

Public Document Pack

Date of meeting Wednesday, 9th September, 2020

Time 2.00 pm

Venue Astley Room - Castle House (Cabinet Members Only)
Visiting Members and members of the public can watch the meeting live via YouTube

Contact Denise French 742211



**NEWCASTLE
UNDER LYME**
BOROUGH COUNCIL

Castle House
Barracks Road
Newcastle-under-Lyme
Staffordshire
ST5 1BL

Cabinet

AGENDA

PART 1 – OPEN AGENDA

- 1 APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included in the agenda.
- 3 MINUTES OF A PREVIOUS MEETING** (Pages 5 - 8)
To consider the Minutes of the meeting held on 8 July, 2020.
- 4 BACK ON TRACK - CORONAVIRUS PANDEMIC RECOVERY PLAN UPDATE** (Pages 9 - 16)
- 5 ADVANCED TOWN DEAL FUNDING** (Pages 17 - 20)
- 6 KIDSGROVE SPORTS CENTRE REFURBISHMENT** (Pages 21 - 26)
This item includes a supplementary report.
- 7 DELIVERY OF THE COUNCIL'S NEW RECYCLING SERVICE AND FUTURE DEVELOPMENTS** (Pages 27 - 32)
- 8 STATEMENT OF COMMUNITY INVOLVEMENT** (Pages 33 - 100)
- 9 FINANCIAL AND PERFORMANCE MANAGEMENT REPORT - QUARTER ONE** (Pages 101 - 126)
- 10 FORWARD PLAN** (Pages 127 - 130)
- 11 URGENT BUSINESS**
To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972.
- 12 DISCLOSURE OF EXEMPT INFORMATION**

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

**13 KIDSGROVE LEISURE CENTRE REFURBISHMENT - (Pages 131 - 170)
CONFIDENTIAL APPENDIX**

This item includes a supplementary report.

ATTENDANCE AT CABINET MEETINGS – AS PART OF OUR COVID SECURE ARRANGEMENTS, ONLY CABINET MEMBERS AND KEY OFFICERS WILL BE ADMITTED TO THE ASTLEY ROOM. EVERYONE ELSE WILL BE ABLE TO WATCH THE MEETING LIVE ON YOUTUBE.

PLEASE DO NOT COME TO CASTLE HOUSE IF YOU ARE NOT A CABINET MEMBER

Councillor attendance at Cabinet meetings:

- (1) Members of Newcastle Borough Council who want to watch/listen to the Cabinet meeting (but not speak) may watch the meeting at <https://youtu.be/VPGzRKmmnKg>
- (2) 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.
- (3) Other members of the Council may speak at Cabinet meetings with the permission of the Chair of the Cabinet.

Members wishing to speak at Cabinet must give notice to democraticservices@newcastle-staffs.gov.uk or by calling 742211 before 13.00 on Tuesday 8 September so that the necessary arrangements can be made.

Public attendance at Cabinet meetings:

- (1) Members of the public who want to watch/listen to the Cabinet meeting (but not speak) may do so by <https://youtu.be/VPGzRKmmnKg>
- (2) 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.
- (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 of the public wishing to speak at Cabinet must give notice to democraticservices@newcastle-staffs.gov.uk or by calling 742211 before 13.00 on Friday 4 September so that the necessary arrangements can be made.

Members: Councillors Simon Tagg (Chair), Stephen Sweeney (Vice-Chair), Trevor Johnson, Mrs Helena Maxfield, Paul Northcott and Mrs Jill Waring

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.

NOTE: THERE ARE NO FIRE DRILLS PLANNED FOR THIS AFTERNOON SO IF THE FIRE ALARM DOES SOUND, PLEASE LEAVE THE BUILDING IMMEDIATELY THROUGH THE FIRE EXIT DOORS.

ON EXITING THE BUILDING, PLEASE ASSEMBLE AT THE FRONT OF THE BUILDING BY THE STATUE OF QUEEN VICTORIA. DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO.

This page is intentionally left blank

CABINET

Wednesday, 8th July, 2020
Time of Commencement: 2.00 pm

- Present:-** Councillor Simon Tagg – Chair
- Councillors Stephen Sweeney, Trevor Johnson,
Mrs Helena Maxfield, Paul Northcott and
Mrs Jill Waring
- Officers David Adams, Martin Hamilton, Jan
Willis, Daniel Dickinson, Denise French
and David Elkington
- Note:** In line with Government directions on
staying at home during the current stage
of the CV-19 pandemic, this meeting was
conducted by video conferencing in
accordance with the Local Authorities
and Police and Crime Panels
(Coronavirus) (Flexibility of Local
Authority Police and Crime Panel
Meetings) (England and Wales)
Regulations 2000

8. **APOLOGIES**

There were no apologies for absence.

9. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

10. **MINUTES OF A PREVIOUS MEETING**

Resolved: That the Minutes of the meeting held on 10th June, 2020 be agreed as a correct record.

11. **BACK ON TRACK THE CORONAVIRUS PANDEMIC RECOVERY PLAN UPDATE**

Cabinet considered a report on actions being taken across the Council to respond to the Coronavirus pandemic and to deliver a recovery plan.

The Leader reported that over recent weeks the Borough had seen the staged reopening of the market and non-essential retail and then the reopening of bars and pubs from 4th July. This had been successfully achieved with support from the Council's officers and the Newcastle Business Improvement District (BID).

The report outlined the five areas of the recovery plan:

Reopening Safe, Successful Retail Areas:

The Portfolio Holder for Finance and Efficiency, Councillor Stephen Sweeney, congratulated the work of Council staff and partners – including the BID, Police, retailers, publicans – in achieving a successful reopening of retail areas. He had held discussions with the Police following the reopening of pubs and bars and the Police had reported that the picture on 4th July was very similar to a usual Saturday night. Those establishments that used security staff on the doors had operated security arrangements from 8.00pm; the Police had suggested these arrangements would be better in place from 6.00pm and pub and bar operators would amend accordingly. The Leader noted that local pubs in outlying centres had been able to make use of outside space to support safe reopening arrangements.

The Portfolio Holder for Leisure, Culture and Heritage, Councillor Jill Waring referred to Kidsgrove where a number of non-essential retail units had now successfully reopened and this had been supported by both the Borough Council and Go Kidsgrove.

Supporting Health and Wellbeing

The Portfolio Holder for Community Safety and Wellbeing, Councillor Helena Maxfield, updated on measures to support health and wellbeing. The helpline and online facility continued to operate. The Council would consider continuing the successful partnership working with the Realise Foundation.

The Council's Homelessness and Rough Sleeping Service continued to provide emergency accommodation for 17 individuals along with other support for identified individuals in need.

Economic Recovery

Councillor Sweeney explained that the Council had paid out around £20m to approximately 1700 businesses under the Government's initial grant support scheme. The second allocation of Government grant funding, which was discretionary, had been launched at the end of May and to date around £420,000 had been given out in the Borough. The Leader also referred to specific Borough schemes – the Future High Streets Fund and the Town Deals for Newcastle and Kidsgrove.

Stepping-up Council Services

Many staff continued to work from home in line with Government guidance. The majority of services had continued with minimal disruption. However, other services had been impacted including:

J2 and Brampton Museum - Councillor J Waring reported that Government guidance was awaited as to when J2 could reopen. The Museum would reopen on 20th July with reduced hours and limited numbers and measures such as a one way system.

Licensing Services – the service had focused on support to existing drivers with taxi testing being suspended. Virtual meetings had been held to consider some licensing issues.

There were a number of services where there would continue to be challenges as services commenced a return to normality including:

Homeless support – as required by Government, accommodation had been provided and ongoing support was being given but demand had doubled which put pressure on the service.

Licensing – there was a backlog of current and new driver/vehicle licence applications and a backlog of vehicle inspections following suspension of this service. The process to apply for a licence to serve food and drink outside had been shortened and demand was expected to be high.

Local Outbreak Control measures – this was a new responsibility and demand was unknown; £50k grant funding had been received.

New Recycling Service – the Portfolio Holder for Environment and Recycling, Councillor Trevor Johnson, reported that the new recycling service which was currently being rolled out was running smoothly.

Financial Recovery

The impact on the Council's financial position was outlined. This impact was due to loss of income from services such as J2 and car parking, together with additional costs incurred. To date, two tranches of Government funding had been received in the sums of £1.3m and £65k. In the longer term, there could be an impact through lost income from business rates (due to business failure) and Council tax collection (due to non-payment). The Council continued to lobby local MPs and through national networks to seek Government support to address costs arising from the pandemic.

Councillor Sweeney referred to the amended accounting period whereby the period of publication of accounts had been extended from 30th September to 30th November. The Council's draft accounts would be presented to Audit and Standards Committee for approval on 27th July; the external audit of the 2019/20 Statement of Accounts would commence in July leading up to the production of the auditor's final report. The full Statement of Accounts would then be submitted to Audit and Standards Committee for formal approval on 29th September. Councillor Sweeney drew Members' attention to the deficit of £207k due to Covid-19 and advised that this sum had been transferred from the General Fund Reserve. This meant the General Fund Reserve had reduced to £1.241m which was still almost £800k up on the budget forecast.

Resolved: That the report be noted and the work being undertaken to recover from the pandemic be endorsed.

12. **FUTURE HIGH STREETS FUND**

Cabinet considered a report setting out the key elements of the Newcastle Town Centre Future High Street Fund submission. The report sought approval for submission of the funding bid to the Ministry of Housing, Communities and Local Government.

The Leader introduced the report explaining the project was the centrepiece in the redevelopment of the Ryecroft site. The scheme would contribute to the Council's Corporate Priority of a "Town Centre for All". Indicative plans were presented showing options for each part of the site incorporating retirement living; residential development; public open space; office space; parking; community space; and retail.

The bid represented an opportunity to attract external funding of around £13m. The Council had commissioned public consultation which had commenced earlier in the year with a two day consultation in the town centre. The consultation process had had to be cut short due to the lockdown measures but initial results showed broad support for the emerging themes in the proposals.

Members endorsed the proposals commenting that they would be transformative; deliver on public expectations of what a modern town centre should offer, the 'pocket park' aspect and plaza concept was highlighted and the mix of uses was commended.

The Leader commented that the designs shown were indicative and the Council would be able to guide the design in keeping with the heritage of the area.

The submission deadline had been extended from the end of June to the end of July 2020.

Resolved: That

- (i) the key elements of the Future High Street Fund Business Case submission be noted and approved;
- (ii) the Executive Director Commercial Development and Economic Growth be authorised to work with the Leader of the Council to approve the finalised detail of the Future High Street Fund Business Case bid prior to its submission to the Ministry of Housing, Communities and Local Government; and
- (iii) at the point that Covid-19 measures allow, further public and stakeholder engagement be undertaken to build on the initial consultation that was undertaken in March 2020.

13. FORWARD PLAN

Consideration was given to the Forward Plan listing upcoming key decisions to be made by the Cabinet.

Resolved: That the Forward Plan be received.

14. URGENT BUSINESS

There was no Urgent Business.

COUNCILLOR SIMON TAGG
Chair

Meeting concluded at 2.54 pm

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO CABINET**

Choose an item.

09 September 2020

Report Title: Back on Track - Coronavirus Pandemic Recovery Plan Update

Submitted by: Chief Executive

Portfolios: All

Ward(s) affected: All

Purpose of the Report

To inform the Cabinet of the actions being taken across the Council to recover from the impact of the Coronavirus Pandemic.

Recommendation

1. **It is recommended that Cabinet note this report and endorse the work being undertaken to recover from the pandemic.**

Reasons

To allow Cabinet to publicly consider the actions being undertaken in order to recover from the pandemic.

1. **Background**

- 1.1 Cabinet has regular reports detailing the Council's response to the Coronavirus pandemic and, latterly, progress in delivering its recovery plan. As work progresses nationally to ease the lockdown restrictions, this report provides the current position regarding the recovery effort.
- 1.2 The recovery plan continues to be closely monitored by the Leader and Cabinet Members who are leading on specific work streams, with the Executive Management Team continuing to manage the day to day recovery effort alongside the ongoing elements of incident response which continue to be required.

2. **The Recovery Plan**

- 2.1 This report addresses the Council's current position across five areas of the recovery work:
 - Reopening Safe, Successful Retail Centres
 - Supporting Health & Wellbeing
 - Economic Recovery
 - Stepping-up Council Services
 - Financial Recovery

Reopening Safe, Successful Retail Centres

- 2.2 Through work undertaken since June 2020, and previously reported to Cabinet, the Council has put arrangements in place to enable the safe re-opening of Newcastle and Kidsgrove town centres and the various district centres across the borough.
- 2.3 More recently, the Council has been supporting the safe re-opening of pubs and cafes, with activity focussed on:
- Provision of advice to pubs and cafes on how to re-open in a Covid secure way;
 - Facilitating pavement licenses for pubs and cafes, and nil cost to the businesses;
 - Monitoring compliance with government guidance regarding social distancing;
- 2.4 To encourage footfall in the town centre, the Council has facilitated additional specialist markets, including a new Record Fair and a Young Traders market.

Supporting Health & Wellbeing

- 2.5 Following the easing of lockdown, and significant reduction in demand for the service, the Council discontinued its standalone helpline for individuals to reach out for assistance, and reverted to taking calls through its overall call centre. Access to support is still available on line. At the onset of Covid-19 pandemic a Newcastle-under-Lyme Covid-19 Support Network (the Network) was established involving the Council, the Realise Foundation & Support Staffordshire. The aim of the Network has been to provide a co-ordinated response locally to ensure that everyone in need of support received it. This involved working with volunteers and voluntary & community organisations. Realise have co-ordinated the delivery of support to individuals in need, and have had a team of staff allocated to the Network and we are working to create a legacy beyond dealing with the demands of Covid-19 and has the potential to provide the foundations on which community development activities in other circumstances can be based.
- 2.6 Homeless & Rough Sleepers - in March the Government required District and Borough Councils to provide emergency accommodation for any rough sleepers in their area and provided funds to support this. The Council is currently providing emergency accommodation for 19 individuals in a mix of bed and breakfast and range of temporary accommodation, with support tiered according to need.
- 2.7 Work is continuing to ensure ongoing support for this cohort, in line with Government guidance.

Economic Recovery

- 2.8 As at 14th August the Council had paid out £21.793m to around 1900 businesses under the Government's grant schemes for small businesses and businesses in the retail, hospitality and leisure sectors, and the discretionary fund established to support those businesses which did not meet the criteria of the initial government programmes. These grant schemes closed in August in line with government direction.
- 2.9 The Council's economic recovery programme will involve a mix of immediate direct developments, alongside longer term strategic initiatives. A bid has been made to the

Future High Streets Fund for schemes to facilitate the regeneration of Newcastle Town Centre, with a specific focus on the Ryecroft site.

- 2.10 In addition to this, extensive work with partners is continuing to develop the Town Deal proposals for both Newcastle and Kidsgrove, and elsewhere on the agenda for this Cabinet Meeting is a report detailing the bids submitted under the Town Deal advance funding scheme recently launched by the Government. The Council is also bringing forward key sites for development including Sidmouth Avenue and the Newcastle mortuary site.

Stepping-up Council Services

- 2.11 Since the commencement of the lockdown, staff who have been able to effectively work from home have done so and as a consequence, the majority of services have continued with minimal disruption. As the lockdown has eased, services most impacted by the lockdown have been stepping back up to normal levels. Key issues are:

- **J2** – reopened in August on a Covid secure basis. This has involved putting in place social distancing and hygiene measures, and implementing a booking system rather than the previous “open access” where controlling the number of customers on site would be more difficult. Attendances at J2 have grown steadily although subsequently a problem with the main swimming pool has meant that this facility is currently out of use.
- **Museum** – this facility is now reopened, but with restrictions in place around numbers permitted in the building and a more restricted access to the collection than normal.
- **Customer Contact facilities** – assisted self-service facilities at Castle House were reintroduced in August for those customers unable to access services online or by phone. The performance of the customer contact service has remained strong in terms of the percentage of calls answered and time taken to answer notwithstanding that there was a 75% increase in the volume of calls in June as the customer services team responded to a large number of queries about the roll out of the new waste and recycling service, the annual elections canvass and exceptional demand in revenues and benefits. Revenues and benefits performance has also remained strong with new Council Tax reduction claims and changes of circumstances being processed in less than 4 days on average, an improvement of the same quarter last year despite a huge jump in the number of new claims received during April and May and a significant amount of resources being diverted to deal with business support grant applications and administration of business rate reliefs and the council tax hardship fund.
- **Bereavement** – demand for service has returned to the usual level however. Steps are being taken to increase the numbers able to attend funerals whilst still maintaining social distancing.
- **Taxi Licensing** – the service is focusing on supporting existing drivers, with no new licence applications currently being processed. Taxi testing has been suspended. Nevertheless, through holding remote licensing hearings and other measures in place, there remains an appropriately licenced adequate taxi and hackney carriage fleet in operation.

- 2.12 A review of service readiness to return to normal service as part of the recovery plan has identified the following services where challenges are expected to either continue or, in some instances, increase in the coming months.

- **Inspections and enforcement activity** – in a number of areas either the health and safety issues presented by Covid, or the temporary closure of businesses, has meant that officers are working through a significant backlog of casework. This is across a number of Council service areas including housing grants, food premises inspections, planning enforcement, pest control etc.
- **Homeless Support** – having responded successfully to the Government call to provide accommodation to all rough sleepers and others presenting as homeless, there is a requirement to sustain that provision and the associated support on an ongoing basis. Demand during this time has been approximately double the normal level, and this presents pressure both on availability of places and the associated costs.
- **Taxi driver and vehicle licencing & inspections** – As highlighted above, this is a service significantly impacted by the pandemic in terms of service delivery. As a consequence, there is a backlog of both current and new driver/vehicle licence applications. In addition, vehicle inspections continue to be suspended and, as such, a significant demand for inspections can be anticipated placing pressure on the Garage Workshop.
- **Local Outbreak Control measures** – this is a new responsibility for the Council involving, primarily, the Environmental Health service which will have a significant role in managing any local Covid outbreaks associated with businesses or certain high risk premises. This function was initially envisaged to be a reactive service, stepping up when an outbreak occurred, but in the light of experience nationally, is now undertaking work pro-actively. This involves carrying out visits to high risk premises with a view to identifying potential issues and addressing them promptly with business owners to reduce the risk of infections or local outbreaks. The Council has received £50k Government funding via the County Council to support this function. The Leader of the Council sits on the County-wide Local Outbreak Board.
- **Other Pressures** – in addition to addressing the service pressures above, the Council is responding to the financial impact of the pandemic by refreshing its Medium Term Financial Plan, and accelerating work on the Digital Strategy and Commercialisation. This will be an additional work pressure across the Council alongside the service specific issues. The Council is also currently rolling out the new recycling service.

2.13 The challenges identified fall disproportionately on a number of services. Environmental Services, which covers licencing & environmental health and is leading on the air quality project on behalf of the Borough and Stoke-on-Trent City Council, is likely to be the focus for significant additional demands. This is under constant review by the Executive Management Team and Cabinet, which will direct priorities and resourcing.

Financial Recovery

2.14 The pandemic continues to have a significant impact on the Council's financial position through a mix of lost income and additional costs. To date Government funding of £1.743m has been secured (including £170k of new burdens funding to offset the costs of administering Coronavirus business support grant and hardship relief schemes), which has reduced the immediate pressure on Council finances. Additional costs have also begun to fall with the return of a degree of normality and the roll out of the new waste and

recycling service. However, the current forecast is still for a net revenue overspend of £321k in this financial year, assuming no further imposition of lockdown measures.

