00pm Cabinet	21	22
25 Audit & Standards	26 Licensing & Public Protection	27	28	29

August 2022				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	6.30pm CAWP	10	11	12
15	16 Planning	17	18	19
22	23	24	25	26
29 Bank Holiday	30	31		

(meetings commence at 7pm unless otherwise agreed by each Committee)

September 2022				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 Economy, Environment & Place SC	2
5 Health, Wellbeing & Partnerships SC	6 6.30pm CAWP	7 2.00pm Cabinet 7pm Audit & Standards	8 Finance, Assets & Performance SC	9
12	13 Planning	14	15	16
19	20 Licensing & Public Protection	21	22	23
26 Group Meetings	27	28 Council	29	30

October 2022				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 6.30pm CAWP	5	6	7
10	11 Planning	12	13	14
17	18	19 2.00pm Cabinet	20	21
24	25	26	27	28
31				

(meetings commence at 7pm unless otherwise agreed by each Committee)

November 2022				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 6.30pm CAWP	2	3	4
7	8 Planning	9 2.00pm Cabinet	10	11
14 Audit & Standards	15	16	17	18
21 Group Meetings	22	23 Council	24	25
28 Health, Wellbeing & Partnerships SC	29 6.30pm CAWP	30		

December 2022				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 Planning	7 2.00pm Cabinet	8 Finance, Assets & Performance SC	9
12 Economy, Environment & Place SC	13 Licensing & Public Protection	14	15	16
19	20	21	22	23
26 Bank Holiday	27 Bank Holiday	28 Office Closed	29 Office Closed	30 Office Closed

(meetings commence at 7pm unless otherwise agreed by each Committee)

January 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Bank Holiday	3	4 6.30pm CAWP	5 Planning	6
9	10	11 2.00pm Cabinet	12	13
16	17 Licensing & Public Protection	18	19 Finance, Assets & Performance SC	20
23 Group Meetings	24 6.30pm CAWP	25 Council	26	27
30	31 Planning			

February 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Audit & Standards	7	8 2.00pm Cabinet	9	10
13 Group Meetings	14	15 Council (Budget)	16	17
20	21 6.30pm CAWP	22	23	24
27	28 Planning			

(meetings commence at 7pm unless otherwise agreed by each Committee)

March 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Health, Wellbeing & Partnerships SC	7	8	9	10
13	14	15 2.00pm Cabinet	16 Economy, Environment & Place SC	17
20 6.30pm CAWP	21 Licensing & Public Protection	22	23	24
27	28 Planning	29	30 Finance, Assets & Performance SC	31

April 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
3 Group Meetings	4	5 Council	6	7 Bank Holiday
10 Bank Holiday	11	12	13	14
17 Audit & Standards	18 6.30pm CAWP	19 2pm Cabinet	20	21
24	25 Planning	26	27	28

(meetings commence at 7pm unless otherwise agreed by each Committee)

May 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Bank Holiday	2	3	4	5
8	9	10 Licensing & Public Protection	11	12
15 Group Meetings	16 6.30pm CAWP	17 Annual Council	18	19
22	23 Planning	24	25	26
29 Bank Holiday	30	31		

June 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 2pm Cabinet	8 Economy, Environment & Place SC	9
12	13 .6.30pm CAWP	14 Health Wellbeing & Partnerships SC	15	16
19 Audit & Standards	20 Planning	21	22	23
26 Finance, Assets & Performance SC	27	28	29	30

(meetings commence at 7pm unless otherwise agreed by each Committee)

July 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Licensing & Public Protection	5	6	7
10	11 6.30pm CAWP	12 2.00pm Cabinet	13	14
17	18 Planning	19	20	21
24 Group Meetings	25	26 Council	27	28
31 Audit & Standards				

August 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8 6.30pm CAWP	9	10	11
14	15 Planning	16	17	18
21	22	23	24	25
28 Bank Holiday	29	30	31	

(meetings commence at 7pm unless otherwise agreed by each Committee)