- 2.15 The Council's revenue budget relies on service income from fees and charges of c£850k per month across a wide range of services, with a significant proportion coming from J2 and car parking. The Council has been actively monitoring the impact of the lockdown and the working practices required to ensure safe practice. Across the business, net monthly income losses stabilised at c£276k during the first quarter but have now started to recover as the lockdown has eased. The Government announcement that it will fund income losses above the first 5% at the rate of 75p in the pound in the current financial year will to a significant degree insulate the Council from income related financial risks.
- 2.16 The scheme compensates for income that local authorities generate independently which is defined as a sale, fees and charges, and is unable to be recovered – for example, car parking charges or receipts from museum charges. It does not include commercial income, such as rents. The 5% deductible will be calculated using sales, fees and charges budgets for 2020/21 as this represents what the Council expected to collect from these income sources at the start of the year. Compensation will be provided to mitigate the net budget gap which income losses have created, i.e. after the savings that the Council has made regarding the furlough scheme. It is currently estimated that of the £2.4m forecast income losses in 2020/21 the Government will fund £1.5m leaving the Council with a deficit of £0.9m which will need to be funded from revenue resources or reserves.
- 2.17 Local tax income is collected by billing authorities and paid into local 'collection funds' (the Council is a billing authority). Where there is a shortfall in tax receipts (compared to expected levels), this leads to a deficit on the collection fund. Billing and major precepting authorities are usually required to meet their share of any deficit during the following financial year. In response to forecast shortfalls in tax receipts relating to COVID-19, the government is proposing that repayments to meet collection fund deficits accrued in 2020-21 will instead be phased over a three-year period (2021-22 to 2023-24) to ease immediate pressures on budgets. The phased amount will be the entire collection fund deficit for 2020-21 as estimated on the 15 January 2021 for council tax and in the 2021-22 NNDR1 for business rates.
- 2.18 MHCLG will continue to work with CIPFA and local government on the detailed operation of the scheme – including the accounting, audit and reporting implications – with a view to providing guidance to councils later in the year.
- 2.19 The current forecast shortfalls in tax receipts, and the proposed repayments under this scheme are shown below:

Tax	Total Deficit Forecast	Council's Share	Repayable 2021/22	Repayable 2022/23	Repayable 2023/24
Council Tax	£1.325m	£0.156m (11.8%)	£0.052m	£0.052m	£0.052m
NNDR	£12.132m	£4.853m (40%)	£1.618m	£1.618m	£1.617m
NNDR Section 31 Measures	(£11.246m)	(£4.497m) (40%)	(£1.499m)	(£1.499m)	(£1.499m)
Total	£2.211m	£0.512m	£0.171m	£0.171m	£0.170m

- 2.20 The Government announcement made on 2 July referred to a further apportionment between MHCLG and Local Government of irrecoverable tax losses (i.e. debts required to be written off for businesses ceasing to trade), however there has been no further mention

of this in the technical note received and details of how this will operate in practice are still awaited.

2.21 The Council continues to actively lobby our local Members of Parliament and through national networks as part of the wider public sector family, to make the case for further Government support to address Covid-19 related costs and loss of income. Particular emphasis in our lobbying has been the impact on Business Rates and Council Tax collection and the implications for future financial years.

2.22 Work is continuing on the development of a financial recovery plan including:

- Benchmarking of Council service performance and budgets;
- Review of performance against the Council Plan to date, and confirmation of Council priorities post Covid;
- Identification of savings opportunities, including accelerated delivery of the digital and commercial strategies and exploration of alternative service delivery models;
- Refresh of the Medium Term Financial Plan in the light of the above.

3. **Proposal**

3.1 Cabinet are recommended to note this report.

4. **Reasons for Proposed Solution**

4.1 This report serves to brief Cabinet on the work being undertaken to address the Coronavirus pandemic, and the financial impact that the pandemic is having on the Council, and the recovery arrangements being put in place.

5. **Options Considered**

5.1 N/A

6. **Legal and Statutory Implications**

6.1 Addressing the impact of Coronavirus locally has involved adjustment to some service provision. When making such changes there are a number of legal and statutory implications to take into account. These are all appropriately factored into decision taking by the Incident Management Team.

7. **Equality Impact Assessment**

7.1 None directly arising from this report.

8. **Financial and Resource Implications**

8.1 The Council's General Fund balance as at 31st March 2019 was £1.548m. Careful monitoring of the financial position will be required over coming weeks and months leading to prompt corrective action where necessary to ensure that reserves are not exhausted and the Council remains in a position of being able to deliver a balanced budget position in the current financial year and beyond.

9. **Major Risks**

9.1 The Coronavirus pandemic, in the round, represents a significant risk to the Council. This report sets out how that risk is being addressed.

10. **Sustainability and Climate Change Implications**

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 Back on Track – Recovery Plan

14. **Background Papers**

14.1 None

This page is intentionally left blank



NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO CABINET**

Choose an item.

09 September 2020

- Report Title:** **Advanced Town Deal Funding**
- Submitted by:** **Head of Housing, Regeneration and Assets**
- Portfolios:** **Corporate and Service Improvement, People and Partnerships**
- Ward(s) affected:** **The two Town Deal areas cover the majority of Wards in the urban area but primarily Newcastle Town and Kidsgrove.**

Purpose of the Report

To outline that the Council has been invited to develop proposals for the Government's Advanced Town Deal Funding for both Newcastle and Kidsgrove. As part of this the Council has been awarded funding to develop these proposals in line with the Advanced Town Deal Prospectus and timelines.

Recommendation

That

1. Cabinet supports the development of proposals for the Government's Advanced Town Deal Funding for both Newcastle and Kidsgrove and that the Executive Director Commercial Development and Economic Growth in consultation with the Section 151 Office and the Portfolio Holder for Corporate and Service Improvement, People and Partnerships is authorised to:
 - 1.1 Continue to work with both of the Town Deal Boards to develop the proposals for Newcastle and Kidsgrove Advanced Town Deal Funding and to make any minor alterations to funding allocations.
 - 1.2 Negotiate the terms and any contracts for accelerated funding payments to external delivery partners where they will be the lead partner in delivery.
 - 1.3 Negotiate on any property matters including purchase, lease or sale relating to the accelerated funding projects.
 - 1.4 Assess the procurement options linked to the delivery of each of the accelerated funded projects, and should this be required that they have the authority to finalise the specification, undertake the tendering process, if required to complete any post tender negotiations and award the contract.

Reasons

The Council has been invited to develop proposals for the Government's Advanced Town Deal Funding for both Newcastle and Kidsgrove. The awards are additional funding and not part of the main Town Deal Funding that both Newcastle and Kidsgrove are currently developing 2 further bid documents that will be submitted at the end October 2020.

1. **Background**

- 1.1 In June 2020 the Government announced that it was accelerating the £3.6bn Towns Deal Funds to ensure that towns and high streets get the support they needed due to the impact of the Covid virus. Accordingly £96 million funding has been brought forward for Advanced Town Deals, so that each of the towns selected for a deal will receive funding of between £500k and £1m to help meet the immediate challenges they are facing. To that end Newcastle has been awarded £1m and Kidsgrove £750k respectively to submit a package of projects in line with the Advanced Town Deal Prospectus and timelines.
- 1.2 Officers have been working with the two Town Deal Boards for Kidsgrove and Newcastle, and AECOM as appointed consultants for the Town Deal to consider projects that fit with both the emerging themes of the Town Investment Plans and the priorities specified by Government for the accelerated funding which are:
- Improvements to or new parks and green spaces and sustainable transport links;
 - Improvements to town centres including repurposing empty commercial properties;
 - Demolition or site remediation where this will have an immediate benefit.

2. **Issues**

- 2.1 The project proposals had to be submitted by August 14th 2020 and if approved the funding to deliver the projects will be released in September 2020 with a clear instruction that all of the projects have to be completed and all of the funding spent by the end of March 2021. All proposals are required to have the agreement of the Council's Section 151 Officer to be considered.
- 2.2 **The current proposed projects for Kidsgrove**
- Kidsgrove Sports Village, to accelerate delivery of leisure provision in Kidsgrove through enablement works at Kidsgrove Leisure Centre and supporting the provision of a 3G public access football pitch at The Kings Church of England Secondary School.
 - Clough Hall Park, health and well-being improvements for all ages.
 - Provision of a Pump Track at Newchapel Recreation Ground (?Chinky Park?), building on the existing community developed provision in that area.
- 2.3 **The current proposed projects for Newcastle:**
- Clearance of buildings at the former Zanzibar nightclub site, a high profile gateway site to enable its development for residential purposes.
 - Acquisition and demolition of a former health centre at Knutton (subject to a satisfactory purchase price being agreed) to enable site assembly for residential development in line with the emerging masterplan for Knutton Village which is shortly to go out to public consultation.
 - Refurbishment of a vacant shop unit in Newcastle town centre to provide a base for partners to offer an employment support service for people needing to find routes back to employment.
 - Town centre connectivity, supporting the provision of safe and secure routes into Newcastle town centre, supporting provision of facilities for a trial of e-scooters as a sustainable transport option and extending the proposed scale of town centre WiFi in co-operation with Newcastle under Lyme Business Improvement District.

- 2.4 To facilitate delivery within the specified deadline it will be necessary to move at pace to ensure delivery. To this end a number of procurement decisions and partnership arrangements will need to be put into place.

3. **Proposal**

- 3.1 The Council has been working closely with both Town Deal Boards to develop the proposed projects listed above. It is appropriate that the Council supports the overall proposals and officers are authorised to further develop and deliver the projects.
- 3.2 In order to meet the deadlines set by the advanced funding it will be necessary to ensure that the Boards give the necessary approvals and the Council is ready to issue contractors where required quickly. The Council's constitution outlines a several delegations that are already in place to enable the respective Executive Directors to make decisions; some of these are in consultation with the relevant Portfolio Holder whilst others remain with Cabinet. It is appropriate that Cabinet give delegated authority to the respective Executive Directors and Portfolio Holders to progress with the procurement and contracting where required.

4. **Reasons for Proposed Solution**

- 4.1 Progressing the Advanced Town Deal bid documents does not guarantee any funding however there are clear interdependencies with the Town Deal Funding bid documents and as such the need for a consistent approach for the successful delivery of both.

5. **Options Considered**

- 5.1 The MHCLG wants to see that towns have good partnerships which are able to deliver within both the Advanced Town Deal deadlines and prospectus. Therefore the current governance model in place to deliver the Town Deal Funding is an essential part of providing the level of confidence required both externally to MHCLG but also internally to both officers and members accordingly.

6. **Legal and Statutory Implications**

- 6.1 The Council Constitution Appendix 4 Delegation Misc (2014) outlines:

- (18) To procure goods and services within existing agreed budget provisions and in accordance with Standing Orders Chief Executive and all Executive Directors or Head of Business Improvement, Central Services and Partnerships
- (19) To carry on tendering and negotiation procedures in accordance with the Council's Rules
- (20) To accept any tender

The aim of this report is to clarify the delegation where required from Cabinet to the respective Executive Director.

7. **Equality Impact Assessment**

- 7.1 The nature of the projects are intended to seek benefits for all residents of the Borough.

8. **Financial and Resource Implications**

- 8.1 The Council has been allocated £1,750,000 capacity funding; this comprises £1m for Newcastle Town and £750k for Kidsgrove Town. This funding will be paid via a s31 grant

to the Council, to support the development of Advanced Town Deal Funding and Investment projects for the areas subject to a both bids being successful.

9. **Major Risks**

9.1 The Council will need to show clear leadership and ambition to work with partners, local businesses and local communities to develop Advanced Town Deal Investment Plans. Clearly if this is not achieved it could then have a negative impression and reduced level of confidence from within MHCLG that the Council may also not be in a position to successfully deliver any subsequent Town Deal Funding Award both to time and budget.

10. **Sustainability and Climate Change Implications**

10.1 There are no implications at this stage.

11. **Key Decision Information**

11.1 This is a key decision as it involves the expenditure of more than £50,000, however due to the tight timescales set by the funding round it is necessary to consider the delegation of decisions.

12. **Earlier Cabinet/Committee Resolutions**

12.1 Cabinet approved the establishment of the Newcastle and Kidsgrove Town Deal Board, appointment of project management support and consultancy, plus working to develop Investment Plans on 4th December 2019.

13. **List of Appendices**

13.1 None

14. **Background Papers**

14.1 Government guidance is available at <https://www.gov.uk/government/publications/towns-fund-further-guidance>.

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

Cabinet
09 September 2020

Report Title: Kidsgrove Sports Centre Refurbishment

Submitted by: Executive Director Commercial Development and Economic Growth

Portfolios: Corporate and Service Improvement, People and Partnerships

Ward(s) affected: Kidsgrove & Ravenscliffe

Purpose of the Report

To approve the development of the work package for full design and cost information prior to an award of contract and the financing arrangements for the refurbishment of Kidsgrove Sports Centre.

Recommendation

That Cabinet

1. **Notes the progress made on the project since April 2020 cabinet in terms of scope, design and budget in consultation with the Kidsgrove Leisure Centre Community Group.**
2. **Notes that following detailed survey work, the target cost of the project is now £5.998m**
3. **Note that a bid been submitted under the Town Fund Advance Funding for a contribution towards the refurbishment of the Centre**
4. **Approves a supplementary capital estimate of up to £400,000 to be drawn down from the Council's 2020/21 capital programme contingency in the event that external funding contributions cannot be secured.**
5. **That the Executive Director Commercial Development and Economic Growth, in conjunction with the Portfolio Holder for Corporate and Service Improvement, People and Partnerships, continue to work with the Community Group to progress the refurbishment.**

Reasons

The procurement of this contract will allow the council to fulfil its commitment to provide sports facilities in Kidsgrove that are modern, attractive and high quality that meet public expectations.

1. Background

- 1.1 On 22 April 2020 cabinet agreed a target cost of £5.6m for the refurbishment of Kidsgrove Sports Centre and to further survey and design work with Willmott Dixon to further define the scope and extent of necessary upgrades to the plant and building to establish a firmer target cost.

- 1.2 The refurbishment and redevelopment of Kidsgrove Sports Centre and Swimming Pool will enable the centre to fully reopen to the public under community management.

2. **Update**

- 2.1 Since May 2020, a series of intrusive surveys have been undertaken to review the pool structure, together with the walls and roofs of the pool hall and sports hall, the equipment to the pool filtration systems and the main mechanical and electrical systems. These surveys have provided much more detail on the building condition, and as such have enabled the cost estimates to be firmed up.
- 2.2 A number of design meetings have taken place with the Community Group, Willmott Dixon and their special leisure architects to review the design and scope of the scheme to achieve the most efficient use of the available space whilst reducing the extent of building works.
- 2.3 Willmott Dixon have now prepared a revised design which the Community Group are satisfied with and have used this design and the output of the intrusive surveys to work up the refurbishment costs accordingly.
- 2.4 The results of the above have resulted in a new design which makes the most of the existing building layout, satisfies the anticipated user requirements and provides the 25 year life span for the building. After providing for realistic budget allowances, overall costs have increased from £5.6m to £5.998m. Attached as Confidential Appendix 1 to this report is Willmott Dixon's RIBA Stage 2 Report which summarises the survey findings and sets out the cost plan.
- 2.5 The Council has been working with partners to secure the funding package to deliver the scheme. As previously reported, this includes contributions from Staffordshire County Council and Sport England. A contribution is also being sought as part of a package of proposals being put forward to Government for Town Deal funding in Kidsgrove. Discussions are ongoing with Sport England with a view to increasing their funding contribution.
- 2.6 The building is owned by Staffordshire County Council and agreement has been reached on all outstanding legal issues and currently work is focusing on the transfer of the building to the Borough Council in October 2020, as well as to effect a Lease to the Community Group upon transfer at completion of the construction works.
- 2.7 The Community Group are actively fundraising for the project, and once this report has been approved by Cabinet, the group will be able to accelerate fund raising activities for both capital and operational grants to assist with the project budgets.

3. **Proposal**

- 3.1 This report seeks Cabinet approval for a supplementary capital approval of up to £400,000 to increase the project budget to £5.998m as a consequence of additional works identified during the intrusive survey works and redesign / re-scoping of the project in consultation with the CIO. This additional funding will be drawn down from the capital programme contingency in the event that external funding contributions sufficient to cover the additional costs cannot be secured.

3.2 The next phase of work, as reported in April 2020 Cabinet Report, will be the detailed design and contract award price build up exercises which will cost a further £403,000, and will be completed in early 2021.

4. **Reasons for Proposed Solution**

4.1 Reopening the facility will address a number of community needs, including:

- The facilities are required to enable activity for health benefits on a localised basis, linked closely to the Council's Sport and Active Lifestyle Strategy;
- The facilities are required for those members of the community that are currently disengaged or inactive;
- The facilities are required for education and extra-curricular needs, given the importance of embedding a life-long activity habit in young people;
- The facilities are required for sport, particularly sports development and talent development aspects;
- The facilities are required for disability sport, including sports development and education links.

4.2 Detailed project appraisal comparing the costs of refurbishment with new build options has identified this proposal as the option that provides best value for money. The proposed design will satisfy user requirements and provide a 25 year life span for a key community asset.

5. **Options Considered**

5.1 In confirming the continued need for the Kidsgrove Sports Centre, the Council has confirmed its understanding of the business and strategic need for the facility, through supply and demand modelling using various sources of information which included: feasibility work; Sports England's Active Places Power website; The Leisure Database Company's health and fitness latent demand modelling; and Sport England's Facility Planning Models for pool water and sports halls, to determine elements of the facility mix that are needed.

5.2 Extensive consultation was also undertaken with key Council Officers and stakeholders to inform the feasibility study and future consideration of management / delivery options. The scope of this consultation included group sessions / one-to-one meetings and telephone-based discussions with key council officers; (operational, finance, leisure, planning etc.), portfolio holders / key Council Members, key user / stakeholder groups such as school representatives, Sport Across Staffordshire & Stoke-on-Trent CSP, Staffordshire County Council and the local Kidsgrove Action Group.

5.3 Consultation discussions explored the needs and aspirations of the local community, any competing facilities that should be considered, the facility mix, the location of the centre, financial and planning considerations as well as suggested service improvements and partnerships that could be established to sustain the centre moving forwards.

6. **Legal and Statutory Implications**

- 6.1 Section 2(1) of the Local Government Act 2000 permits local authorities to do anything they consider likely to promote or improve the economic, social and environmental well-being of their area. That would include the intended provision at Kidsgrove Sports Centre.
- 6.2 As set out in the report, there will be a need to ensure proper and effective agreements are entered into in order to vest the necessary interests in the land and buildings to enable the site to be refurbished and effectively managed once operational. In addition to a lease, there will need to be a management agreement defining the rights and obligations of the various parties which ensures that the council is adequately protected against operating risks. The various contractual arrangements necessary to bring about the refurbishment will have to be undertaken in accordance with the Council's Contract Procedure Rules and Financial Regulations, which allow procurement through the use of frameworks such as SCAPE.

7. Equality Impact Assessment

- 7.1 Leisure has an important contribution to make to the wellbeing of the community. Programmes at the Centre can contribute to economic and social activity; improve the health of residents; bring communities together and introduce an identity; enable groups to represent themselves; develop sport and other skills; and provide opportunities for the voluntary sector and community activity.

8. Financial and Resource Implications

- 8.1 As previously reported, an options appraisal has been completed to compare the value for money offered by refurbishment of the existing Sports Centre and the alternative option of building a new Sports Centre in Kidsgrove. The appraisal has confirmed that the option of refurbishing the existing Sports Centre provides better value for money than the rebuild option with both a lower cash outlay and a lower NPV.
- 8.2 The total capital cost of the project is £5.998m. The cost can be accommodated within the existing approved capital programme, subject to a successful outcome to the bid for advance Town Deal funding. In the event that this external funding cannot be secured, a further contribution of £398,000 will be required from the capital programme contingency. The table below summarises the revised project funding. £2m of this expenditure will be incurred in the 2020/21 financial year and the remainder in 2021/22.

Funding Summary	£ (000)
Revised budget requirement	5,998
Existing 2020/21 Capital Programme allocation	5,600
Supplementary budget approval required	398
Revised Project Funding	
Staffs County Council Contribution	363
Sport England Contribution	100
Original capital programme allocation	3,151
Virement from 2020/21 Capital Programme	1,032
Re-allocation of 2019/20 Capital Programme underspends	704
Use of Capital Contingency	250
Town Deal Advance Works	398
Total	5,998

- 8.3 A project contingency is contained within the overall project budget of c.£6m.

- 8.4 The total expenditure incurred against the capital allocation for the scheme will be monitored and reported to the “Capital, Assets and Commercial Investment Review Group” (CACIRG) as part of the overall Capital Programme.
- 8.5 As previously reported, there is a potential requirement over the first 5 years of operation of the refurbished centre of between £40,000 based on the CIO business plan and between £168,000 best case scenario and an extreme worst case scenario of £482,000 based on the Councils modelling. In addition to any operating subsidy required the Council’s revenue budget will also bear the cost of 20% of the business rates for the centre estimated at £20k. This level of underwriting is still significantly lower than the operating deficit previously incurred when the Council ran this facility.
- 8.6 The Council will need to make provision in the MTFS for business rates. The first year of trading will inform whether there is an ongoing requirement for underwriting and if so at what level and this will need to be addressed in future years MTFS.
- 8.7 It should be noted that based on the business plan submitted by the CIO the centre will incur losses in the first two years of operation and will not achieve a break-even position until year 6 at the earliest. The CIO have requested that the Council provide cash flow funding of up to £100,000 on a draw down basis until such time as the centre achieves a cash positive position. Appropriate agreements will be entered into once the necessary due diligence checks have been completed through the S151 Officer, in consultation with Legal Services.
- 8.8 The amounts contained in this report (£5,998,000) are exclusive of VAT as the Council can reclaim VAT payments on capital projects.

9. **Major Risks**

- 9.1 Risk has been considered as part of this report and two main specific high risks are included below:
 - 9.1.1 The financial projections supplied by the Community Group are not achieved and the facility runs at either a loss (which the Council has to cover) or closes and the Council takes back possession. The Council will work with the Community Group to support its efforts to maximise income and achieve the projected business plan.
 - 9.1.2 There is insufficient capital budget – A sizeable capital allocation, sufficient to re-open the sports centre, is being resourced by the Council without borrowing and the opportunity for external funding is being explored on behalf of the Council.
 - 9.1.3 Community expectations - it is clear from the latent demand analysis that the community demand is not currently being met. The refurbished sports centre provides the opportunity to address this. However, there remains a risk that commercial leisure operators will enter the local leisure market seeking to capture this demand and in particular the more profitable elements.

10. **Sustainability and Climate Change Implications**

- 10.1 None specific to this report, but the refurbishment will be updated to comply with current building regulations.

11. **Key Decision Information**

- 11.1 This report deals with a key decision on account of the sums involved.

12. **Earlier Cabinet/Committee Resolutions**

12.1 The following previous reports relate:-

- Cabinet 22 April 2020
- Cabinet 18 March 2020
- Cabinet 15 January 2020
- Cabinet 6 November 2019
- Cabinet 16 October 2019

13. **List of Appendices**

13.1 CONFIDENTIAL - Kidsgrove Leisure Centre – RIBA Stage 2 Report (Willmott Dixon)

14. **Background Papers**

14.1 None

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO CABINET

01 September 2020

Report Title: Delivery of the Councils new Recycling Service, and future developments.

Submitted by: Head of Recycling & Fleet Services - Andrew Bird

Portfolios: Environment and Recycling

Ward(s) affected: All

Purpose of the Report

To update Cabinet on the introduction of the new recycling service, subscribed garden waste collection service, and to agree future developments.

Recommendation

That the report be noted, and further steps in development of the recycling service for flats, schools and businesses be approved. Additionally approval is sought to enter into a joint procurement for a contract to commence from April 2022 for the processing of dry recycling materials collected with the Staffordshire Waste Partnership (SWP).

Reasons

To update Cabinet on the introduction of the new recycling collection service during the lockdown period, and update on the performance of the subscription only garden waste collection service.

1. Background

- 1.1** In September 2018 Cabinet approved a cross-party working group recommendation to replace the source separated recycling collection service with a twin stream, paper and card separate collection system utilising a wheeled bin and bag to replace the boxes. In addition approval was given to introduce a paid subscription service for garden waste collections following the County Councils decision to cease paying recycling credits.
- 1.2** The subscription garden waste service commenced in January 2019, with collection operations commencing in February 2019. A target was set for 20% participation in the first year rising to 40 % by the fourth year. Now in only its second year of operation, over 50% of domestic households have subscribed.
- 1.3** Planning and project development has taken place over the last eighteen months to develop the new recycling collection service, which has included procurement of wheeled bins, woven bags for paper and card, vehicles, recycling material processing contract to deal with the materials collected for recycling. Additionally change management and development and implementation of digital solutions across the service have been undertaken.
- 1.4** A project management group was formed from within the recycling and waste service team, supported by a dedicated project manager seconded from the Councils ICT department, as digital delivery processes were necessary to improve operational delivery, and underpin many of the changes being made, and to provide additional project management and direction as this

otherwise would have exceeded the capacity of the Recycling and Waste team to deliver on the additional work required.

- 1.5 Additionally a Recycling and Waste Steering Group was formed with members from across the Councils corporate departments, all of which have a role to play in the successful delivery of this key Council service. The group included the Portfolio Holder for Environment and Recycling. Regular reports on the progress of the project, including key work streams, were received by Informal Cabinet as the work progressed.

2. Issues

- 2.1 Plans for the new recycling collection service were at an advanced stage, with a projected implementation date of September 2020, when the Covid Pandemic hit the Country and had a significant impact on recycling and waste collection services locally and throughout the Country. Faced early on with a 25% reduction in operational staff, from mid-March, through Covid related sickness, self-isolation, and shielding, EMT and Informal Cabinet agreed a range of contingency options which could be deployed if staff shortages continued to grow, in order to protect service delivery.
- 2.2 At the same time waste arising's increased by over 25%, a result of people being at home, clearing things out, gardening, and buying more food and drink. This put substantial added pressure onto the collection service, however the aim was to maintain all collection services as far as reasonably practical.
- 2.3 The source separated recycling service as it stood was very labour intensive, and posed the greatest risk to maintaining operations if staff shortages continued to grow. Therefore, a decision was taken to temporarily collect recycling materials comingled, which would drastically reduce the number of vehicles and staff needed to carry out collection of this material.
- 2.4 Implementing this worked, and with recycling volumes increasing, was the right decision to make, although it meant the separate collection of food waste collections had to be suspended. However collections remained very reliable, and it was easier for the crews to operate. Additionally, these changes allowed all collection services with the exception of separate food waste to continue, garden waste service being particularly important as it is now a subscription collection service. This was well received by residents as many authorities, over half in Staffordshire had suspended garden waste collections.
- 2.5 The one consequence of the revised recycling collection process was that the material collected for recycling had to go to a Material Recovery Facility (MRF) to be processed for recycling, which incurs a high cost gate fee per tonne of material processed. This additional cost, although offset in part by the reduction in the number of staff required to collect material, and those needed in the transfer station to process it, could not be sustained given the Councils loss of income in other services as a result of covid19.
- 2.6 As a result, a decision was taken to bring forward the rollout and implementation of the new recycling collection service. It would maintain the lower cost of vehicle usage, but reduce drastically the processing costs for the materials processed; as paper and card (fibre) were being collected separately, and had a positive sale value, and the cost of sorting the remaining comingled items, glass cans and plastics, is much cheaper (by around £40 per tonne) without the fibre mixed with it.

3. Solution

- 3.1 With a strong project plan already in place for the original planned roll out in September, and with all the necessary procurement work completed, the team were able to adapt the plan to bring in the service early through a phased approach.

- 3.2 Deliveries of over 53,000 new bins and bags commenced to households at the end of May and was completed on schedule by the middle of July.
- 3.3 Collections of recycling from the bins and bags commenced one to two weeks after delivery of the new containers to households.
- 3.4 Effective communication was key to the success of the roll out, as although it had been carefully planned not to have any day changes for collection, the service was swapping from a weekly collection service to fortnightly.
- 3.5 Comprehensive training and briefing sessions were undertaken with the Councils Customer Service staff, and the operational workforce from the recycling and waste team which included what the new service looked like, the reasons for change, what was expected from collecting materials, how containers were to be left after collection, and how to look for and manage any contamination which may be present. In terms of crew engagement and buy-in to the changes, and to equip them with the information they needed when engaging with residents during collections, these sessions were an important part of the implementation plan. Similar sessions will be a regular feature of the management of the service moving forward.

4. Implementation.

- 4.1 The first twin stream collection took place on Monday 8th June from the Knutton and Silverdale areas, with the first full week on the twin stream system commencing from the 27th July, effectively two months ahead of the original plan.
- 4.2 From the outset, the new, simplified service was received very positively by residents and participation and presentation was very good from the start.
- 4.3 The separate food waste service was recommenced in mid-August.
- 4.4 This milestone now means the Council has a full range of recycling and waste collection service operational again, but is now more efficient and effective in its day to day delivery, and better able to cope with shifting demands moving forward.

5. Resident Feedback and Performance & Future Development.

5.1 Resident feedback

Feedback from residents has been very positive, with the Council receiving a high number of compliments made officially through the Councils corporate complaints and compliments system. Compliments included several for the sterling job done over lockdown, happy to be recycling more plastic, new recycling system is easier, leaflet is great, really like the new bins and bags. Additionally, feedback from collection crews is that they have been told by numerous of residents just how much they prefer the new recycling system as it's easy to use, and looks tidier on the streets both before and after collections.

As well as compliments received during the roll out and implementation of the new service, out of over 53,000 deliveries, the Council received 40 complaints, mainly around the changeover of collections, and 143 comments, which were mainly about what to do with the old recycling boxes

5.2 Recycling performance

Recycling performance has increased both in terms of participation and tonnage. The addition of pots tubs and trays (PTT) to the mix of plastic has also had a positive benefit. Comparing July and Augusts collection tonnage when compared to the same period on an average for the last

three years shows an increase of 22.02% in tonnage terms. There has also been a corresponding drop in residual waste tonnage over the same period which is really encouraging.

Feedback from our processing contractor, Biffa, is that the material we are supplying to them is of a high quality with less than 1% contamination, or none target materials. This is excellent feedback and demonstrates the effectiveness of the Councils communications in explaining to residents how to use this much simplified collection service. Close monitoring and control of contamination is vital, as it can lead to rejection of loads from the MRF, which incurs high costs, as the material has to be disposed of to landfill or incineration.

5.3 Garden Waste service performance

Garden Waste performance, is very positive. In 2019 we achieved a subscription rate of 50% of those who were eligible for garden waste collections, this has increased to 52% during 2020. The tonnage of garden waste collected is very good achieving 75% of the tonnage collected from an average of the previous three years, when the free garden waste service was in place. The quality of the material sent for composting is also very high, and has improved from 2019 onwards.

5.4 Future Development – Flats, schools and commercial waste recycling

With the rollout of the new recycling and food waste collections to houses now complete, attention has turned to future development of the service to residents and businesses. These developments include: -

- Refreshing and enhancing recycling provision and collections for flats,
- Refreshing and enhancing recycling provision, and initiating separate food collections to schools,
- Developing an options appraisal and financial model for the introduction of commercial waste recycling and separate food waste collection services to businesses within the borough.

5.5 Future development – Material processing contract

A procurement exercise is now proposed to replace the existing contract after the end of March 2022. The procurement exercise will be completed by March 2021, which will allow the Council to look and consider its options for the processing of materials it collects. The new contract is suggested for a period of five years, with options for extension, to allow a further longer term County wide solution to be developed and evaluated. Approval is therefore sought for the Council to be part of the SWP procurement process.

6. Legal and Statutory Implications

- 6.1** The Council has a legal duty, to provide collection services for none recyclable waste, and to collect separately four streams of recycling, namely, paper/card (fibre), metal, plastic, and glass all free of charge. The Council has no statutory responsibility to provide garden waste collection services, and can make a charge for doing so if it so wishes.
- 6.2** Currently the Council does not have any statutory recycling targets imposed by Central Government; however there is a service level agreement with the County Council to deliver recycling levels above 50% as part of their PFI arrangements for their Energy from Waste Plant in the South of the County.
- 6.3** The new Recycling and food waste collection service will meet the forthcoming government legislation and guidance, in achieving consistency in recycling collections across England, and mandatory separate food waste collections.

7. Equality Impact Assessment

- 7.1 An equality impact assessment has been completed for the new recycling and food waste collection service.
- 7.2 The nature of the new recycling service designs out many of the manual handling issues raised by residents with the previous box-based service, and resident accessibility for service use was a key part of the planning process. Issues raised included those around residents without English as a first language (which we address through clear, simple language and image-based messages), disability (we raised this on the leaflet delivered with the new containers to reassure existing assisted collection customers and raise the availability of help for other residents who may find the help useful – and noted a rise in applications for help during the container roll-outs), and rurality (properties accessed down un-adopted tracks receive visits to identify collection points which work for residents and the collection operation, especially where an assisted collection is subsequently requested)

8. Financial and Resource Implications

- 8.1 There are no new financial and resource issues resulting from this report. The budget for the new recycling and food waste collection service has been built up from base between officers from the recycling and waste service and financial services departments. The new waste budget was approved as part of the 2020/21 Revenue Budget.

9. Major Risks

- 9.1 A comprehensive Risk Register was developed, and remains live, for the development and introduction of the new recycling and separate food waste collection service. The Covid pandemic, and its effects became an integral part of the risk register during this year and was used to help shape the control measures to ensure an effective and reliable service was maintained, and to take account of the new service rollout.
- 9.2 High level risks remaining are those to do with managing the Covid pandemic and implications of any further waves or local lockdowns, particularly with regard to staffing levels, safe service operation, and maintaining full service provision. Additionally contamination needs to be continually monitored and managed to ensure the Council minimises the risk of rejected loads from the MRF, and the associated financial consequences.

10. Sustainability and Climate Change Implications

- 10.1 The new recycling and separate food waste collection service uses less vehicles than the previous collection service. The processing contract looks towards focused re-processing of materials in the UK and this will be further enhanced as part of the SWP procurement process which will also advocate closed loop recycling achieved within the UK.
- 10.2 This direction of travel will support national government targets in reducing greenhouse gas emissions, and will help deliver the UK's circular economy strategy, and ensuring 65% of packaging waste is recycled.

11. Key Decision Information

N/A

12. Earlier Cabinet/Committee Resolutions

12.1 Cross-party task and finish group recommendations to Cabinet for a new recycling and separate food waste collection service – July 2018

12.2 Cabinet approval of cross-party task and finish group recommendations to Cabinet for a new recycling and separate food waste collection service – September 2018

13. **List of Appendices**

None

14. **Background Papers**

None

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

**EXECUTIVE MANAGEMENT TEAM'S
REPORT TO**

Cabinet
09 September 2020

Report Title: Newcastle-under-Lyme and Stoke-on-Trent Joint Statement of Community Involvement

Submitted by: Head of Planning and Development

Portfolios: Planning and Growth

Ward(s) affected: All Wards

Purpose of the Report

The Newcastle-under-Lyme and Stoke-on-Trent Joint Statement of Community Involvement (SCI) sets out the opportunities for involving the wider community and the ways in which information is made available. The aim is to ensure that all sections of the community, including those who do not normally get involved in the planning process, have the opportunity to contribute. The joint SCI was adopted in 2015 and in accordance with regulations now needs to be reviewed.

The purpose of this report is to note the review of the Newcastle-under-Lyme and Stoke-on-Trent Joint Statement of Community Involvement and to propose that a reviewed SCI, be adopted.

Recommendation

That

- 1. The review and recommended changes to the Newcastle-under-Lyme and Stoke-on-Trent Joint Statement of Community Involvement be noted.**
- 2. The amended Newcastle-under-Lyme and Stoke-on-Trent Joint Statement of Community Involvement be approved and adopted as detailed at Appendix A.**

Reasons

To ensure that the Council has an up to date Statement of Community Involvement to engage the community and stakeholders in planning matters.

1. Background

- 1.1 The Planning and Compulsory Purchase Act 2004 requires the Local Planning Authority to prepare a statement of community involvement, setting out their policy for involving persons with an interest in the development of the area when preparing and revising their local plan. The SCI has to be reviewed at least once every five years in accordance with the Town and County Planning (Local Planning) (England) (Amendment) Regulations 2017.
- 1.2 Stoke-on-Trent City Council and Newcastle-under-Lyme adopted a joint SCI in 2015. Accordingly, a review of the adopted SCI has been undertaken to comply with the regulations.
- 1.3 The SCI is aimed at a wide range of stakeholders, individuals and groups with the intention of informing people how and when they will be consulted by the planning department. The

planning process also impacts on the wider community, and not just residents. The wider community includes businesses, land owners and the development industry, as well as statutory agencies and local interest groups.

- 1.4 Community involvement is encouraged for both Planning Policy and Planning Applications (Development Management) and consultation is a statutory requirement at key stages. Whilst the SCI is a statutory requirement, both councils recognise that engagement is an essential part of the planning process and, at the national level, growing emphasis is placed on community engagement.

2. **Issues**

2.1 A review of the SCI has been undertaken taking into account the following:

- a. ensuring consistency with legislation;
- b. comparison with the latest best practice elsewhere;
- c. ensuring that all information is current including hyperlinks within the document and
- d. reflected on the current circumstances regarding Covid-19 which restrict some methods used to communicate with public, especially in physically accessing documents and face to face engagement.

2.2 Following the review, minor changes have been proposed for the SCI and are reflected in the Draft Joint Statement of Community Involvement attached as Appendix A to this report. These changes are detailed below:

Part 1 – Introduction and Background

In this section the review has focused on updating dates, and a couple of sentences have been added regarding website accessibility of the documents.

Part 2 – Planning Policy

Within this section clarity is given on undertaking exhibitions where circumstances prevent physical interaction (this is a direct response to Covid-19 and accords with Government emergency legislation).

Part 3 – Neighbourhood Planning

This section has been expanded to provide more detailed information of how we support communities in neighbourhood planning.

Part 4 – Development Management

Updates have been made to National Planning Policy Framework (NPPF) references and incorporated the 2016 'Local Code of Conduct for Dealing with Planning Matters'.

Appendix 1

Updated the list of consultation bodies and also included a general list which will catch all new consultation bodies for the next five years.

Appendix 8

Updated the glossary.

2.3 The original SCI was consulted upon to ensure that the appropriate strategy for consultation was set out. Given that only minor changes are proposed, adding further clarity and not proposing major changes to the consultation methods used, and the SCI remains fit for purpose it is not proposed to formally consult on these changes.

3. **Proposal**

3.1 To approve and adopt the amended Statement of Community Involvement.

4. **Reasons for Proposed Solution**

4.1 It is important to maintain an up to date Statement of Community Involvement to support engagement in planning services.

5. **Options Considered**

5.1 Not to prepare a SCI. This option is not considered feasible as it is a statutory duty to prepare and review the SCI.

6. **Legal and Statutory Implications**

6.1 Regulations came into force on 6 April 2018 [The Town and County Planning (Local Planning) (England) (Amendment) Regulations 2017] which require local planning authorities to review their local plans and SCIs every 5 years. Planning practice guidance on plan reviews states that: "it is important that Statements of Community Involvement are kept up-to-date to ensure effective community involvement at all stages of the planning process. Therefore, a local planning authority should regularly review and update their Statement of Community Involvement to reflect any changes to engagement.

7. **Equality Impact Assessment**

7.1 N/A

8. **Financial and Resource Implications**

8.1 No direct costs. Engagement obligations in the SCI are routine business for planning services.

9. **Major Risks**

9.1 Should an up to date SCI not be in place there is potential for challenge by any stakeholder in connection with any planning matter.

10. **Sustainability and Climate Change Implications**

10.1 N/A

11. **Key Decision Information**

11.1 Maintaining an up to date SCI is important to secure engagement in the planning system and to avoid potential challenge.