September 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 6.30pm CAWP	5 Licensing & Public Protection	6 2pm Cabinet	7 Health, Wellbeing & Partnerships SC	8
11 Audit & Standards	12 Planning	13	14	15
18 Group Meetings	19	20 Council	21 Economy, Environment & Place SC	22
25 Finance, Assets & Performance SC	26	27	28	29

October 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 6.30pm CAWP	4	5	6
9	10 Planning	11	12	13
16	17	18 2.00pm Cabinet	19	20
23 6.30pm CAWP	24 Licensing & Public Protection	25	26	27
30	31 6.30pm CAWP			

(meetings commence at 7pm unless otherwise agreed by each Committee)

November 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7 Planning	8 2.00pm Cabinet	9	10
13 Audit & Standards	14	15	16	17
20 Group Meetings	21	22 Council	23	24
27 Health, Wellbeing & Partnerships SC	28 6.30pm CAWP	29	30	

December 2023				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 Planning	6 2.00pm Cabinet	7 Economy, Environment & Place SC	8
11	12 Licensing & Public Protection	13 Finance, Assets & Performance SC	14	15
18	19	20	21	22
25 Bank Holiday	26 Bank Holiday	27 Office Closed	28 Office Closed	29 Office Closed

(meetings commence at 7pm unless otherwise agreed by each Committee)

January 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Bank Holiday	2	3 6.30PM CAWP	4 Planning	5
8			11	12
15	16 Licensing & Public Protection	17 2.00pm Cabinet	18 Finance, Assets & Performance SC	19
22 Group Meetings	23 6.30pm CAWP	24 Council	25	26
29	30 Planning	31		

February 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7 2.00pm Cabinet	8	9
12 Group Meetings	13	14 Council (Budget)	15	16
19	20 6.30pm CAWP	21	22	23
26 Health, Wellbeing & Partnerships SC	27 Planning	28	29	

(meetings commence at 7pm unless otherwise agreed by each Committee)

March 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Audit & Standards	5	6	7	8
11	12 Licensing & Public Protection	13	14 Finance, Assets & Performance SC	15
18 Economy, Environment & Place SC	19 6.30pm CAWP	20 2.00pm Cabinet	21	22
25	26 Planning	27	28	29 Bank Holiday

April 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Bank Holiday	2	3	4	5
8 Group Meetings	9	10 Council	11	12
15	16 6.30pm CAWP	17	18	19
22 Audit & Standards	23 Planning	24 2.00pm Cabinet	25	26
29 Licensing & Public Protection	30			

(meetings commence at 7pm unless otherwise agreed by each Committee)

May 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Bank Holiday	7	8	9	10
13 Group Meetings	14 6.30pm CAWP	15 Annual Council	16	17
20	21 Planning	22	23	24
27 Bank Holiday	28	29	30	31

June 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
3 Health, Wellbeing & Partnerships SC	4	5 2.00pm Cabinet	6	7
10 6.30pm CAWP	11 Licensing & Public Protection	12	13	14
17	18 Planning	19	20 Economy, Environment & Place SC	21
24	25	26	27 Finance, Assets & Performance SC	28

(meetings commence at 7pm unless otherwise agreed by each Committee)

July 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8 Audit & Standards	9 6.30pm CAWP	10 2.00pm Cabinet	11	12
15	16 Planning	17	18	19
22 Group Meetings	23	24 Council	25	26
29 Audit & Standards	30 Licensing & Public Protection	31		

August 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 6.30pm CAWP	7	8	9
12	13 Planning	14	15	16
19	20	21	22	23
26 Bank Holiday	27	28	29	30

(meetings commence at 7pm unless otherwise agreed by each Committee)

September 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 6.30pm CAWP	4	5 Finance, Assets & Performance SC	6
9	10 Planning	11 2.00pm Cabinet	12 Economy, Environment & Place SC	13
16 Health, Wellbeing & Partnerships SC	17 Licensing & Public Protection	18	19	20
23 Group Meetings	24	25 Council	26	27
30 Audit & Standards				