12. **Earlier Cabinet/Committee Resolutions**

12.1 Cabinet – 15 October 2014

13. **List of Appendices**

13.1 Draft SCI

14. **Background Papers**

14.1 2015 SCI – Final Report

Statement of Community Involvement

A guide to how you can get involved in Planning decisions



Table of Contents

Part 1: Introduction and Background.....	4
What is a Statement of Community Involvement?	4
UpdatedSCI	4
Why are we reviewing the Statement of Community Involvement?	4
Why should the community get involved in the planning process?.....	5
Challenges and objectives.....	6
Equal Opportunity.....	7
Equal Opportunity - Accessibility	7
The Planning System: Plan-Making and Decision-Taking	8
Part 2: Planning Policy	9
How can you get involved in plan-making?	9
Who we will be consulting.....	10
Consultation Database.....	10
Duty to Cooperate	11
The Newcastle-Under-Lyme and Stoke-on-Trent Joint Local Plan	11
How will the Joint Local Plan be prepared?.....	12
The Role of Elected Members in Local Plan Preparation:.....	14
Joint Local Plan – Methods of Communication	15
Supplementary Planning Documents (SPD’s)	18
Preparation and Review of this Statement of Community Involvement.....	20
Part 3: Neighbourhood Planning.....	21
Part 4: Development Management.....	24
The Development Management Process.....	24
Types and Categories of Applications.....	26
Community Involvement in Decision making	26
Pre-Application Planning Advice.....	27
Community Involvement in preparing planning applications.....	27
Role of Elected Members (Councillors) in pre-application discussions	28
The Decision-Making Process	28
Consultation.....	29
Public Consultation:	29
Representations	31

Decisions	32
Enforcement	33
Planning Aid	35
Appendix 1: Joint Local Plan Consultation Bodies.....	Error! Bookmark not defined.
Appendix 2: Types of applications made under planning legislation to Local Planning Authorities.....	38
Appendix 3: Development Types.....	41
Appendix 4: Identification of adjoining land whose owners/occupiers are to be notified of an application (Newcastle)	42
Appendix 5: Pre-Application Consultation	43
Appendix 6: Publicity for planning applications made under planning legislation	44
Appendix 7: Publicity for other types of applications made under planning legislation.....	49
Appendix 8: Glossary.....	61

Part 1: Introduction and Background

What is a Statement of Community Involvement?

- 1.1 A Statement of Community Involvement (SCI) describes how the public, businesses and interest groups within a local authority area can get involved in the creation of local planning policy and the decision making process aimed at shaping where we live, work and trade. This is essential to help improve understanding and openness of the planning process. It also identifies the types of people and groups who ought to be involved, ways of involving them effectively and when they can get involved.
- 1.2 The SCI is extremely important as it will establish a minimum standard of consultation on planning matters and these requirements are which closely scrutinised when planning policy documents are independently examined.

UpdatedSCI

- 1.3 The Stoke-on-Trent & Newcastle-under-Lyme Statement of Community Involvement 2020 has been published to give residents, businesses, parish and town councils and other groups an opportunity to have a say in how they want to be involved in guiding the development of the Borough of Newcastle-under-Lyme (the 'Borough Council') and The City of Stoke-on-Trent (the 'City Council').
- 1.4 This is the 1st Review of the SCI Following the adoption in 2015. The updated SCI updates legislation. We have used comments received at the Joint Local Plan Preferred options stage and in particular question 21 has been used to inform the review of the SCI. As there are no significant changes required in and in the way we consult with the public there is no need to consult with the public on this review.

Why are we reviewing the Statement of Community Involvement?

- 1.5 The Borough Council's current SCI was first SCI was adopted in 2006 and the City Council's SCI was adopted in 2007. As one would expect there have been significant changes in development management and planning policy procedures since the adoption of each Statement of Community involvement The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) includes a requirement to review the Statement of Community Involvement (SCI) every five years. In 2015 a Joint SCI was drafted and subsequently adopted 9th July 2015. The changes have in part been due to changes to national policy and legislation and reviews of both councils. Consequently some practises set out in the original Statements of Community Involvement no longer apply in their entirety.

- 1.6 The Councils' decided in March 2014 to take a joint approach to planning the future of the two local authority areas by producing a Joint Local Plan. This also provided the opportunity to work jointly on a new SCI to ensure both a consistent approach to consultation on planning policy matters and that the most effective consultation mechanisms are in place to support the successful involvement of the local community in the Joint Local Plan.
- 1.7 This document is the first review of the 2015 SCI for both Councils. It has been prepared in accordance with the latest legislation and to detail the methods of consultation with the general public.
- 1.8 The Development Management section in this SCI, which sets out the way the community can have a say on planning applications, reflects the different ways in which these services are managed.

Why should the community get involved in the planning process?

- 1.9 The Planning process aims to encourage investment and growth, to help ensure that the long term economic and social needs of a community are met. It does this by providing land for: housing; jobs, shopping; leisure and community facilities etc. These needs often compete with one another and can put pressure on the environment. The planning process exists to balance these competing interests and create the conditions for business to grow and to deliver spaces and buildings that raise the quality of life. The aim is to do this without creating an unacceptable long term impact on the environment. This is often referred to as 'sustainable development'.
- 1.10 Since planning has a direct impact on the daily lives of ordinary people and the business community it is very important that development proposals are transparent and that you have the opportunity to have a say in the planning decisions that are made on your behalf.
- 1.11 Getting involved at an early stage of the planning process means that you stand the best chance of influencing a decision, so this draft SCI is designed to tell you about the different stages when you can get involved and how. See Part 2 to find out how to get involved in Planning Policy and Part 3 to know more about the Development Management process.
- 1.12 Your local knowledge is also very valuable in helping to make good decisions and it's important that decision makers understand the type of community you want to live in. Likewise it's very important that we understand the aspirations of those who are ultimately responsible for delivering future development, i.e.

the developers and land owners, so that we can work together to bring forward development which is in the public interest.

1.13 Our approach to community involvement therefore aims to:

Inform people of the planning process and to provide people with the information they need to be involved at the earliest opportunity possible.

Involve individuals and/or groups by creating opportunities for active participation and dialogue with planning officers.

Consult with the local communities and a range of stakeholders, in line with statutory requirements and regulations.

Respond to any comments received, giving proper consideration and explanation of how these views will be incorporated into the planning documents and decisions.

Challenges and objectives

1.14 The Borough Council and the City Council recognise that there can be barriers to effective public participation and will work hard to address and overcome these where possible.

1.15 The main constraints are:

- **Cost** - complex community involvement exercises can be costly and labour intensive in the preparation, attendance and follow up. These costs need to be balanced with the complexity of the subject matter of the consultation document and the extent of the area covered by proposals;
- **Managing expectations** – balancing the need for consultation with resource constraints.
- **Consultation fatigue** – it is important that the councils can deliver their objectives for community involvement but there is also a need to ensure that the local community does not become overloaded with consultation;
- **Technical terminology** - although the current planning system seeks to open up the process, there are still many technical terms and expressions. Plain English will be used wherever possible, and glossaries provided within each planning policy document;
- **External constraints** - it is sometimes not possible to give a 'free rein' to an issue due to national policy or other 'rules' which are beyond the control of the councils. Where these are known, the Borough Council and the City Council will make these clear from the outset; and
- **Technology** - the use of e-technology makes communication and involvement in a complex process much easier for the public to self-serve. E-technology enables communities to have 24/7 access to information posted

on the council websites. This supports an open and transparent planning system and should reduce the number of planning enquiries. However, the Borough Council and the City Council recognise that not all of the community is able to use a computer, the internet or email, and therefore traditional methods of consultation will continue to be utilised.

Equal Opportunity

1.16 The way in which we consult on planning matters will aim to meet the specific local needs of the two local authority areas.

1.17 In our endeavour to work in an inclusive manner we will consider the way we deliver our planning services from the perspective of a range of potential users. We will do this in a number of ways, including the following:

- Meeting our duties as set out in the Race Relations (Amendment) Act 2000 and the Equalities Act 2010.
- Promoting race equality and ensure fairness and equal treatment when carrying out consultation and community engagement.
- Providing equal standards of service to disabled people.
- Considering the need to offer planning policy documents in other formats on request.
- Offering some consultation and community engagement approaches in plan-making that do not involve writing.
- Organising consultation events to maximise involvement in plan-making, i.e. workshops.

1.18 Making the service accessible to those who are unfamiliar with the terms, processes and structures of the planning system is always a challenge. We will continuously review the ways we do this and will endeavour to cater for a range of levels of literacy and comprehension and will seek to clarify the relevance of planning to people's everyday lives.

Equal Opportunity - Accessibility

1.19 Accessibility regulations came into force for public sector bodies on 23 September 2018. They indicate that websites or mobile apps need to be more accessible by making it 'perceivable, operable, understandable and robust'. Following the introduction of this new regulation all future and documents/ reports and information which have been used within up-to-date will be made accessible on the website to help people who have impaired vision, motor difficulties, cognitive impairments or learning disabilities, and deafness or impaired hearing.

- 1.20 Any significant changes to the way the community are involved will be subject to public consultation.
- 1.21 The Tables on pages 13 to 18 and in Appendices 5 to 8 set out how different groups and individuals can get involved.

The Planning System: Plan-Making and Decision-Taking

Plan-making:

- 1.22 Plan-making involves thinking ahead about where it might be best to build new development to provide new homes and new jobs, whilst at the same time thinking about the necessary support facilities such as shops, schools, doctors, etc. This type of planning is normally dealt with by **Planning Policy**.

Decision-Taking:

- 1.23 Planning is something that affects everyone's lives although, for many of us, the only direct involvement we may have in the planning system is if we decide to build an extension and need to obtain planning permission from the council, or we may receive a letter from the council to let us know that a new development is proposed near where we live or work. This part of the planning process is often referred to as '**Development Management**', which involves making decisions on planning applications.
- 1.24 This SCI sets out what the key stages are in the plan making and planning decision making process and how you can expect to be involved. Planning Regulations also require, when making development plans, that a number of statutory bodies (including Town and Parish Councils) should be consulted and these are listed in Appendix 1.

Part 2: Planning Policy

- 2.0 Recent legislation and planning regulations have changed the way in which we plan for the future. The key document containing planning policies and future development proposals is now called a Local Plan. It is intended to replace core strategies and site allocation documents and to become the document that plays a key role in guiding investment and decisions made in the Development Management process. Additional guidance may be set out in supplementary planning documents, commonly known as SPDs. Together all the planning documents adopted by a local authority form a council's 'Local Development Framework' (see Glossary).

How can you get involved in plan-making?

- 2.1 Early and meaningful engagement and collaboration with individuals, neighbourhoods, local organisations and businesses is essential in the development of a Local Plan. The Borough Council and the City Council are keen that a wide section of the community should be proactively engaged, so that the Joint Local Plan, as far as possible, reflects a collective vision and a set of agreed priorities for the sustainable development of the area.
- 2.2 A range of methods and techniques will be used to involve the communities of both local authorities. Details of the methods of community involvement to be used at each stage of Local Plan preparation are set out in Tables below. These methods have taken into account the outcomes of Newcastle-Under-Lyme Borough Council's public consultation exercise in 2012 to determine the scope and methods to be used in public consultation on site allocations and local planning policies¹.
- 2.3 If you don't want to get involved, but you do want to know what's going on and what stage a policy document has reached, or what progress has been made towards the completion of each plan making stage then you can view the Local Plan programme published on each council's website, this fulfils the role of the councils' Local Development Scheme.
- 2.4 Planning policy can also be set out in Neighbourhood Plans, but the decision to prepare such plans is not the responsibility of the local authority. This rests with a Town or Parish Council or Neighbourhood and Business Forums. The methods of communication that are adopted for these types of plan will be at the discretion of these lead bodies.

¹ Report to Newcastle-Under-Lyme Borough Council Planning Committee, 10th July 2012:
<http://moderngov.newcastle-staffs.gov.uk/ieListDocuments.aspx?CId=119&MIId=1637&Ver=4>

Who we will be consulting

2.5 The Borough Council and the City Council are keen to extend opportunities for involvement to everyone who has a desire to take some part in the plan-making process. We recognise that many people, whilst having an interest in local affairs, may find the bureaucratic and cumbersome nature of the process both frustrating and off-putting. We do however want to take every opportunity to raise people's awareness of how development plans are relevant to their concerns and how they can influence the debate that leads to their formation.

Consultation Database

2.6 The Borough Council and the City Council will be consulting directly with groups and organisations whose details it keeps on a database for this purpose.

2.7 These include:

- Local community and voluntary sector groups.
- Parish or town councils and neighbouring local authorities.
- Local MPs and county councillors.
- Locally based statutory bodies and other providers.
- Utility and commercial infrastructure provision companies.
- Land owners and developers
- Government departments or agencies and other statutory bodies (national and regional level).
- National and regional non-governmental organisations and interest groups.

2.8 We will continue to strive to make this database as inclusive as possible. If you wish to be added or deleted please inform us by contacting planningpolicy@newcastle-staffs.gov.uk or planning.policy@stoke.gov.uk

2.9 Appendix 1 sets out a list of 'specific' and 'general' consultees and stakeholders. Both lists are used to notify individuals and stakeholders of the proposal to prepare the Joint Local Plan and to seek comments. Such notification is necessary to comply with section 18 of the Planning and Compulsory Purchase Act 2004.

2.10 However, anyone can respond to public consultation they do not need to be notified directly. For planning policy documents such as a supplementary planning document that cover only a limited area or topic, the Borough Council and the City Council will engage those organisations with an interest in the area or topic and any others who have requested it.

Duty to Cooperate

- 2.11 The 'duty to cooperate' as set out in the Localism act (2011) requires local planning authorities, county councils and other public organisations to engage with one another and consider joint approaches to plan making. The NPPF sets out that strategic policy-making authorities should prepare and maintain one or more statements of common ground.
- 2.12 The Borough of Newcastle-under-Lyme and the City of Stoke-on-Trent are located in the north of Staffordshire and share their boundaries with a total of five other local authorities:
- Cheshire East Council
 - Shropshire Council
 - Stafford Borough Council
 - Staffordshire County Council
 - Staffordshire Moorlands District Council
- 2.13 It is important for the councils to communicate with their partner organisations, particularly regarding cross boundary and county-wide issues. The councils also take part in regular discussions through the following forums:
- Staffordshire Development Officers Group
 - West Midlands Planning Officer Group
- 2.14 The Borough Council and the City Council will continue to work closely with their partners to deliver planning under the duty to cooperate.

The Newcastle-Under-Lyme and Stoke-on-Trent Joint Local Plan

- 2.15 The Newcastle-under-Lyme and Stoke-on-Trent Joint Local Plan will be comprised of a new overarching planning strategy which will capitalise on the advantages of the two local authority areas to create the environment for investment and economic growth over a 15 – 20 year period, setting targets for housing, employment and retail provision. It will focus on the key issues that need to be addressed and be aspirational but realistic in what it proposes. In this way the Joint Local Plan will make clear what is intended to happen in the area over the life of the plan, where and when this will occur and how it will be delivered.
- 2.16 The planning strategy will form the starting point for considering whether a planning application is acceptable, but the Local Plan will also contain site

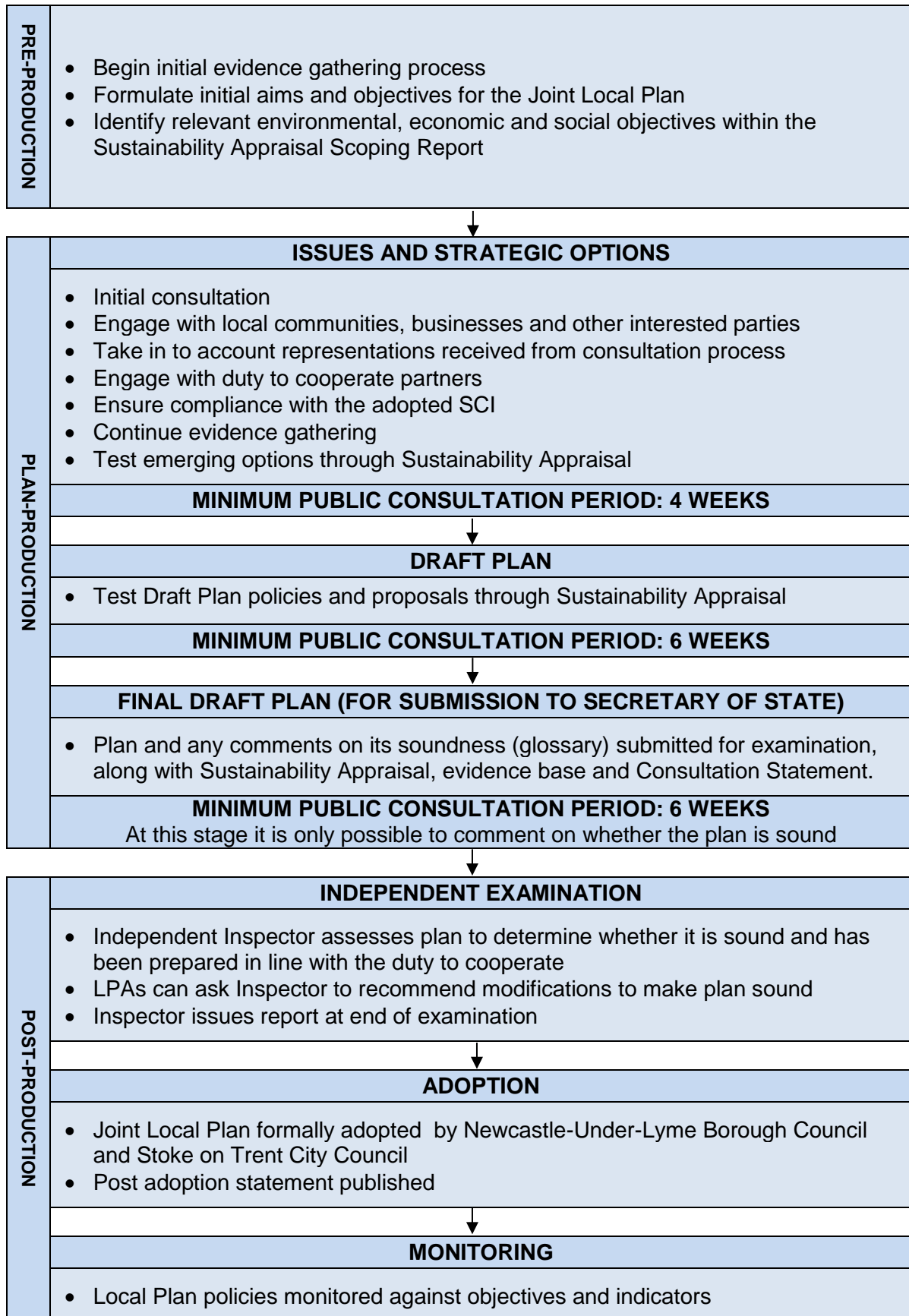
specific allocations and a set of generic development management policies to be used in the determination of planning applications.

- 2.17 A timetable for preparation of the Newcastle-under-Lyme and Stoke-on-Trent Joint Local Plan is available on both Councils websites – www.newcastle-staffs.gov.uk and www.stoke.gov.uk – and will be regularly updated to reflect progress on key milestones.

How will the Joint Local Plan be prepared?

- 2.18 National planning policy sets clear expectations as to how a Local Plan must be developed in order to be justified, effective, consistent with national policy and positively prepared to deliver sustainable development that meets local needs and national priorities.
- 2.19 The key stages of plan preparation are prescribed within the Planning and Compulsory Purchase Act 2004 and Local Planning Regulations 2012. The production of a Local Plan is an iterative process where the overarching strategy is developed through a number of stages in consultation with the public and key stakeholders. Local planning authorities should firstly assess the future needs and opportunities of their area (i.e. understanding the issues). Following on from this, options for addressing these issues should be developed. Finally, a preferred approach should be identified which will ultimately form the basis of the Local Plan.
- 2.20 The Joint Local Plan will be prepared in accordance with the requirements of the National Planning Policy Framework and National Planning Practice Guidance (NPPG). The following diagram shows both the key stages of plan production, adapted from the NPPG, and identifies the key stages when we will be consulting.