October 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 6.30pm CAWP	2	3	4
7	8 Planning	9	10	11
14	15	16 2.00pm Cabinet	17	18
21	22	23	24	25
28 6.30pm CAWP	29 Licensing & Public Protection	30	31	

(meetings commence at 7pm unless otherwise agreed by each Committee)

November 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Audit & Standards	5 Planning	6 2.00pm Cabinet	7	8
11	12	13	14	15
18 Group Meetings	19	20 Council	21	22
25 Health, Wellbeing & Partnership SC	26 6.30pm CAWP	27	28	29

December 2024				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Planning	4 2.00pm Cabinet	5 Finance, Assets & Performance SC	6
9 Economy, Environment & Place SC	10	11 Licensing & Public Protection	12	13
16	17	18	19	20
23 6.30pm CAWP	24	25 Bank Holiday	26 Bank Holiday	27 Office Closed
30 Office Closed	31 Office Closed			

(meetings commence at 7pm unless otherwise agreed by each Committee)

January 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
		1 Bank Holiday	2 Planning	3
6	7	8 2.00pm Cabinet	9 Licensing & Public Protection	10
13	14	15	16 Finance, Assets & Performance SC	17
20 Group Meetings	21 6.30pm CAWP	22 Council	23	24
27 6.30pm CAWP	28 Planning	29	30	31

February 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
3 Audit & Standards	4	5 Cabinet	6	7
10 Group Meetings	11	12 Council(Budget)	13	14
17	18 6.30pm CAWP	19	20	21
24	25 Planning	26	27	28

(meetings commence at 7pm unless otherwise agreed by each Committee)

March 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
3 Health, Wellbeing & Partnership SC	4	5	6	7
10	11	12	13 Economy, Environment & Place SC	14
17 6.30pm CAWP	18 Licensing & Public Protection	19 2.00pm Cabinet	20	21
24	25 Planning	26	27 Finance, Assets & Performance SC	28
31				

April 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7 Audit & Standards	8	9	10	11
14 Group Meetings	15 6.30pm CAWP	16 Council	17	18 Bank Holiday
21 Bank Holiday	22 Planning	23	24	25
28	29	30 2.00pm Cabinet		

(meetings commence at 7pm unless otherwise agreed by each Committee)

May 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Bank Holiday	6	7	8	9
12 Group Meetings	13 6.30pm CAWP	14 Annual Council	15	16
19	20 Planning	21	22	23
26 Bank Holiday	27	28	29	30

June 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 2.00pm Cabinet	5	6
9	10 6.30pm CAWP	11	12 Health, Wellbeing & Partnerships SC	13
16	17 Planning	18	19 Economy, Environment & Place SC	20
23 6.30pm CAWP	24 Licensing & Public Protection	25	26 Finance, Assets & Performance SC	27
30 Audit & Standards				

(meetings commence at 7pm unless otherwise agreed by each Committee)

July 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8 6.30pm CAWP	9 2.00pm Cabinet	10	11
14	15 Planning	16	17	18
21 Group Meetings	22	23 Council	24	25
28 Audit & Standards	29 Licensing & Public Protection	30	31	

August 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 6.30pm CAWP	6	7	8
11	12 Planning	13	14	15
18	19	20	21	22
25 Bank Holiday	26	27	28	29

(meetings commence at 7pm unless otherwise agreed by each Committee)

September 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2 6.30pm CAWP	3 2.00pm Cabinet	4 Finance, Assets & Performance SC	5
8	9 Planning	10	11 Economy, Environment & Place SC	12
15 Health, Wellbeing & Partnerships SC	16 Licensing & Public Protection	17	18	19
22 Group Meetings	23	24 Council	25	26
29 Audit & Standards	30 6.30pm CAWP			

October 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7 Planning	8	9	10
13	14	15 2.00pm Cabinet	16	17
20	21	22	23	24
27	28 6.30pm CAWP	29	30	31

(meetings commence at 7pm unless otherwise agreed by each Committee)

November 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Planning	5 2.00pm Cabinet	6	7
10 Audit & Standards	11 Licensing & Public Protection	12	13	14
17 Group Meetings	18	19 Council	20	21
24 Health, Wellbeing & Partnership SC	25 6.30pm CAWP	26	27	28

December 2025				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2 Planning	3 2.00pm Cabinet	4 Finance, Assets & Performance SC	5
8 Economy, Environment & Place SC	9	10	11	12
15	16	17	18	19
22 6.30pm CAWP	23	24	25 Bank Holiday	26 Bank Holiday
29 Office Closed	30 Office Closed	31 Office Closed		

(meetings commence at 7pm unless otherwise agreed by each Committee)

January 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4		1 Bank Holiday	2
5	6 Planning	7 2.00pm Cabinet	8	9
12 Finance, Assets & Performance SC	13 Licensing & Public Protection	14	15	16
19	20	21	22	23
26 Group Meetings	27 6.30pm CAWP	28 Council	29	30

February 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Audit & Standards	3 Planning	4 2.00pm Cabinet	5	6
9 Group Meetings	10	11 Council (Budget)	12	13
16	17	18	19	20
23	24 6.30pm CAWP	25	26	27



(meetings commence at 7pm unless otherwise agreed by each Committee)

March 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 Planning	4	5	6
9 Health, Wellbeing & Partnership SC	10	11	12	13
16	17 Licensing & Public Protection	18 2.00pm Cabinet	19 Economy, Environment & Place SC	20
23	24 6.30pm CAWP	25	26 Finance, Assets & Performance SC	27
30 6.30pm CAWP	31 Planning			

April 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 Bank Holiday
6 Bank Holiday	7	8	9	10
13 Group Meetings	14	15 Council	16	17
20	21 6.30pm CAWP	22	23	24
27 Audit & Standards	28 Planning	29 2.00pm Cabinet Licensing & Public Protection	30	

(meetings commence at 7pm unless otherwise agreed by each Committee)

May 2026				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Bank Holiday	5	6	7 ELECTIONS	8
11	12	13	14	15 Members Welcome Day
18 Group Meetings	19	20 ANNUAL COUNCIL	21	22
25 Bank Holiday	26 6.30pm CAWP	27	28 Planning	29

June 2026				
1	2	3	4	5
8	9	10 Cabinet	11 Finance Assets & Performance SC	12
15	16 6.30pm CAWP	17 Economy, Environment & Place SC	18	19
22	23 Planning	24	25 Health Wellbeing & Partnerships SC	26
29 Audit & Standards	30 Licensing & Public Protection			

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO

Council
06 April 2022

Report Title: Local Elections Fees and Charges

Submitted by: Head of Legal and Governance Services/Monitoring Officer

Portfolios: One Council People and Partnerships

Ward(s) affected: ALL

Purpose of the Report

This report sets out the proposed fees paid to the Returning Officer and his staff employed to undertake various duties in connection with elections being held within the Borough on 5th May, 2022.

Recommendation

1. That the Council notes the proposed election fees for 2022/23, as set out in Appendix 1.

Reasons

In accordance with the Representation of the Peoples Act 1983 the cost of local elections are met from the local authority budgets. (See Appendix 1)

1. **Background**

- 1.1 Under section 35 (1) of the Representation of the People Act 1983, every county, district, unitary and metropolitan council in England is required to appoint an officer of the council to be the Returning Officer (RO) for the election of councillors to their local authority.

2. **Issues**

- 2.1 The RO has overall responsibility for the conduct of elections held within the Borough and although appointed by the Council, the role of RO is one of a personal nature and is distinct and separate from their duties as an employee of the Council. The RO plays a central role in the democratic process and in ensuring that the election is administered effectively and that, as a result, the experience of voters and those standing for election is a positive one.