Diagram 1: The Joint Local Plan Production Process:



The Role of Elected Members in Local Plan Preparation:

Joint Advisory Group

- 2.21 To assist in the timely delivery of the Joint Local Plan, the Borough Council and the City Council have agreed to establish a Joint Advisory Group made up of equal numbers of senior officers and councillors from both councils. The group will have no decision making powers but will facilitate discussion and negotiation on 'high level' policy matters, which have cross boundary implications, such as the future growth of each local authority area.
- 2.22 The group will also facilitate legal compliance with the duty to cooperate. By law local planning authorities and other public bodies must work together constructively from the outset of the preparation of a Local Plan. Evidence of compliance with the duty is both a legal test and a test of soundness, which the plan will be tested against when it is ultimately submitted for independent examination by the Planning Inspectorate.

Cabinet and Full Council

- 2.23 The responsibility for preparing the Joint Local Plan will rest with the separate Executive Bodies at each authority, i.e. Cabinet. As part of the process the recommendations of the Joint Advisory Group will be reported to and considered by the executive body of each council, which will retain decision making powers. The legal requirement for the Full Council of each authority to ratify policies set out in the Draft and Final Local Plan and to formally adopt the Local Plan (following examination) also remains. Comments will be sought from Newcastle-under-Lyme's Planning Committee and Stoke-on-Trent's Development Management Policy Group at appropriate times to inform this process.

Joint Local Plan – Methods of Communication

2.24 The following tables set out the detail about the methods of communication with stakeholders and the public that will be used by the Borough Council and the City Council in preparing the Joint Local Plan. This indicates the minimum standards that will be applied. Occasionally other methods of involvement may be applied in response to needs identified at the time.

Table 1: Joint Local Plan Pre-Production Stage

	Duty to Cooperate Discussions and Liaison with Statutory Consultees & Partners ²	Draft Versions of Documents Published Online	Reference Copies of Final Documents Made Available ³	Enable Public Consultation Responses to be Submitted	Publish and consider all comments received	Make changes to documents, where considered appropriate	Final Versions of Documents Published Online	Produce a Consultation Statement
Scoping and Assembly of Evidence Base⁴	✓						✓	
Production of SCI	✓	✓	✓	✓	✓	✓	✓	✓
Production of Sustainability Appraisal Scoping Report	✓	✓			✓	✓	✓	

² Duty to Cooperate discussions will be held with relevant bodies when relevant cross boundary or strategic issues are identified

³ Reference copies will be made available at public venues (see Glossary). Hard copies may be made available for purchase in exceptional circumstances (e.g. where the consultee is unable to use a computer).

⁴ Occasionally, wider engagement may take place on scoping and evidence gathering where there is a need to input more specialist knowledge. This may take the form of focus groups, workshops, surveys or one to one conversations with relevant parties.

Table 2: Joint Local Plan Production Stage

	Duty to Cooperate Discussions. Liaison with Statutory Consultees & Partners ⁵ .	Publish Documents Online & Make Reference Copies Available ⁶	Publicise via Press Release and Social Media	Leaflets and Posters	Display Site Notices ⁷	Hold Exhibitions ⁸	Focus Groups & Workshops	Enable Public Responses to be Submitted ⁹	Publish and consider all comments received	Make appropriate changes to documents	Produce a Consultation Statement ¹⁰
Issues & Strategic Options	✓	✓	✓	✓		✓	✓	✓	✓	✓	
Draft Local Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

⁵ Duty to Cooperate discussions will be held with relevant bodies when relevant cross boundary or strategic issues are identified

⁶ Reference copies will be made available at public venues (see Glossary). Hard copies may be made available for purchase in exceptional circumstances (e.g. where the consultee is unable to use a computer).

⁷ Where there are site specific proposals (such as the proposed allocation of sites at Draft Local Plan and Final Draft Local Plan stages) notices will be placed in publicly accessible and visible frontages at the boundaries of sites.

⁸ Exhibitions will be held and will provide the opportunity for people to submit comments.

⁹ A facility to submit comments online during the public consultation periods will be provided. Response forms will be provided alongside hard copy reference documents during public consultation periods.

¹⁰ This will be submitted to the Planning Inspectorate along with all other supporting documents in advance of the Independent Examination.

Final Draft Local Plan	✓	✓	✓	✓	✓	✓		✓	✓		✓
------------------------	---	---	---	---	---	---	--	---	---	--	---

Table 3: Joint Local Plan Post Production Stage

	Publish Details on Council Websites ¹¹	Publicise via Press Release and Social Media	Reference Copies Available ¹²	Duty to Cooperate Discussions and Liaison with Statutory Consultees & Partners ¹³	Host Formal Examination Hearings	Enable Papers & Statements to be Submitted	Councils & Inspector to consider all comments received	Produce a Consultation Statement ¹⁴	Publish an Adoption Statement On Council Websites ¹⁵
Independent Examination	✓	✓	✓	✓	✓	✓	✓	✓	
Adoption	✓	✓	✓	✓					✓

¹¹ Details of the Independent Examination will include the venue, dates and times of the Hearing Sessions, along with agendas, papers and other relevant documents. The Inspectors Report and adopted Local Plan documents will also be made available online.

¹² Reference copies will be made available at public venues (see Glossary). Hard copies may be made available for purchase in exceptional circumstances (e.g. where the consultee is unable to use a computer).

¹³ Details of the Examination, publication of the Inspectors Report and adoption of the Joint Local Plan will be sent via email or letter to those who have provided comments at any stage of plan production, have requested to be kept informed of these stages, or if they are listed as a specific consultee in Appendix 1.

¹⁴ See Glossary

¹⁵ See Glossary

2.25 Following adoption, performance and progress against the Joint Local Plan policies and land allocations will be presented in the Authorities Monitoring Report (AMR).

Supplementary Planning Documents (SPD's)

2.26 Supplementary Planning Documents (SPD's) will occasionally be produced in order to add greater detail and guidance to planning policies or allocations. SPD's could relate to a location or area or they may be topic-based, such as affordable housing, design guidance, etc. SPD's do not have the same status as a Local Plan but, once adopted, an SPD will be a 'material consideration' in planning decisions. National policy advises that SPD's should only be prepared where necessary, and should not be used to add unnecessarily to the financial burdens on development.

2.27 The Borough Council and the City Council are committed to involving communities in the preparation of SPD's. The process for SPD preparation is different to Local Plan preparation. Key stages and opportunities for community involvement are set out below.

Table 4: SPD Production

	Duty to Cooperate Discussions	Liaise with Statutory Consultees/ Partnerships	Publish Documents Online & Make Limited Hard Copies Available. ¹⁶	Publicise via Press Release	Publicise via Social Media	Leaflets and Posters	Enable Public Responses to be Submitted ¹⁷	Publish and consider all comments received	Make changes to documents, where considered appropriate	Produce a Consultation Statement ¹⁸ and consult on this	Publish Adoption Statement and send a copy to those who have requested it
Evidence Gathering and SPD Preparation Stage		✓	✓		✓	✓	✓	✓	✓		
Publication Stage¹⁹	✓	✓	✓	✓	✓					✓	✓

2.28 Exhibitions may be used to publicise and receive feedback on SPDs. This will be particularly considered where the SPD is focused on a location or area. Focus groups, public meetings / webinars, workshops, surveys or one to one conversations with relevant parties may be held where there is a need for more specialist knowledge to input to SPD preparation.

2.29 Final versions of SPDs will be adopted by each council’s Cabinet. Where an SPD is withdrawn a statement will be published online and those who previously made comments on it will be notified.

¹⁶ Limited numbers of hard copy SPDs will be made available for reference only at public venues (see Glossary). Copies may be made available for purchase in exceptional circumstances

¹⁷ This will be within a six week consultation period. A facility to submit comments online during the public consultation periods will be provided. Response forms will be provided alongside hard copy reference documents during public consultation periods.

¹⁸ See Glossary

¹⁹ Notification of the publication of the final version of the SPD will be sent via email or letter to those who have registered interest or provided comments.

Preparation and Review of this Statement of Community Involvement

2.30 The following table sets out how the community will be involved in the preparation and future review of this Joint Statement of Community Involvement.

Table 5: Statement of Community Involvement Consultation

Stage:	Method of Involvement:
Production of SCI	<ul style="list-style-type: none"> ✓ The draft version of the SCI will be published and consulted on for a six week period. ✓ The draft and the final versions of the SCI will be made available on both Councils websites and in hard copy reference format in council offices, contact centres, libraries and local information centres. ✓ A press release will be made to local media organisations to publicise the production of the draft and final versions of the SCI. ✓ Both councils will consult with neighbouring authorities and individuals, organisations and interest groups named on the Local plan database of each authority upon publication of the draft and final versions of the SCI. ✓ Publication of the SCI will be promoted using both councils social media accounts ✓ Response forms will be made available online and in public venues (see Glossary) for people to provide comments on specific aspects of the draft SCI, or the document as a whole. ✓ The Borough Council and the City Council will consider all comments received and make appropriate changes to the SCI where necessary. <p>Where further publicising of the SCI may be necessary, leaflets and posters may be produced and will be displayed in a range of public venues (see Glossary).</p>
Review of SCI	<ul style="list-style-type: none"> ✓ The Borough Council and the City Council will make minor revisions to improve the SCI or implement changes required by new regulations via a council resolution. ✓ More fundamental changes to the document that warrant a 'fresh' SCI will repeat the process laid out above. ✓ You will be able view authorities monitoring reports online to see how the Borough Council and the City Council consider they are performing against the standards set out in the SCI

Part 3: Neighbourhood Planning

Neighbourhood planning was introduced by The Localism Act 2011. It gives local communities powers to help shape the areas in which they live. Unlike Development Plan Documents, Neighbourhood Development Plans (NDP) are produced by local communities themselves with the support of the Local Planning Authority. NDP can allocate land or establish policies for the development of land in a designated Neighbourhood Area if the majority of voters in that Area give their approval at a Neighbourhood Plan Referendum. These plans must be in general conformity with the strategic policies in the adopted Development Plan and have regard to national planning policy. NDP, once 'made' or adopted, are statutory plans which carry equal weight to any adopted Local Plan in making decisions on planning applications.

NDP must be prepared in accordance with the relevant Regulations which includes:

- [The Neighbourhood Planning \(General\) Regulations 2012 \(SI 2012 No. 617\)](#)
- [The Neighbourhood Planning \(General\) \(Amendment\) Regulations 2015 \(SI 2015 No. 20\)](#)
- [The Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2016 \(SI 2016 No. 873\)](#)
- [The Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2017 \(SI 2017 No. 1243\)](#)

In parished areas, only the town or parish council or a group of parish councils can prepare a NDP. In non-parished areas, a Neighbourhood Forum must be formed and 'designated' to prepare a NDP. A designated group is known as the Qualifying Body (QB). To progress a NDP, a QB must apply to have a Neighbourhood Area designated.

Consultation on the early stages of the NDP preparation is carried out by the QB preparing it. A statement has to be submitted along with the draft plan indicating what consultation has been carried out and how it has informed the preparation of the draft plan.

The Councils, as Local Planning Authorities (and relevant bodies), have a duty to support the preparation of a NDP. The Councils will consult and engage during the NDP process as set out below:

Stage:	Stoke-on-Trent City Council and Newcastle-under-Lyme Borough Council's consultation activities:
Designation	<ul style="list-style-type: none">• Applications to designate a Neighbourhood Area will be published on the Council's website. Designations of

	<p>Neighbourhood Areas, and decisions to refuse the application to designate, will also be published on the Council's website.</p> <ul style="list-style-type: none"> • In certain cases the Council will need to consult for a minimum of 6 weeks on the application to designate a Neighbourhood Area.
Preparation	<ul style="list-style-type: none"> • The Council will provide, following consultation with the Environment Agency, Natural England and Historic England, a Habitat Regulations Assessment and Strategic Environmental Assessment screening opinion of the draft plan on formal request from the Qualifying Body. • When the Qualifying Body carries out its six week consultation on the draft plan (Regulation 14) the Council will provide a link to the Qualifying Body's website on the Council's website. • The Council will make formal comments to the consultation on the draft plan (Regulation 14).
Publication	<ul style="list-style-type: none"> • Once the neighbourhood plan and the required supporting documents are formally submitted for examination by the Qualifying Body these will be made available for viewing on the Council's website as part of the Council undertaking a six week consultation on the plan (Regulation 16). • Consultation Bodies referred to in the submitted Consultation Statement will be notified of the publication of the neighbourhood plan by email or letter. • Details for how to make representations on the neighbourhood plan will be provided on the website. • Submitted representations on the neighbourhood plan will be published on the Council's website.
Examination and Referendum	<ul style="list-style-type: none"> • Correspondence from and to the Examiner during the examination will be, where requested by the Examiner, published on the Council's website. • The Examiner's Report and the Council's Decision Statement will be made available to view on the Council's website, the central library and a venue within the Neighbourhood Area. • The Council will send the decision statement to the Qualifying Body and any consultees that have made

	<p>representations or requested to be kept informed of the plan's progress.</p> <ul style="list-style-type: none"> • The Council will publish an information statement and notice of the referendum on their website. • The results of the referendum will be published on the Council's website.
'Making' of the Neighbourhood Plan	<ul style="list-style-type: none"> • The 'made' plan will be published for viewing on the Council's website and notifications via email or letter will be sent to consultees who have made representations or requested to be kept informed of the plan's progress.

Further details of how the Council will support Qualifying Bodies to prepare a Neighbourhood Development Plan can be found on the Borough Council's website on the ['Neighbourhood Planning Tools and Support'](#)²⁰ page.

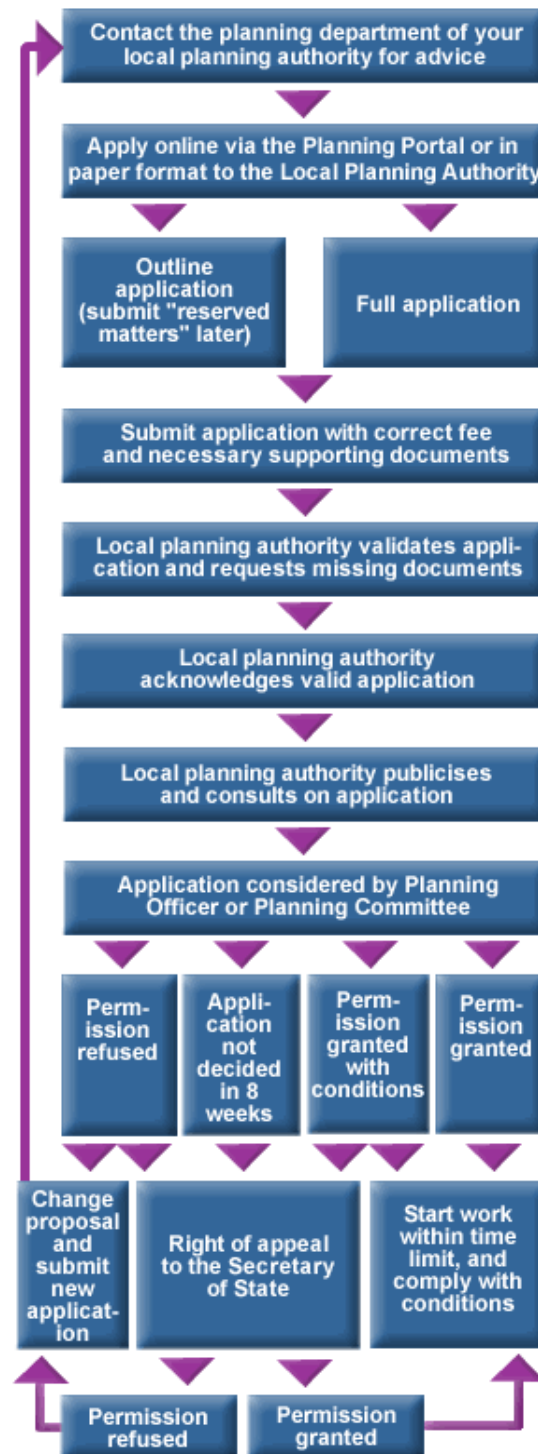
²⁰ <https://www.newcastle-staffs.gov.uk/all-services/planning/planning-policy/neighbourhood-planning/neighbourhood-planning-tools-and>

Part 4: Development Management

The Development Management Process

- 3.1 Development Management includes the process by which the Borough Council and the City Council consider and decide applications made under planning legislation. Development Management aims to deliver the vision and objectives set out within the Local Plan and it therefore has a key role to play in improving the quality of life for the community and in achieving sustainable development.
- 3.2 The Borough Council and the City Council each decide approximately 1000 applications made under 'planning' legislation each year, with proposals ranging from the more minor householder developments such as extensions, through to major applications for housing developments, retail and industrial schemes, and new infrastructure. There are numerous different types of applications – the principal ones being planning applications, or applications for planning permission.
- 3.3 As the City Council is a unitary authority, it is responsible for all local government functions and all decisions that are made by a Local Planning Authority. The Borough Council is within a two-tier system, and so planning decisions for certain types of development will be made by Staffordshire County Council. For example, all applications under 'planning' legislation dealing with quarrying, mineral processing and waste disposal, and the County Council's own developments, in Newcastle-under-Lyme are dealt with by the County Council.

Diagram 2: The Decision Making Management Process for applications for outline and full planning permission



Types and Categories of Applications

- 3.4 There are numerous different types of applications made under planning legislation to the Borough Council and the City Council as the Local Planning Authorities for the area. These are set out in detail in Appendix 2 to this Statement.
- 3.5 Applications are made for various different types of development. These are detailed in Appendix 3 to this Statement.

Community Involvement in Decision making

- 3.6 The Borough Council and the City Council wish to ensure that any person, groups or organisations affected by or with an interest in a planning application, have the opportunity to comment on that proposal.
- 3.7 Planning officers will aim to work with the applicant, the community, elected members and other statutory consultees throughout the Development Management process. Different methods of community involvement will be appropriate, depending on the scale and nature of the individual proposal. Standards for community involvement are set out within the Tables in Appendices 5, 6 and 7.
- 3.8 There are however many types of applications made under planning legislation which do not require to be subject of any publicity. In the case of the Borough Council these applications are available for members of the public to view on its website but the Council takes no proactive steps to invite comment upon them. It is possible for users of the Council's website to set up a "saved search" for any applications on a property and to receive email alerts whenever any application made under planning legislation is made to the Council, regardless of whether or not the Borough Council is taking any proactive steps to publicise the application.
- 3.9 Community involvement in planning applications is of great benefit to all affected, including the applicants themselves, and is encouraged from an early pre-application discussion stage through to the final decision.
- 3.10 Community involvement can allow the Development Management process to be carried out more efficiently by helping people who are most directly affected by the proposals to get involved at the outset and have a chance to influence the proposed development. This gives a 'sense of ownership' of new development, and is more likely to result in a development that is successful on the ground.

3.11 Applicants for major projects will be encouraged to engage with communities prior to submission of any formal planning application.

Pre-Application Planning Advice

3.12 The Borough Council and the City Council welcome and encourage applicants to seek pre-application advice for all types of planning application, prior to submitting an application. This pre-application advice stage is an important opportunity for officers of the Councils to provide an initial view on a proposal, to identify any elements which may need amending and to identify information which should be submitted to support the application.

3.13 *“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community” - NPPF para. 39.*

3.14 For all planning applications, the Borough Council and the City Council can advise on what is required to support an application and how planning policies will be applied when considering the proposal. In some cases, both Councils will also negotiate Planning Obligations via S.106 agreements and undertakings. More significant applications will often require a series of pre-application meetings between the applicants (and/or their agents) and the Borough Council or the City Council.

Community Involvement in preparing planning applications

3.15 In certain limited situations – where on shore wind development is proposed of more than 2 turbines, or where the hub height of a turbine exceeds 15 metres, the developer has to by statute carry out pre application consultation with the local community, and in submitting an application they have to explain how they have complied with the legislation, detail the responses received as a result of this consultation, and the account taken of these responses.

3.16 Where a development is likely to have significant impacts on local communities or where the site is particularly sensitive, the Borough Council and the City Council will actively encourage applicants to undertake early consultation with that local community. It is however not compulsory.

3.17 Various methods of community involvement may be adopted by an applicant, including: direct notification, public meetings, exhibitions, websites, surveys, questionnaires, etc. The Borough Council does not maintain a specific list of

local organisations for this purpose. However it can guide an applicant to contact a Town and/or Parish Council or Locality Action Partnership, as appropriate.

- 3.18 For the applicants, effective community involvement in preparing a planning application is an opportunity to explain proposals to that community and thereby reduce any misconceived objections; potentially it can help address some problems before the application is submitted; and prevent abortive work, ultimately reducing the time and cost in reaching the decision-stage. For the community, this is an opportunity to help shape proposals from an early stage, drawing on valuable local knowledge.
- 3.19 Applicants should demonstrate how the community has been consulted, what comments have been received and how these have been taken into account in progressing the proposal. Applicants should produce their own 'statement of community involvement' or Consultation Statement to accompany the planning application. One local validation requirement that is currently applied by the Borough Council for applications for major development is that the developer submits with their application a 'statement of community involvement'. Details of this and other local validation requirements can be obtained from the Borough Council's website. The validation requirements refer back to this Statement of Community Involvement.

Role of Elected Members (Councillors) in pre-application discussions

- 3.20 For more significant developments, generally proposals for 'major development', applicants may have the opportunity to present proposals to Elected Members (Councillors). At the Borough Council this is currently done at the Council's Strategic Planning Consultative Group (which comprises senior members of all political groups, together with the Chair and Vice Chair of the Council's Planning Committee), whilst at the City Council this will usually involve a presentation to Members of the Development Management Committee, followed by a question and answer session. The constitution – codes and protocols 'Local Code of Conduct for Dealing with Planning Matters' (20.10.16 - 2016) sets out the protocol for such scenarios.
- 3.21 Applicants may also wish to discuss proposals with the local ward Councillor(s). For information on how to contact Councillors, please visit: www.newcastle-staffs.gov.uk or www.stoke.gov.uk.

The Decision-Making Process

- 3.22 In dealing with applications for planning permission the Borough Council and the City Council have to have regard to the provisions of the development plan

for the area, what are termed local finance considerations, and any other material considerations. Where regard is to be had to the provisions of the development plan, the decision the Councils make should be in accordance with that plan unless material considerations indicate otherwise.

- 3.23 Councils have a statutory period within which to determine applications made under planning legislation. Unless this statutory period is extended by the applicant, they have the right once that period has passed to appeal against the Council's failure to determine the application. The statutory period for most applications is 8 weeks. However, in the case of applications for 'major development' it is 13 weeks, and in the case of applications requiring an Environment Impact Assessment it is 16 weeks. Appendix 3 explains what is meant by 'major development'.

Consultation

- 3.24 Once the Borough Council or the City Council formally register a planning application, a period of consultation is undertaken during which views on the proposed development can be expressed. This formal consultation period will usually last for 21 days. There are different types of consultation; this Statement of Community Involvement is concerned only with the consultation with the public including consultation with neighbouring residents, and community groups. Other types of consultation include consultation with statutory consultees, consultation with non-statutory consultees, and consultations required by government direction.

Public Consultation:

What steps must the Borough Council and the City Council take to involve members of the public on planning applications?

- 3.25 As far as applications for planning permission are concerned the Borough Council and the City Council are required by statute to undertake a formal period of public consultation, prior to deciding the application. Similar requirements exist for application for listed building consent, and some other types of applications.

Who is eligible to respond to a consultation?

- 3.26 Anyone can respond to public consultation – they do not need to be directly notified of the application by either Council. In addition to individuals who might be directly affected by a planning application, community groups and specific interest groups may wish to make representations on planning applications. The Borough Council and the City Council invite comments both for and

opposed to proposals, and upon conditions which they may attach should permission be granted.

What publicity will take place to let the public know that a planning application has been received?

3.27 Within certain legislative requirements the Borough Council and the City Council have discretion about how they inform the public about planning applications. Each Council, within and in addition to these legislative requirements, has its own policies on what method of publicity is to be used in specific cases. The publicity methods can include press notices, site notices, and direct neighbour notification. The method/s used will depend upon the scale and type of application, with details set out within Appendices 6 and 7.

3.28 In both authority areas it is possible for users of either Council's website to set up a "saved search" for any applications on a property or an area and to receive email alerts whenever any application made under planning legislation is made to either Council with respect to that property or area.

What is the time period for making comments?

3.29 The publicity given by the Borough Council and the City Council will set out the time period within which comments are invited. This is normally 21 days from the date when the publicity was first given.

3.30 For both authorities whilst the application may be determined as soon as the time period has passed, it is current practice to take into account late representations received up to the point of determination of the application. However in the case of the Borough Council, with respect to items that are being considered by its Planning Committee, a guillotine or deadline is operated, after which any further representations received will not be reported to or considered by the Planning Committee. This is not the case within the City Council and it is always best to submit representations within the time period indicated in the Council's publicity.

Will receipt of my comments be acknowledged?

3.31 In the case of the City Council, you will be sent an acknowledgement of receipt of your representation and details of how the application will be determined. In the case of the Borough Council, no acknowledgement will be sent but as representations are displayed on the Council's website you will be able to check that they have been received, provided you allow sufficient time for the representation to be uploaded.

If an application is amended after it has been submitted, will it be the subject of further consultation?

- 3.32 It is up to the Borough Council and the City Council to decide whether further publicity and public consultation is necessary. In deciding whether this is necessary the following may be relevant:
- Were objections or reservations raised in the original consultation stage substantial and, in view of the Council, enough to justify further publicity?
 - Are the proposed changes significant?
 - Did earlier views cover the issues raised by the proposed changes?
 - Are the issues raised by the proposed changes likely to be of concern to parties not previously notified of the application?
- 3.33 Where the Borough Council or City Council decide that re-publicity and re-consultation is necessary it is open to the respective Council to set the time frame for responses, balancing the need for the public to be given time to consider the issue that is being re-consulted upon and respond, against the need for efficient decision making.

Representations

- 3.34 Before making a decision, we will review all relevant planning policies, any comments received during the consultation and any other material considerations.
- 3.35 Representations on a planning application can only be taken into account if they relate to material planning considerations.
- 3.36 These do **not** include the following (note: this list is not exhaustive):
- the fact that development has already begun (people can carry out development at their own risk)
 - the fact that an applicant has carried out unauthorised development in the past;
 - “trade objections” from potential competitors
 - moral objections, for instance against betting shops as a matter of principle
 - the belief that an application is submitted by an owner with the intention of selling on the property at an enhanced value
 - the loss of an attractive private view (for instance when development is proposed at the rear of an objector’s house)
 - the fear that an objectors’ house or property might be devalued
 - the fact that an applicant does not own the land to which his application relates (this being capable of being overcome by agreement with the owner)

- the fact that an objector is a tenant of land where development is proposed (the owner of land can terminate the tenancy whether or not he carries out the development; and therefore any consequences are therefore unrelated to the development, except in the case of agricultural tenants where the grant of planning permission has special consequences)
- allegations that a proposal might affect private rights e.g. restrictive covenants; property maintenance; ownership and private rights of way disputes.

Decisions

- 3.37 **Delegated Decisions:** Around 90% of planning applications are decided by Planning Officers in both Councils. Both the Borough Council and the City Council have an 'Approved Scheme of Delegation' which gives certain officers powers to take decisions on behalf of the Council, under 'delegated powers'. In the case of the City Council the Approved Scheme of Delegation can be viewed within the Council's Constitution. In the case of the Borough Council a link is provided to the agreed report which has led to the decision.
- 3.38 **Committee Decisions:** Where a planning application is of a more significant scale, the application may be considered and decided by a Committee, which is made up of elected Councillors. The Committee at the City Council is called the Development Management Committee, whilst at Borough Council the Committee is called the Planning Committee.
- 3.39 In both authorities, the Committee meetings are open to the public, unless the Committee have expressly decided to exclude members of the public because it is likely that confidential information as defined in legislation is likely to be disclosed during the consideration of the item.
- 3.40 When a planning application is to be decided by Committee, the Officer will produce a report summarising details of the proposal, the key planning policies and issues, and comments made during the consultation period. The report will include a recommendation to either approve or refuse the application, and the reason for that recommendation. The report will be made publicly available at least 5 clear working days before the day of the Committee meeting. Supplementary reports are also often published immediately prior to or at the committee meeting.
- 3.41 In the Borough Council, those who have made representations in writing concerning the application are advised at the date of the publication of the agenda of the meeting about how they can view the report that has been

prepared on the application, how and by when they can request to address the Planning Committee and of the deadline for any further representations.

- 3.42 The City Council only inform those who indicated in writing a wish to speak at any future planning committee of the committee date and the associated procedures.
- 3.43 At the Committee meeting itself both the Borough Council and the City Council permit public speaking subject to certain criteria being met. In the case of City Council, members of the public and other interested parties are able to make a short presentation to the committee, to support, comment or oppose a planning application. It is normally held that only one person can address the committee for each case and so those wishing to speak are encouraged to discuss their opinions with others with a view to appointing a solitary spokesperson. The applicant also has the right to address the Committee and Councillors may also ask questions of the speakers on both sides.
- 3.44 In the case of the Borough Council, only those who have either made a written representation or who have submitted the application, or persons who speak on their behalf, are permitted to address the Committee. For each application only one supporter and one objector are allowed to address the Committee. Councillors are not able to ask questions of the speakers. Details of the procedure and the dates for the Committee meetings are available online: www.newcastle-staffs.gov.uk and www.stoke.gov.uk, or by contacting either Council's Committee Services departments.
- 3.45 Once an application has been decided, a copy of the planning decision notice will be sent to the applicant and will also be made available online by both council's. In the case of the City Council, notification of the decision will be sent to all third parties who have made representations. In the case of Borough Council the third parties will only be written to where there is a need to comply with legal requirements in this respect, but it will promptly make the decision available to view on its website, along with the reports that have been considered in the reaching of the decision.

Enforcement

- 3.46 Insofar as the consideration of whether or not it is expedient to take enforcement action in the case of unauthorised development, the Councils will consider comments that they receive from members of the public on the merits or otherwise of unauthorised developments. They will not however undertake any publicity expressly inviting comment upon such developments. In the event of any appeal being lodged against an Enforcement Notice appropriate publicity

as required by legislation, will be given to the lodging of the appeal, providing an opportunity for members of the public to write to the Planning Inspectorate and provide comments.

Planning Aid

3.47 Planning Aid offers free, independent and professional planning advice on all planning issues, to people and communities who cannot afford to pay to hire a planning consultant. Planning Aid can help communities engage with the planning process and influence decisions that affect their local area.

3.48 For more information, please visit: <http://www.rtpi.org.uk/planning-aid/>

Appendix 1: Joint Local Plan and Neighbourhood Plan Consultation Bodies

This appendix sets out the organisations which have been identified under the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012. Specific Consultation Bodies:

Specific Consultees:

- Adjoining Local Planning Authorities
- Adjoining Parish & Town Councils
- Neighbourhood Planning groups
- North Staffordshire Combined Healthcare NHS Trust
- Parish and Town Councils in plan area
- Relevant government agencies & departments (including those listed in the Regulations as “specific consultation bodies”)
- Staffordshire Police and Crime Commissioner
- Stoke-on-Trent and Staffordshire Local Enterprise Partnership
- Utility Companies
- North Staffordshire and Stoke-on-Trent Clinical Commissioning

General Consultees:

- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority areas.
- Bodies which represent the interests of different religious groups in the local planning authority areas.
- Bodies which represent the interests of disabled persons in the local planning authority areas.
- Bodies which represent the interests of persons carrying on business in the local planning authority areas.
- Voluntary bodies some or all of whose activities benefit any part of the local planning authority areas.

The below lists are the detailed list of consultees used as of 2020.

Specific Consultees:

Local Planning Authorities:

- Cheshire East Council
- Shropshire Council
- Stafford Borough Council
- Staffordshire County Council
- Staffordshire Moorlands District Council

Parish Councils within the Joint Local Plan area:

- Audley Rural Parish Council
- Betley, Balterley & Wrinehill Parish Council
- Chapel and Hill Chorlton Parish Council
- Keele Parish Council
- Kidsgrove Town Council
- Loggerheads Parish Council

- Madeley Parish Council
- Maer and Aston Parish Council
- Silverdale Parish Council
- Whitmore Parish Council

Adjoining Parish & Town Councils:

- Alsager Town Council
- Barthomley Parish Council
- Biddulph Town Council
- Brown Edge Parish Council
- Caverswall Parish Council
- Cheswardine Parish Council
- Church Lawton Parish Council
- Doddington and District Parish Council
- Draycott in the Moors Parish Council
- Eccleshall Parish Council
- Endon & Stanley Parish Council
- Forsbrook Parish Council
- Fulford Parish Council
- Hough & Chorlton Parish Council
- Market Drayton Town Council
- Norton in Hales Parish Council
- Odd Rode Parish Council
- Standon Parish Council
- Sutton Upon Tern Parish Council
- Swynnerton Parish Council
- Werrington Parish Council
- Weston & Basford Parish Council
- Woore Parish Council

Other Organisations:

- Staffordshire & Stoke-on-Trent Partnership NHS Trust
- Staffordshire Police
- Utility Companies (Cadent, Seven Trent, United Utilities, Weston Power)
- Relevant Government Agencies & Departments

General Consultees:

- Voluntary bodies some or all of whose activities benefit any part of the local planning authority areas.
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority areas.
- Bodies which represent the interests of disabled persons in the local planning authority areas.
- Bodies which represent the interests of persons carrying on business in the local planning authority areas.

Appendix 2: Types of applications made under planning legislation to Local Planning Authorities

Types of Application	
Full	An application where full details are submitted at the outset, sometimes called a detailed application
Outline	<p>An application for planning permission for the erection of a building where details are not given for at least one of the reserved matters as defined below. Reserved matters means any of the following</p> <ul style="list-style-type: none"> (a) access (b) appearance (c) landscaping (d) layout, and (e) scale <p>Each of the above terms are themselves defined in legislation</p>
Reserved Matters	An application for the approval of a reserved matter of a previously granted outline planning permission
Variation of conditions	An application to undertake development without complying with conditions subject to which a previous planning permission has been granted
Retrospective	An application for permission for development that has already been carried out
Approval of details required by conditions of a condition of a planning permission	An application for approval of details required by conditions of a planning permission, other than a condition referring to the reserved matter of an outline planning permission
Non Material Amendment	An application to the Planning Authority to change the terms of a planning permission if they are satisfied that the change is not material
Extension of time application	An application to extend the period of time within which in the case of a planning permission it can commence, and in the case of an outline planning permission either the period of time within which any application for approval of its reserved matters must be made or the period of time within which the development can be commence
Prior Approval	An application for a determination by the Authority as to whether its approval is required of certain details, as required by various Parts and Classes of the General Permitted Development Order, and if it is required whether that approval is to be given

Modification or discharge of a planning obligation	An application to vary or discharge a previously entered into planning obligation. A planning obligation can restrict development, can require specific operations to be carried out, can require land to be used in a specific way or require the payment of money to the planning authority
Modification or discharge of affordable housing requirements	An application to vary, replace, remove or discharge an affordable housing requirement within a previously entered into planning obligation.
Lawfulness of existing use or development	An application for a certificate that an existing use or development was at the date of the application lawful in planning terms
Lawfulness of proposed use or development	An application for a certificate that a proposed use or development would have been, at the date of the application, lawful in planning terms
Works to Protected Trees	An application for works to trees which are the subject of a Tree Preservation Order
Work to Trees in a Conservation Area	Notice to the authority of proposed works to trees in a Conservation Area that are not the subject of a Tree Preservation Order
Advertisement	An application for express consent to display an advertisement
Listed Building	An application for consent under Listed Building legislation
Approval of details required by conditions of a Listed Building consent	An application for approval of details required by conditions of a previously granted Listed Building Consent
Lawfulness of works to a Listed building	An application for a certificate that works to a listed building do not require Listed building consent, or are already consented
Hazardous Substances Consent	An application to the authority for approval of the storage and keeping of hazardous substances
Householder	An application for <ul style="list-style-type: none"> (a) planning permission for the development of an existing dwellinghouse or development within the curtilage of that dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse (b) any consent, agreement or approval required by a planning permission, or development order in relation to such development
Permission in principle	An alternative way of obtaining planning permission for housing-led development which separates the consideration of matters of principle for proposed development from the technical detail of the development.
Technical details consent following granting of	Following a grant of permission in principle, the site must receive a grant of technical details consent before development can proceed. The granting of technical details consent has the effect

<p>permission in principle</p>	<p>of granting planning permission for the development. Other statutory requirements may apply at this stage such as those relating to protected species or listed buildings. Technical details consent can be obtained following submission of a valid application to the local planning authority. An application for technical details consent must be in accordance with the permission in principle that is specified by the applicant.</p>
<p>Schedule 17 approval of certain matters relating to the design and construction of HS2</p>	<p>Schedule 17 to the Act requires that the nominated undertaker (HS2 Ltd) seeks approval for matters of construction and design from the appropriate planning authority.</p>

Appendix 3: Development Types

Types of Development	
Major Development	<ul style="list-style-type: none"> • Residential: 10+ dwellings / Site area of over 0.5 Hectare • Non-Residential: floorspace of 1,000+ m² / site area of over 1 Hectare (includes: office, industrial, retail) <p>The period after which an applicant can appeal against any failure to determine the application, unless they agree to extend that period, is 13 weeks</p>
Minor Development	<ul style="list-style-type: none"> • Residential: 1-9 dwellings / under 0.5 Hectare • Non-Residential: floorspace of up to 999 m² / site area under 1 Hectare (includes: office, industrial, retail) <p>The period after which an applicant can appeal against any failure to determine the application, unless they agree to extend that period, is 8 weeks</p>
Other Development	<p>Changes of use, Advertisements , Telecommunications, TPO's, Lawful Development Certificates, etc.</p> <p>The period after which an applicant can appeal against any failure to determine the application, unless they agree to extend that period, is 8 weeks.</p>

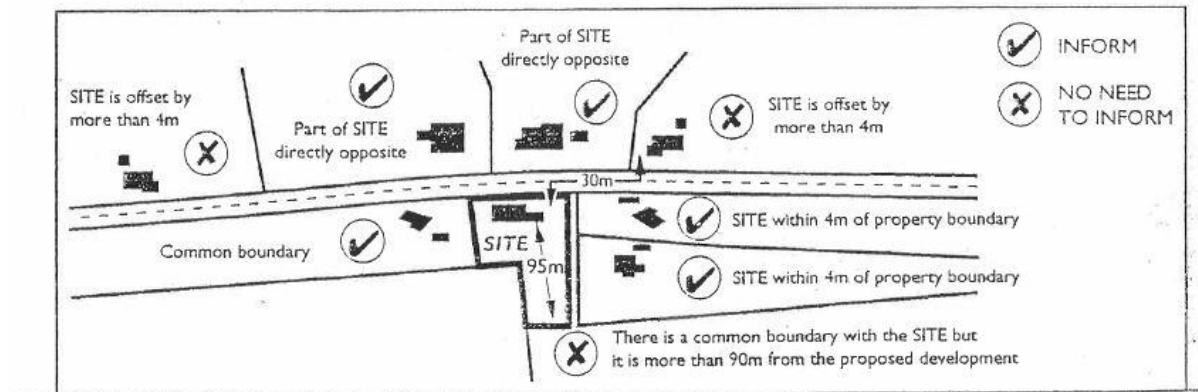
Appendix 4: Identification of adjoining land whose owners/occupiers are to be notified of an application (Newcastle)

Which neighbours are to be notified?

Notifications are to be sent to:

- The occupiers/ owners of any land or buildings which share, or lie within 4 m of, a boundary of the application site (normally the area outlined in red) (ignoring any road 20 m or less in width when measuring the 4 m)
- No notification is required where a road wider than 20 m separates adjoining land from the application site
- No notification is required where there is at least 90 m between the application site and the boundary with adjoining land.

The diagram below provides further guidance



Appendix 5: Pre-Application Consultation

The following table sets out the methods to be applied where pre-application consultation is a compulsory requirement upon the developer.