The RO is responsible for:-

- the nomination process for candidates and political parties;
- provision and notification of polling stations;
- appointment of presiding officers and polling clerks;
- appropriate administration and security of polling stations;
- preparation of all ballot papers;

- the actual Count and Declaration of Results;
- issue, receipt and counting of postal ballot papers
- all candidates' election expenses return;
- presentation of final account and reclamation of funding from external body as prescribed.

2.2 In order to run a local election the Returning Officer in Newcastle-under-Lyme needs to employ and pay up to 350 additional staff with different levels of responsibility. It is important that this is done fairly and transparently.

2.3 Newcastle Borough Council has implemented a structure for staff payments for any scheduled or unscheduled local elections and neighbourhood planning referendums as set out in Appendix 1 which reflects practice in neighbouring authorities and the County Council.

3. **Proposal**

3.1 To inform members of the schedule of fees and charges as set out in appendix 1

4. **Reasons for Proposed Solution**

4.1 In order for the elections to be administered, election staff will need to be paid for the work that they undertake. Failure to agree a fees and charges structure could undermine the effective administration of elections and result in the RO not able to appoint the staff required to run the forthcoming local election which will expose the Council and RO to risk and liability.

5. **Options Considered**

5.1 Consideration has been given to the structure of fees and charges as proposed by the County Council.

6. **Legal and Statutory Implications**

6.1 Such implications are set out in this report.

7. **Equality Impact Assessment**

7.1 There is no relevance to equality

8. **Financial and Resource Implications**

8.1 Such implications are set out in appendix 1

9. **Major Risks**

9.1 Such implications are set out in paragraph 4.1

10. **UN Sustainable Development Goals (UNSDG)**



11. **Key Decision Information**

11.1 N/A

12. **Earlier Cabinet/Committee Resolutions**

N/A

13. **List of Appendices**

13.1 Appendix 1- Scale of Election Fees

14. **Background Papers**

N/A

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BOROUGH, TOWN & PARISH COUNCIL ELECTIONS – THURSDAY 5 MAY 2022

The following Schedule relates to fees which the Borough will pay with regard to Local Council Elections/By Elections and Neighbourhood Planning Referendums

Returning Officer Fees	£0.06969 per elector
Polling Station Inspector	£246.00 (0.46 business mileage)
Presiding Office	£234 (includes £10 mileage – flat rate)
Presiding Officer (combined election fee)	£44.80
Reserve Presiding Officer	£52.40
Poll Clerk	£170
Poll Clerk (combined election fee)	£34.00
Reserve Poll Clerk	£44.00
Polling Station Training	£20.00
THURSDAY NIGHT	
Ballot Box Receipting Officer	£15 per hour
Bag Bursting Officer	£15 per hour
Runner	£15 per hour
Car Park Security	£15 per hour
FRIDAY	
Zone Supervisor (Count)	£24.00 per hour (plus £30 count training)
Table Supervisor (Count)	£17.61 per hour (plus £30 count training)
Results Analyst (Count)	£16 per hour
Count Assistant	£12.50 per hour
Runner (Count)	£12.50 per hour
Car Park Security (Count)	£12.50 per hour
SATURDAY	
Zone Supervisor (Count)	£30 per hour
Table Supervisor (Count)	£20 per hour
Results Analyst (Count)	£20 per hour
Count Assistant	£15 per hour
Runner (Count)	£15 per hour
Car Park Security (Count)	£15 per hour
Posting Voting – Scanning/Line Leader	Day £12 per hour Evening £20 per hour
Postal Vote Opening	Day £10 per hour Evening £15 per hour

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S
REPORT TO

Council
06 April 2022

Report Title: Notification of Urgent Decision Taken – Social Housing Decarbonisation Funding

Submitted by: Chief Executive

Portfolios: One Council, People and Partnerships

Ward(s) affected: N/A

Purpose of the Report

To report to Council a decision taken by the Chief Executive under urgency powers regarding acceptance of a funding bid for social housing decarbonisation.

Recommendation

That Council notes the urgent decision taken by the Chief Executive.