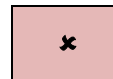
Type of Application:	Method of Consultation to be Applied:					
	Direct Mailing	Press and other Media releases	Press Notice	Site Notice	Exhibition	Public Meeting
Applications for planning permission for Wind farms (more than 2 turbines) and turbines of a hub height of more than 15 metres	✓	◇	◇	◇	◇	◇

Key:

Method will be appropriate =



Method will not be appropriate =



Method will sometimes be applied =



Appendix 6: Publicity for planning applications made under planning legislation


Newcastle-Under-Lyme Borough Council

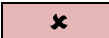
Planning application for	Methods of publicity to be used by Newcastle-under-Lyme Borough Council								
	During application Process						Following decision		
	Publication on the Council website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²¹
Major Development	✓	✓	✓	✓	✗	✓	✓	✗	✗
Residential development up to 9 dwellings, or where number of units is not known up to 0.4ha	✓	✗	✗	✗	✓	✓	✓	✗	✗
Householder development	✓	✗	✗	✗	✓	✓	✓	✗	✗
All Other applications for planning permission	✓	✗	✗	✓	✓	✓	✓	✗	✗
Development that does not	✓		✓	✓		✓	✓	✗	✗


²¹ Only where the owner or tenant has requested this and/or made an comment or objection to the application

Planning application for	Methods of publicity to be used by Newcastle-under-Lyme Borough Council								
	During application Process						Following decision		
	Publication on the Council website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²¹
accord with the development plan									
EIA Development	✓	✓	✓	✓	✗	✓	✓	✓	✗
Development that affects a public right of way	✓	✗	✓	✓	✗	✓	✓	✗	✗
Development affecting the character or appearance of a Conservation Area (sn 73 of LBA)	✓	✗	✓	✓	✗	✗	✓	✗	✗
Development affecting the setting of a Listed Building (sn 67 if the LBA)	✓	✗	✓	✓	✗	✗	✓	✗	✗

Key:

Method will be used = 

Method will not be used = 

Method might be used = 

Stoke-on-Trent City Council

Planning application for	Methods of publicity to be used by Stoke-on-Trent City Council								
	During application Process						Following decision		
	Publication on the Council website	Making hard copy of application documents available for inspection (upon request)	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²²
Major Development	✓	✓	✓	✓	✓	✓	✓	✗	✓
Residential development up to 9 dwellings, or where number of units is not known up to 0.4ha	✓	✓	✗	✓	✓	✓	✓	✗	✓
Householder development	✓	✓	✗	✗	✓	✓	✓	✗	✓
All Other applications for planning permission	✓	✓	✗	✓	✓	✓	✓	✗	✓
Development that does not accord with the	✓	✓	✓	✓	✓	✓	✓	✗	✓

²² Only where the owner or tenant has requested this and/or made an comment or objection to the application

Planning application for	Methods of publicity to be used by Stoke-on-Trent City Council								
	During application Process						Following decision		
	Publication on the Council website	Making hard copy of application documents available for inspection (upon request)	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²²
development plan									
EIA Development	✓	✓	✓	✓	✓	✓	✓	✓	✓
Development that affects a public right of way	✓	✓	✓	✓	✓	✓	✓	x	✓
Development affecting the character or appearance of a Conservation Area (sn 73 of LBA)	✓	✓	✓	✓	✓	✓	✓		✓
Development affecting the setting of a Listed Building (sn 67 if the LBA)	✓	✓	✓	✓	✓	✓	✓		✓

Key:

Method will be used = ✓

Method will not be used = x

Method might be used = ◇

Appendix 7: Publicity for other types of applications made under planning legislation

Newcastle-Under-Lyme Borough Council

Application type:	Methods of publicity to be used by Newcastle-under-Lyme Borough Council										
	During application Process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²³	Direct notice to other interested parties
Approval of details required by conditions of a condition of a planning permission	✓	✗	✗	✗	✗	✗	✗	✓	✗	✓	✗
Non Material Amendment	✓	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗
Extension of time application	✓	◇	◇	◇	◇	✓	✗	✓	✗	✓	✗
Prior Approval	✓	✗	✗	✗	✓	✓	✗	✓	✗	✗	✗

²³ Only where the owner or tenant has requested this and/or made an comment or objection to the application

Application type:	Methods of publicity to be used by Newcastle-under-Lyme Borough Council										
	During application Process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²³	Direct notice to other interested parties
Modification or discharge of a planning obligation	✓	◇	◇	✗	✗	✓	✗	✓	✗	✗	✗
Lawfulness of existing use or development	✓	✗	✗	✗	✗	✓	✗	✓	✗	✗	✗
Lawfulness of proposed use or development	✓	✗	✗	✗	✗	✓	✗	✓	✗	✗	✗
Works to Protected Trees	✓	✗	✗	✗	✗	✗	✓	✓	✗	✓	✗
Work to Trees in a Conservation Area	✓	✗	✗	✗	✗	✗	✓	✓	✗	✓	✗
Advertisement	✓	✗	✗	✗	✗	✓	✗	✓	✗	✗	✗
Listed Building	✓	✗	✓			✓	✗	✓	✗	?	?

Application type:	Methods of publicity to be used by Newcastle-under-Lyme Borough Council										
	During application Process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²³	Direct notice to other interested parties
Approval of details required by conditions of a Listed Building consent	✓	✗	✓	✓	✓	✓	✗	✓	✗	?	?
Lawfulness of works to a Listed building	✓	✗	✗	✗	✗	✓	✗	✓	✗	✗	✗
Hazardous Substances Consent	✓	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗
Permission in principle	✓	✗	✗	✓	✗	✗	✓	✗	✗	✗	✗
Technical details consent following granting of	✓	✗	✗	✓	✗	✗	✓	✗	✗	✗	✗

Application type:	Methods of publicity to be used by Newcastle-under-Lyme Borough Council										
	During application Process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²³	Direct notice to other interested parties
permission in principle											
Schedule 17 approval of certain matters relating to the design and construction of HS2	✓	x	x	x	◇	x	✓	x	x	x	x
Application type:	Methods of publicity to be used by Newcastle-under-Lyme Borough Council										
	During application Process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of	Direct notice to other interested parties

Application type:	Methods of publicity to be used by Newcastle-under-Lyme Borough Council										
	During application Process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²³	Direct notice to other interested parties
										applications site ²⁴	
Approval of details required by conditions of a condition of a planning permission	✓	✗	✗	✗	✗	✓	✗	✓	✗	✓	✗
Non Material Amendment	✓	✗	✗	✗	✗	✓	✗	✓	✗	✗	✗
Extension of time application	✓	◇	◇	◇	◇	✓	✗	✓	✗	✓	✗
Prior Approval	✓	✗	✗	✗	✓	✓	✗	✓	✗	✗	✗
Modification or discharge of a	✓	◇	◇	✗	✗	✓	✗	✓	✗	✗	✗

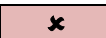
²⁴ Only where the owner or tenant has requested this and/or made an comment or objection to the application


Application type:	Methods of publicity to be used by Newcastle-under-Lyme Borough Council										
	During application Process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²³	Direct notice to other interested parties
planning obligation											
Modification or discharge of affordable housing requirements	✓	◇	◇	✗	✗	✓	✗	✓	✗	✗	✗
Lawfulness of existing use or development	✓	✗	✗	✗	✗	✓	✗	✓		✗	✗
Lawfulness of proposed use or development	✓	✗	✗	✗	✗	✓	✗	✓		✗	✗
Works to Protected Trees	✓	✗	✗	✗	✗	✗	✓	✓		✓	✗
Work to Trees in a Conservation Area	✓	✗	✗	✗	✗	✗	✓	✓		✓	✗

Application type:	Methods of publicity to be used by Newcastle-under-Lyme Borough Council										
	During application Process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²³	Direct notice to other interested parties
Advertisement	✓	x	x	x	x	✓	x	✓		x	x
Listed Building	✓	x	✓			✓	x	✓		?	?
Approval of details required by conditions of a Listed Building consent	✓	x	✓	✓	✓	✓	x	✓		?	?
Lawfulness of works to a Listed building	✓	x	x	x	x	✓	x	✓		x	x
Hazardous Substances Consent	✓	x	x	x	x	x	x	✓		x	x

Key:

Method will be used = 

Method will not be used = 

Method might be used = 

Stoke-on-Trent City Council

Application type	Methods of publicity to be used by Stoke-on-Trent City Council										
	During application process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection upon request	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²⁵	Direct notice to other interested parties
Approval of details required by conditions of a planning permission	✓	✓	✗	✗	✗	✗	✗	✓	✗	✗	✗
Non Material Amendment	✓	✓	✗	✗	✗		✗	✓	✗	✗	✗
Extension of time application	✓	✓	◇	◇	◇	✓	✗	✓	✗	✓	✗
Prior Approval	✓	✓	✗	✗	✓	✓	✗	✓	✗	✗	✗


²⁵ Only where the owner or tenant has requested this and/or made an comment or objection to the application


Application type	Methods of publicity to be used by Stoke-on-Trent City Council										
	During application process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection upon request	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²⁵	Direct notice to other interested parties
Modification of a planning obligation	✓	✓	◇	◇	◇	◇	✗	✓	✗	✓	✗
Discharge of a planning obligation	✓		✗	✗	✗	✗	✗	✗	✗	✗	✗
Lawfulness of existing use or development	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗
Lawfulness of proposed use or development	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗
Works to Protected Trees	✓	✓	✗	◇	◇	✗	✗		✗		✗
Work to Trees in a Conservation Area	✓	✓	✗	◇	◇	✗	✗		✗		✗
Advertisement	✓	✓	✗	✗	✗	✓	✗	✓	✗	✗	✗


Application type	Methods of publicity to be used by Stoke-on-Trent City Council										
	During application process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection upon request	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²⁵	Direct notice to other interested parties
Listed Building	✓	✓	✓			✓	x	✓	x	?	?
Approval of details required by conditions of a Listed Building consent	✓	✓	✓	✓	✓	✓	x	✓	x	?	?
Lawfulness of works to a Listed building	✓	✓	x	x	x	✓	x	✓	x	x	x
Hazardous Substances Consent	✓	✓	x	✓	x	x	x	✓	x	x	x
Permission in principle	✓	x	x	✓	x	x	✓	x	x	x	x
Technical details consent following granting of	✓	x	x	✓	x	x	✓	x	x	x	x

Application type	Methods of publicity to be used by Stoke-on-Trent City Council										
	During application process							Following decision			
	Publication on the Councils' website	Making hard copy of application documents available for inspection upon request	Press Notice	Site Notice	Neighbour Notification letter	Notification to previous interested third parties on similar applications within 12 months	Notification to owner of tree to which works are to be done	Publication on Council website	Press Notice	Direct Notice to affected owners or agricultural tenants of applications site ²⁵	Direct notice to other interested parties
permission in principle											
Schedule 17 approval of certain matters relating to the design and construction of HS2	✓	✗	✗	✗	◇	✗	✓	✗	✗	✗	✗

Key:

Method will be used = 

Method will not be used = 

Method might be used = 

Appendix 8: Glossary

Adoption Statement: A statement prepared when a local planning authority adopts a local plan, detailing the date at which a Local Plan has been adopted, any modifications made to the Local Plan and the grounds and time period within which aggrieved parties can apply to the High Court regarding the plan.

Business Forums: A group of businesses, investors, developers and other commercial organisations which has been formally designated as a body that can produce a neighbourhood plan for an area.

Consultation Statement: A statement produced describing how consultation has been undertaken and taken into account in preparing a planning scheme or policy document.

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.

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.

Enforcement Notice: A notice issued at the discretion of the local planning authority where a breach of planning control has occurred. The notice will contain information as to what the breach of planning control is and what steps will be required to correct this.

Environmental Impact Assessment: An assessment that establishes any likely significant effects a proposal is likely to have on the environment, so that these can be fully taken into account in the decision-making process. The types of development which require assessment are described in the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

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.

General Consultee: General categories of interest groups that by law the local planning authority is required to consult with under the Town and Country Planning (Local Planning) (England) Regulations 2012.

Local Development Scheme: The Local Development Scheme sets out the Council's timetable for the production and review of planning documents that form the Local Development Framework.

Local Development Framework: The collection of local Development Plan Documents and Supplementary Planning Documents adopted by a local planning authority.

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 2037 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.

Locality Action Partnership: Applies to Newcastle-under-Lyme only. Bodies that bring together elected members, residents, mainstream services (such as Police) and key local stakeholders (such as housing associations). These partnerships act as a mechanism to allow residents to set their own priorities for action in their neighbourhoods.

Material Consideration: A material consideration is a matter that should be taken into account in deciding a planning application or an appeal against a planning decision. Examples of material considerations include representations made by the public, comments made by statutory and non-statutory consultees, draft plans, design issues and development impacts. Some material considerations may be more significant than others.

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 in which Local Plans and Neighbourhood Plans can 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 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.

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.

Planning Inspectorate: A national body which acts on behalf of the Secretary of State. The Planning Inspectorate deals with appeals on planning applications, as well as independently examining any local plans a local authority wants to adopt as planning policy.

Planning Obligations: Legally binding agreements entered into under section 106 of the Town and Country Planning Act 1990 between local planning authorities and applicants for planning permission. These agreements are used to ensure developments provide schemes and infrastructure to mitigate any unacceptable impacts they might have on an area. This often includes measures such as affordable housing or open spaces to be provided as part of a development.

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.

Public venues: venues used for making reference copies of planning policy documents and response forms available, e.g. council offices, libraries, customer contact centres at Kidsgrove

Specific Consultee: Organisations named in the Town and Country Planning (Local Planning) (England) Regulations 2012 that the local planning authority is required to consult.

Statement of Community Involvement: 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.

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. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

Sustainability Appraisal: An assessment of the impacts of policies and proposals on economic, social and environmental issues, 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.

This page is intentionally left blank

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

EXECUTIVE MANAGEMENT TEAM'S REPORT TO CABINET

09 September 2020

Report Title: Financial and Performance Review report – First quarter (Apr-Jun) 2020-21.

Submitted by: Executive Management Team

Portfolios: Corporate & Service Improvement, People & Partnerships, Finance & Efficiency

Ward(s) affected: All

Purpose of the Report

To provide Cabinet with the Financial and Performance Review report for the first quarter of 2020-21.

Recommendation

That Members note the contents of the attached report and continue to monitor and challenge the Council's performance alongside its financial performance for the same period.

Reasons

The Financial and Performance Management monitoring reports provide information on a quarterly basis regarding the performance of individual council services and progress with delivery against our priorities, alongside related financial information on the organisation.

It should be noted that certain activities from 20 March 2020 were impacted by Covid 19 and the resulting actions taken by the Council to protect and ensure support is available to everyone.

1. **Background**

- 1.1 This quarterly report provides Members with a detailed update on how the Council has performed during the first quarter 2020/21 by presenting performance data and progress summary set within a financial context. The report provides broad financial information (Appendix A) and also details service performance (Appendix B) for the first quarter 2020/21.
- 1.2 This report covers the peak period of the Covid 19 lockdown, when a number of customer facing services were required to close, or where the customer base simply stopped using the service. Despite these unprecedented circumstances, as the summary of the overall performance picture is presented in section 4 of this report reflects, performance has generally held up well.

2. **2020-21 Revenue and Capital Budget Position**

- 2.1 The Council approved a General Fund Revenue Budget of £15,690,000 on 19 February 2020. Further financial information is provided in Appendix A.

3. **Development of the Financial and Performance Report**

- 3.1 The performance section –Appendix B was reviewed and updated for 2020-21 and the indicators continue to reflect the priorities in the Council Plan. In addition to reporting on key performance indicators, the report includes a progress summary for each priority, detailing the progress with the delivery of planned activities.

- 3.2 Additional performance information is provided, not only to ensure the monitoring of the corporate activities of the council, but also to inform Members, businesses and residents of performance in their local economy.

4 Performance

- 4.1 The latest performance information for quarter one has been analysed and all indicators monitored for this period are listed in the table found in Appendix B.
- 4.2 Any indicators failing to meet the set targets include a comment explaining why the indicator has not performed well, and what steps are being taken to ensure improvement in the future.
- 4.3 For this report a total of 16 indicators were monitored, and the proportion of indicators which have met their target (where set) or are within tolerance levels during this period stands at 87%. It should be noted that several indicators were not monitored this quarter due to the closure of some services for example, the Brampton Museum and leisure facilities.
- 4.4 There are 5 indicators off target this quarter, and officers consider that the performance against these indicators does not give rise to serious cause for concern at present (see commentary provided at Appendix B). The management of each of the service areas concerned continue to monitor and take steps to deal with under achievement of targets where possible and/or appropriate, taking into account the limitations presented by the Covid19 situation.
- 4.5 Progress on delivery of planned activities is summarised for each priority and no concerns are highlighted.

5. Legal and Statutory Implications

- 5.1 The Council has a duty to set targets for performance of a range of functions and needs to monitor these closely.

6. Equality Impact Assessment

- 6.1 There are no differential equality issues arising directly from this monitoring report.

7. Financial and Resource Implications

- 7.1 Any positive variance for the full year on the General Fund Revenue Account will enable that amount to be transferred to the Budget Support Fund and will be available in future years for use as the Council considers appropriate. Conversely, if there is an adverse variance, the amount required to cover this will have to be met from the Budget Support Fund.

8. Major Risks

- 8.1 The ongoing changing market conditions represents the greatest risk to the revenue budget, particularly with regard to the impact it may have upon income receivable in relation to services where customers may choose whether or not to use Council facilities or in the case of the waste/recycling service where the volume of recycled materials is liable to fluctuate. The impact of Covid 19 is more apparent in the reporting of this quarter, impacting on many areas and the situation will continue to be monitored through the normal budget monitoring procedures.
- 8.2 The capital programme will require regular monitoring to identify any projects which are falling behind their planned completion dates. This will be carried out by the Capital Programme Review Group, which meets on a monthly basis together with quarterly reports to Cabinet.

8.3 The above represents a high level view of risk. There are detailed risk registers available if members wish to see them.

9. **Sustainability and Climate Change Implications**

9.1 N/A

10. **Key Decision Information**

10.1 Included on the Forward Plan

11. **Earlier Cabinet/Committee Resolutions**

11.1 N/A

12. **List of Appendices**

12.1 Financial information (Appendix A), and Performance (Appendix B).

13. **Background Papers**

13.1 Working papers held by officers responsible for calculating indicators.

Financial Position Quarter One 2020/21

1. General Fund Revenue Budget

- 1.1 The Council approved a General Fund Revenue Budget of £15.690m on 19 February 2020. The actual position compared to this budget is continuously monitored by managers, EMT and Portfolio Holders in order to detect any significant variances of expenditure or income from the approved amounts contained in the budget.
- 1.2 The COVID-19 pandemic has had a significant impact on the Council's financial position through a mix of lost income and additional costs. Government funding of £1.573m has been secured which includes a third tranche of funding announced on 16 July 2020. In addition to this funding the Government has advised that they will be sharing income losses incurred as a result of COVID-19, for which the Council forecasts to receive £1.507m. This support has significantly relieved pressure on the Council's revenue budget during the remainder of the year.
- 1.3 The Council's revenue budget relies on service income from fees and charges across a wide range of services, with a significant proportion coming from Jubilee 2 and car parking. The Council has been actively monitoring the impact of the lockdown on income and the Council's working practices required to ensure safe practice and the safety of its residents.
- 1.4 In the longer term, any impact on either business rates collection (due to business failure) or Council Tax collection (due to non-payment) will materialise in 2021/22. The Government have announced that they will share collection fund losses and have advised that the Council can recover any deficits over 3 years.
- 1.5 The consequences of the Coronavirus on the Council's financial position will depend significantly on the duration of the lockdown and on the scale and timing of further Government financial support. The Council is actively lobbying our local Members of Parliament and through national networks as part of the wider public sector family, to make the case for further Government support to address COVID-19 related costs and loss of income. Particular emphasis in our lobbying has been the impact on Business rate and Council tax collection.
- 1.6 The Council continues to strongly manage budgets and spending. Action has been taken to furlough a number of staff, primarily from Leisure, where there is no ability or need to redeploy. This will enable the Council to recoup a proportion of their salary costs from the Government. Staff continue to be on full pay, and their contracts of employment are unaffected, with them returning to their usual roles as soon as the easing of lockdown permits. Furlough funding is estimated to amount to £0.176m, with Leisure facilities reopening at the end of July.
- 1.7 Careful monitoring of the financial position will be required over coming weeks and months leading to prompt corrective action where necessary to ensure that reserves are not exhausted and the Council remains in a position of being able to deliver a balanced budget position in the current financial year and beyond.