Reasons

To comply with the requirement to report urgent decisions taken to full council.

1. **Background**

- 1.1 The attached decision was made by the Chief Executive on 17 February 2022 under the urgency provisions in the Council's constitution.
- 1.2 The decision was to accept funding from the Social Housing Decarbonisation Programme prior to the relevant legal agreement being signed with Aspire Housing and the project being undertaken.
- 1.3 The attached Urgent Decision Notice contains the details of the urgent matter.

Issues

- 2.1 Set out above.

3. **Proposal**

- 3.1 That Council notes the urgent decision taken by the Chief Executive.

4. **Reasons for Proposed Solution**

- 4.1 Set out above.

5. **Options Considered**

5.1 N/A

6. **Legal and Statutory Implications**

6.1 Set out in the appendix.

7. **Equality Impact Assessment**

7.1 There are no adverse equality implications.

8. **Financial and Resource Implications**

8.1 Set out in the appendix.

9. **Major Risks**

9.1 Set out in the appendix.

10. **Sustainability and Climate Change Implications**

10.1 Set out in the appendix.

11. **Key Decision Information**

11.1 N/A

12. **Earlier Cabinet/Committee Resolutions**

12.1 See Appendix

13. **List of Appendices**

13.1 The Urgent Decision Notices referred to.

14. **Background Papers**

14.1 As above.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL
URGENT DECISION TAKEN BY THE CHIEF EXECUTIVE ON BEHALF OF CABINET

Report Title: Social Housing Decarbonisation Funding

Submitted by: Executive Director - Commercial Development & Economic Growth

Portfolios: Finance, Town Centres and Growth

Ward(s) affected: All

Purpose of the Report

To outline the success in securing funding for Aspire Housing in the Social Housing Decarbonisation Funding.

Recommendation

That

1. **The Social Housing Decarbonisation Funding is accepted on behalf of Aspire Housing.**
2. **That the Executive Director Commercial Development and Economic Growth is authorised to sign the Grant Memorandum of Understanding with the Department for Business, Energy and Industrial Strategy.**
3. **That the Executive Director Commercial Development and Economic Growth in consultation with the portfolio holder for Finance, Town centres and Growth is authorised to enter into a contract with Aspire Housing for the delivery of the project.**

Reasons

The Council has been successful in securing funding from the Social Housing Decarbonisation Programme and Cabinet need to give approval to accept this prior to the relevant legal agreement being signed with Aspire Housing and project being undertaken. Unfortunately, there was a delay in BEIS making the funding allocation with notification being received by the Council on 7th February, however the MOU needs to be signed by 28th February therefore an urgent decision to accept the funding is required.

1. **Background**

- 1.1 In August 2021, the Government opened Wave 1 of the Social Housing Decarbonisation Fund. This fund provides support to registered providers of social housing (including private and local authority providers) with the installation of energy performance measures. The funding is aimed at properties, which are EPC rated D or less and to install measure which improve their EPC rating to a minimum of Band C and achieve a minimum space heating demand target of 90 kwh/m2/year. Funding for specific properties has fixed costs caps determined by their EPC rating.
- 1.2 The Borough Council does not own social housing. However, there are approximately 8,500 social homes within the Borough that are within the ownership of registered providers. The largest of which, is Aspire Housing, which has close to 8,000 social homes.
- 1.3 An essential requirement of the Decarbonisation Fund is for a local authority to be designated as the lead party, even when the properties intended to receive the funding are within the ownership of the Registered Provider. Aspire Housing as a Registered Provider, is not permitted to apply to the bid; and funding is awarded to the local authority, who is expected to 'manage' the process.

1.4 The Council is committed to delivering the Newcastle under Lyme Sustainable Environment Strategy and the commitment within that Strategy to ensuring a sustainable future that leads to improvements within our communities and to strive to reduce our own impact on the environment. It was therefore considered appropriate to work in partnership with Aspire Housing to bid for the Social Housing Decarbonisation Fund.

2. **Issues**

- 2.1 Aspire Housing have assessed their housing stock and identified their worst performing properties from an energy performance perspective. These are untreated Non Traditional properties which are rated as EPC D and eligible properties for this funding. Aspire Housing produced a bid based on meeting the criteria of the Decarbonisation Fund to improve 44 semi-detached British steel framed house construction houses located within Bradwell.
- 2.2 It is intended that External Wall Insulation will be installed to the properties to improve the fabric and to uplift the EPC rating to a C and to achieve energy efficiency where the space heating demand to 90 kwh/m2/year is achieved. Funding from the Decarbonisation Fund, a grant of £10,000 per property is permitted.
- 2.3 In addition to this, while the work with the External Wall Insulation is being undertaken, Aspire Housing will be funding any steel repairs required to the frames and replacing the obsolete windows with new double glazing.
- 2.4 The delivery timeframe is 1st April 2022 to 31st March 2023. The funding is only available this fiscal year 2021/22 therefore there is a need to urgently agree the Grant Memorandum of Understanding with the Department for Business, Energy and Industrial Strategy. Unfortunately, there was a delay in BEIS making the funding allocation with notification being received by the Council on 7th February, however the MOU needs to be signed by 28th February therefore an urgent decision to accept the funding is required.

3. **Proposal**

- 3.1 To accept the funding and to sign the Grant Memorandum of Understanding with the Department for Business, Energy and Industrial Strategy.

4. **Reasons for Proposed Solution**

- 4.1 Aspire Housing have committed to delivering the project and key improvements will be made to the poorest performing energy efficiency properties, thus contributing to a sustainable borough and helping local residents at a time of increasing fuel costs.

5. **Options Considered**

- 5.1 The Council can decide to accept or decline the grant funding at this stage, prior to signing the MOU.

6. **Legal and Statutory Implications**

- 6.1 The Council is required to sign the Grant Memorandum of Understanding with the Department for Business, Energy and Industrial Strategy. The Council will then be required to sign an agreement with Aspire Housing to ensure they meet all of the requirements in the MOU.
- 6.2 As part of the MOU with BEIS the promotion of the scheme is to state that ‘This funding was provided through the Government’s Social Housing Decarbonisation Fund (SHDF), which is administered by the Department for Business, Energy and Industrial Strategy (BEIS). Around 20,000 social homes across England will be made warmer and benefit from cheaper energy bills thanks to £179m of Government funding that has been announced.’

7. **Equality Impact Assessment**

- 7.1 No negative equality impacts have been identified, the grant is for specific works to Aspire’s non-traditional lowest scoring energy performance properties therefore the beneficiaries are not equality targeted.

8. **Financial and Resource Implications**

- 8.1 The Council is not contributing any financial resources directly to the project but will require existing officer time to complete the MOU, monitoring returns and payment of grant to Aspire. In order to make this communication effective the Council will seek to work jointly with Aspire on the liaison with BEIS.
- 8.2 As part of the bid Aspire Housing developed proposals within the fund criteria and committed to the match funding required, the total costs of the scheme will be £2m. BEIS will award a grant of up to £509,978.

Major Risks

- 9.1 There will be regular programme monitoring meetings with Aspire Housing to ensure the project is delivering as planned throughout the programme.

10. **UN Sustainable Development Goals (UNSDG)**

- 10.1 As the proposals relate to improving sustainability they will impact a number of UN Sustainable Development Goals (UNSDG). These are:-



11. **Key Decision Information**

- 11.1 This is a key decision as the grant is over £50,000.

12. **Earlier Cabinet/Committee Resolutions**

12.1 None

13. **List of Appendices**

13.1 None.

14. **Background Papers**

14.1 The Grant Memorandum of Understanding with the Department for Business, Energy and Industrial Strategy.

Signed:



Chief Executive

Date: 17.2.22

SCRUTINY COMMITTEES CHAIR'S REPORTS

Economy, Environment and Place Scrutiny Committee

There has been one meeting of the Economy Environment and Place Scrutiny Committee since the last full council meeting.

- This was held on Thursday, the 17th of March and reviewed the following topics-
- BID performance of the town centre.
- An update on the future proofing of the Streetscene department.
- An update on the future High Street fund and to Town deal bids for Kidsgrove and Newcastle.

The next scheduled meeting will be 15th June, 2022.

Cllr Gary White
Chair

Health, Wellbeing and Partnerships Scrutiny Committee

The Committee met on 7 March 2022 and the following matters were considered:

- Delivery of Newcastle Housing Advice Service – the Committee considered a report on the service since it had returned in-house from April 2021. The benefits included access to one Joint Housing register and housing advice being available at the first point of contact with the council.
- How services have managed with winter pressures – the Committee considered a report on how front line services had managed over winter including the additional pressures caused by the Omicron variant of Covid. Members heard that in the first week of January there was a 30% absence among the Recycling and Waste workforce alongside a 50% increased tonnage of recycling collected and a 30% increase in food waste. The service managed to continue with minimal disruption due to the usual suspension of garden waste collections and support from streetscene and agency staff.
- Space Programme – at its previous meeting on 29 November the Committee had received a presentation from Ben Adams, Police, Crime and Fire Commissioner for Staffordshire, who outlined the key points of his Police and Crime Plan, and Fire & Rescue Plan 2021 – 24; and the Committee was invited to ask questions. One project mentioned by Mr Adams was the Space Programme held over the summer holidays to provide activities for young people. Members considered the Evaluation report and agreed a couple of questions to refer back to Mr Adams relating to provision for people with

Special Educational Needs and whether there were any learnings or initiatives that hadn't worked well.

- Walley's Quarry Health Impacts – the Committee has been keeping a watching brief on health impacts arising from odours. Members made the following points:
 - Concern about the unknown long term physical impacts on health
 - The ongoing detrimental impact on mental health
 - Concern over whether hazardous waste is being dumped at Walley's Quarry as raised by the local MP in parliament
 - Whether the Posi-shell capping was effective or was it disintegrating?
 - Impact on the watercourse
 - Residents experiencing 'reporting fatigue' and giving up reporting odours on the official channels.

Members were also concerned about traffic issues at the site from HGVs queuing on the highway and difficulties of reporting obstructions via 101 due to long call wait times and asked whether there could be police presence at the site.

Members asked whether the Director of Public Health is aware of any studies looking at the long term impact of odours on health.

Members also noted that supporting the permit variation could be seen as supporting the operation whereas the view of the Council is that the Quarry operation should be shut down and the permit withdrawn immediately.

- Meeting with the Clinical Commissioning Group – the Committee received notes from the regular meeting between the Chair & Vice Chair, officers and Tracey Shewan of the CCG. The meeting had discussed the current situation with Covid; pressures at Royal Stoke Hospital and the 111 online system.
- Reports from recent meetings of the Police, Fire and Crime Panel
- The Digests outlining the work of recent meetings of the County Health and Care Overview and Scrutiny Committee.
- The Work Programme was discussed and the Committee proposed items for the next meeting on 23 June relating to dementia, safeguarding and emergency planning – impact of climate change/flooding plus the usual item on health impacts from Walley's Quarry.

Cllr Ian Wilkes
Chair

QUESTIONS TO THE MAYOR, CABINET MEMBERS AND COMMITTEE CHAIRS

To the Leader of the Council:

1. Can the leader please provide the following information to members:

“What was the total headcount of employees, employed by Council on the 1st January 2018, and what was the headcount as of March 31st 2022.”

Cllr Andrew Fox-Hewitt

.....

To the Portfolio Holder for Finance, Town Centres and Growth:

2. It is good news about the government’s £150 Council Tax rebate for residents of the borough in council tax bands A to D. Can the Portfolio Holder for Finance, Town centres and Growth update the council on when people can expect to receive the rebate?

Cllr Paul Waring

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