2. Capital Programme

- 2.1 A Capital Programme totalling £12,454,103 was approved for 2020/21. Of this total £10,454,103 relates to the total cost of new schemes for 2020/21 together with £1,000,000 for schemes funded by external sources (Disabled Facilities Grants), £1,000,000 contingency. In addition £3,024,776, was brought forward from the 2019/20 Capital Programme, resulting in a total Capital Programme of £15,478,879 for 2020/21.
- 2.2 Due to the COVID-19 pandemic and the financial impact this has placed on the Council, a review of the 2020/21 Capital Programme has been completed with the assistance of Budget Holders and members of the Capital, Assets and Commercial Investment Review Group. The rationale behind this

review was to establish which of the capital projects approved in the programme were essential or health and safety related, were unable to be commenced due to the pandemic, could be deferred to the following year due to resources and services available during the crisis or were no longer required.

2.3 The revised 2020/21 Capital Programme now totals £7,302,631 which includes £1,000,000 for schemes funded by external sources (Disabled Facilities Grants), £250,000 contingency to reflect the remainder of the year. A summary of these changes can be found in appendix A attached.

3. Revenue Budget Position

3.1 As at the end of the first quarter, the general fund budget shows an adverse variance of £0.089m. It is forecast that this variance will increase to £0.330m by the close of the financial year if no further action is undertaken.

3.2 The main reasons for the overall adverse variance are:

- a. Income shortfalls from sales, fees and charges which are eligible for partial reclaim via the Income Losses Scheme total £0.956m at the end of the first quarter, it is forecast that these losses will increase to £2.602m by the close of the financial year.
- b. Additional expenditure pressures of £0.496m at the end of the first quarter (forecast to increase to £1.240m at the close of the financial year) as a result of the COVID-19 pandemic.

These include Waste and Recycling (£334k disposal costs and hire of vehicles to allow social distancing at the end of the first quarter), Homelessness (£85k provision of accommodation at the end of the first quarter),

- c. Housing Benefits – there has been a shortfall in the recovery of housing benefits overpayments when compared to the budget of £0.045m during the first quarter, it is forecast that this will increase to £0.111m by the close of the financial year. In addition to this Housing Benefits payments made by the Council which are not fully subsidised by the Department of Works and Pensions are being incurred, mainly around the provision of accommodation for vulnerable people, it is estimated that the shortfall from this will amount to £0.300m by the close of the financial year.

- d. A top up of the general fund reserve to its minimum level regarding the 2019/20 deficit of £0.207m.

3.3 These adverse variances are partially offset by the following favourable variances:

- a. Government Funding to offset to offset pressures that the Council has/will continue to face as a result of the COVID-19 pandemic, £1.358m had been received during the first quarter, with a further £0.215m imminent.
- b. It is anticipated that the Council will be reimbursed £1.507m in relation to the Income Losses scheme for eligible sales, fees and charges income shortfalls.
- c. Furlough scheme funding of £0.138m has been received to date, it is estimated that a further £0.038m will be received for July.
- d. £0.170m will be paid to the Council for the administration of the COVID-19 Business grants schemes.
- e. Expenditure has been reduced wherever possible throughout the Council to ensure that only absolutely necessary spending is being incurred, this has helped to reduce the adverse variance on a service by service basis. It has been forecast that this situation will continue throughout the remainder of the financial year.

3.4 Cabinet and the Executive Management Team will continue to be updated on the Council’s financial position and actions taken in the forthcoming weeks and months. This will include a revised recommended level of reserves and the financial implications of this.

4. Capital Programme Position

4.1 The Capital Programme approved by Council in February 2020 has been updated to take account of amounts brought forward from 2019/20 where planned expenditure did not occur. This has been added to the budget for 2020/21 (apart from cases where costs have been reduced or expenditure will no longer be incurred). In addition a review of the Capital Programme has been completed (referenced in section 2 of the report) as a result of the COVID-19 pandemic. Therefore the revised budget for capital projects in 2020/21 now totals £7,302,631.

4.2 The expected total capital receipts due to be received this year following the sale of assets will amount to £3,745,000. Deposits in respect of the disposal of assets totalling £150,000 have been received to date. A summary of the expected income is shown in the table below.

Funding	Amount (£'000)
Proceeds from disposal of assets	2,945
Proceeds from Right to Buy sales	400
Proceeds from sale of old Waste Recycling Fleet	400
Total	3,745

4.3 The Capital Funding required for the 2019/20 programme includes £3,508,298 of capital receipts. The receipts received during the year amounted to £763,000, £2,290,000 expected to be received during 2019/20 will now be received in 2020/21 due to completions delays and Covid-19. The remaining £455,298 relates to two assets which will need to be re-listed due to withdrawal of interest from the purchaser and change in circumstances.

4.4 £3,546,689 of the revised budget was expected to be spent by 30 June; the actual amount spent was £3,538,661 resulting in a favourable variance at the end of the first quarter of £8,028. The expenditure in the first quarter predominately relates to the purchase of the new Recycling Waste Service Fleet and recycling bins.

5. Treasury Management

5.1 Borrowing will be required during 2020/21 to fund the revised capital programme however no borrowing arrangements have been made to date.

5.2 The Public Works Loan Board (PWLB) is currently completing a “Future Lending Terms” consultation, seeking views from local authorities and other stakeholders. This consultation period closing on 31 July 2020 and there is speculation that the outcome of this review will see the PWLB reduce its borrowing rates.

5.3 The PWLB is one of the borrowing options the Council is currently reviewing to fund its capital programme and will await the outcome of the consultation before securing borrowing requirements for the capital programme.

Appendix A

2020/21 Revised Capital Programme (Revised Programme shown in detail in second table)

CAPITAL PROGRAMME	Approved 2020/21 Programme	Revised 2020/21 Programme
	£	£
Service Area - Council Modernisation	380,000	254,653
Total	380,000	254,653
Service Area - Housing Improvements	1,070,000	1,071,000
Service Area - Managing Property & Assets	131,531	97,000
Total	1,201,531	1,168,000
Service Area - Environmental Health	10,000	10,000
Service Area – Street Scene and Bereavement Services	295,600	197,000
Service Area - Recycling and Fleet	3,766,000	3,503,703
Service Area - Leisure	3,682,000	1,135,000
Service Area - Museum	95,000	97,536
Service Area - Managing Property & Assets	55,547	20,000
Service Area - Engineering	165,873	232,873
Total	8,070,020	5,196,112
Service Area - Managing Property & Assets	1,702,553	333,866
Total	1,702,553	333,866
CONTINGENCY/FEASABILITY STUDIES	1,100,000	350,000
TOTAL	12,454,103	7,302,631

CAPITAL PROJECTS	Proposed Programme 2020/21 £
PRIORITY - Local Services that work for Local People	
<i>Service Area - Council Modernisation</i>	
Mobile Technology Roll Out	30,000
Desktop Technology Refresh	8,000
Microsoft LAR Uplifts	50,000
Digital Delivery Integration Costs	30,000
Replacement of Civica APP	30,000
Replacement of Civica Financials	30,000
Implementation of SharePoint	20,000
Mobile Telephony Refresh	10,000
Pilate Gauge Replacement	6,653
Packet Shaper refresh	20,000
E-payments replacement	20,000
Total (Service Area)	254,653
Total Priority	254,653
PRIORITY - Growing our People and Places	
<i>Service Area - Housing Improvements</i>	
Disabled Facilities Grants	1,000,000
Empty Homes Grants	6,000
Carbon Management	65,000
Total (Service Area)	1,071,000
<i>Service Area - Managing Property & Assets</i>	
Stock Condition Survey Works	97,000
Total (Service Area)	97,000
Total Priority	1,168,000
PRIORITY - A Healthy, Active and Safe Borough	
<i>Service Area – Environmental Health</i>	
CCTV/Body worn cameras	10,000
Total (Service Area)	10,000
<i>Service Area - Streetscene & Bereavement Services</i>	
Footpath Repairs	20,000
Play Area Refurbishment	30,000
Railings/Structures Repairs	15,000
Britain in Bloom	15,000
Traveller Encroachment	5,000
Memorial Survey	5,000
Crematorium Monthly Gardens	5,000
Pool Dam Marshes LNR	87,000
Grounds Maintenance Invest to Save Programme	15,000
Total (Service Area)	197,000
<i>Service Area - Recycling & Fleet</i>	
Replacement Bins/Containers	50,000
Wheelie Bins – New Recycling Service	870,000
Paper Recycling Internal Bin Caddie	43,703
Twin Body RCV for New Recycling Service x 7	1,650,000
New Food Waste Collection Service Vehicles x 7	490,000
Corporate Fleet Replacement	300,000

Transfer Station Alterations (New Recycling Service)	100,000
Total (Service Area)	3,503,703
Service Area - Leisure	
Aqua Sauna Refurbishment	75,000
Carbon Management	40,000
Jubilee 2 Pool Filters	20,000
Kidsgrove Sports Centre	1,000,000
Total (Service Area)	1,135,000
Service Area - Museum	
HLF Match Funding	75,000
CCTV Replacement/Upgrade	20,000
Museum Project	2,536
Total (Service Area)	97,536
Service Area - Managing Property & Assets	
Stock Condition Survey Works	20,000
Total (Service Area)	20,000
Service Area - Engineering	
Ryehills over Marian Platt walkway	45,000
Kidsgrove Loophole Bridge Over Walkway in Park	37,865
Road Bridge over former Railway, Audley	30,000
Car Park at Butchers Arms	20,000
St James Closed Churchyard, Newchapel	12,008
St James, Church Street, Audley	88,000
Total (Service Area)	232,873
Total Priority	5,196,112
PRIORITY - A Town Centre For All	
Service Area - Managing Property & Assets	
Stock Condition Survey Works	274,866
Midway Car Park, Newcastle	10,000
Markets	40,000
Bus Shelters	9,000
Total (Service Area)	333,866
Total Priority	333,866
CONTINGENCY	
	250,000
FEASIBILITY STUDIES	
	100,000
TOTAL	7,302,631

How did we do in Quarter 1 2020 - 21



PLANNING APPLICATIONS
(NON-MAJOR)
ISSUED
100%

IN EXCESS OF
2,000
BUSINESS SUPPORT
GRANT APPLICATIONS
PROCESSED

HARDSHIP
PAYMENTS
TO MORE
THAN
4,000
HOUSEHOLDS



INVOICES
PAID ON TIME
91.52%



(JADU)

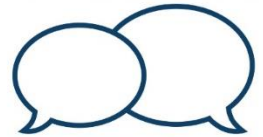
DIGITAL
ON-LINE
TRANSACTIONS
18,640

NUMBER OF
CONTACTS

UNIQUE
WEBSITE
USERS
124,917



HOUSEHOLD RECYCLING
COLLECTIONS **730,860**
GARDEN
WASTE REFUSE
130,000 365,430



TELEPHONE
35,360

Corporate Performance Quarter 1 2020-21

Priority 1: Local Services that Work for Local People

Progress Summary

Overall, our performance with a combination of monitoring and target driven indicators for this priority is positive in this quarter but work is underway to impact on the result.

A summary of progress with planned activities for Priority One from the Council Plan 2018-2022 are as follows:-

- **Increase Access to Information;**

- Throughout the early stages of the Covid19 Lockdown, the Council maintained services by encouraging customer self service via the website, and through effective call centre support. This was a good test of the changes previously introduced to migrate to a modern customer relationship management system, which allowed much greater self-service than previously.

- **Improve Customer Satisfaction;**

- **Develop Customer Service**

In this quarter, a review on how Customer Services is delivered is being undertaken. Two key themes that are being looked at is how we use the insight data and feedback from customers in shaping the services moving forward and the benefits of Customer Service Excellence both locally in Customer Services and also across all front facing services delivered from other sites.

- **Improving the use of Customer Insight**

- The Customer and Digital Services Team continue to work on ways to collect citizen feedback more effectively. Automatic surveys are offered to customers at the end of telephone calls and online forms, asking customers to provide feedback. There is a continued approach to look at how we can improve on the gathering and interpretation of this data.

- **Digital Delivery :-Agree a transparent digital strategy: –**

- Investment in digital systems were tested this quarter by the Covid19 Lockdown. The Planning Service for example, which is now fully on line, maintained performance with the whole team working remotely, and Planning Committee operating virtually. Technology to support remote working was rolled out to all staff required to work from home during the COVID lockdown, allowing service delivery to continue uninterrupted for the most part.

- **Deliver new Recycling and Waste Service:**

During this quarter the decision was made to roll out the new recycling service ahead of its original planned introduction in September, as the new service is simpler to operate and more efficient, and therefore more able to deal with the effect of Covid related issues on staff numbers and social distancing. The roll out was undertaken in two phases starting on southern district rounds with distribution of bins and bags commencing at the end of May 20. First collections of the new service in the South of the borough started on Monday 8th June, and has been very successful with high participation, high quality material, and very positive feedback from residents who really like the new service. Roll out of bins and bags to the north of the borough commenced in the last week of June (Qtr 1) with the first collections commencing early July.

- **Establish Workforce Strategy:**

- **Develop robust, innovative and efficient work force plans**

Despite the Covid 19 situation, work has continued across services in the development of robust, innovative and efficient work force plans which align to the council vision for the future.

Progress summary continued

- **Develop organisational culture**

High on the list of priorities is the engagement of staff in the development of organisational values and behaviours; from which recognition and reward, development and learning and leadership strategies will be developed. Work was paused on this toward the end of quarter 4 due to significant resource channel to the Covid-19 response, however work to distribute a staff survey and develop a values realisation process to inform the culture commenced in this quarter. HR are continuing to work with all managers to coach and mentor them through all the HR policies to embed good practice and develop their skills in managing staff successfully to enable a positive working culture.




- **Ensure staff wellbeing**







There has been a strong focus on staff wellbeing over recent months, particularly around Mental Health, stress reduction and support. This includes a new Employee Assistance Programme and mental health helpline and a Thriving During Isolation workbook. Work will continue to develop other key People Policies which are designed to promote equity of practice, engagement, wellbeing and commitment to continuous improvement including a commitment embraced by the JNCC to sign the Dying to Work Charter in partnership with Trade Union colleagues.



- **To review and continue to develop key People policies**

Ongoing discussions with the Trade Unions on Organisation Change and Redeployment have been paused during the Covid-19 outbreak, but the HR team has continued to work with all managers to coach and mentor them through all the HR policies to embed good practice and develop their skills in managing staff successfully to enable a positive working culture.

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr 1 2019-20	Result Qtr 4 2019-20	Result Qtr 1 2020-21	Target Qtr 1 2020-21	How have we performed?	Status
1.1	Environmental Health	Cllr. Trevor Johnson	Percentage of food premises that have a zero or one national food hygiene rating	Low	1.24% (14 out of 1,131 published premises)	0.88% (10 out of 1138 published premises)	-	5%	Delivery of this planned programme was prevented during the Covid lockdown however, over two hundred Covid-19 queries and complaints received, and the team	-
1.2 New	Environmental Health	Cllr. Trevor Johnson	Percentage of category A and B food business inspections completed on time	High	100%	97%	-	-	continue to communicate with food premises and other licensed premises in order to advise and record future appointments.	-
1.3 New	Environmental Health	Cllr. Stephen Sweeney	No. Accidents/Incidents reported (RIDDOR)	Low	2	1	1	-	There was one incident which was slip, trip, fall and no further action required. There is no target set as it would be inappropriate to set a target in this respect.	-

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr 1 2019-20	Result Qtr 4 2019-20	Result Qtr 1 2020-21	Target Qtr 1 2020-21	How have we performed?	Status
1.4a	Recycling & Fleet	Cllr. Trevor Johnson	Household collections from the kerbside (%):- <ul style="list-style-type: none"> Dry Recycling 	High	16.32%	20.24%	18.26%	20%	<p>Dry Recycling and food collection performance significantly affected by Covid. Separate food waste collections were suspended to concentrate resources into refuse, recycling and garden waste, as the department suffered a loss of 25% of its workforce due to Covid self-isolation and shielding. Tonnage of refuse increased significantly, 26.04% up on previous quarter 1 figures taken over the last three years. Recycling was up by 10.28%, but as refuse was so much greater, in overall percentage of the total amount of waste collected, it showed a decline. This trend is not unique to NuLBC, with similar patterns experienced throughout the country.</p>	
1.4b			<ul style="list-style-type: none"> Food 	High	5.14%	5.86%	0.10%	5%		-
1.4c			<ul style="list-style-type: none"> Amount of residual Waste per household 	Low	110.66kgs	103.64kgs	131.19kgs	107.5kgs (per household) cumulative		
1.4d	Operations	Cllr. Trevor Johnson	Number of missed kerbside collections:- Total (per 100,000 collections)	Low	71	76.54	119.51	80 (per 100,000 collections)	<p>In this quarter there were a total of 1,207,424 collections of residual, garden waste, recycling and food. There were missed collections of Residual - 577, Garden Waste – 349 and Recycling -517. Covid had a significant effect on staff numbers as stated above, meaning staff from other departments were redeployed onto collection rounds where they were unfamiliar. Rates of missed collections were worse in April, but improved by the end of June as redeployed staff became more familiar with the service rounds, and some staff returned from shielding.</p>	

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr 1 2019-20	Result Qtr 4 2019-20	Result Qtr 1 2020-21	Target Qtr 1 2020-21	How have we performed?	Status
1.5	Operations	Cllr. Trevor Johnson	Levels of street and environment cleanliness (LEQ survey) free / predominantly free of litter, detritus, graffiti and fly-posting)	High	-	93.77% 93.56% 99.78% 100%	-	91% 91% 97% 99%	The surveys are undertaken at a later date.	-
1.6	Customer & ICT	Cllr. Simon Tagg	Percentage of requests resolved at first point of contact	High	99%	99%	99.28%	97%	An excellent result, exceeding the target set in Qtr. 1.	
1.7	Customer & ICT	Cllr. Simon Tagg	% Unmet demand (number of calls not answered as a % of total call handling volume)	Low	6.33%	12.15%	10.29%	10%	Performance is just slightly off target but within tolerance levels, and is an improved result for this quarter despite telephone contacts remaining high at 35,360 compared to 35,330 in Qtr 4.	
1.8	Digital Delivery	Cllr. Simon Tagg	Total number of digital on-line transactions (Jadu).	High	-	20,581	18,640	-	The number of online transactions in the Jadu system remains high.	-
1.9	Communication	Cllr. Simon Tagg	Total number of unique users to the website	High	101,097	107,005	124,917	79,500	There was a total of 124,914 unique users in this quarter, well up on the previous quarter.	
1.10	Revenues & Benefits	Cllr. Stephen Sweeney	Time taken to process Housing/Council Tax Benefit new claims and change events	Low	4.93 days	2.56 days	3.73 days	10 days	This result is well within target and improved on last year's result in spite of a spike in universal credit claims due to COVID during April and May.	
1.11	Revenues & Benefits	Cllr. Stephen Sweeney	Percentage of Council Tax collected	High	27.30%	97.3%*	26.5%	24.12%	The Council Tax Collection rate is slightly down on Qtr 1 last year and soft reminders have been sent in the last 4 weeks.	
1.12	Revenues & Benefits	Cllr. Stephen Sweeney	Percentage of National non-domestic rates collected	High	29.50%	99.47%	20.6%	26.22%	The result is below target this quarter due to the impact of COVID and suspension of recovery action for Business Rates.	

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr 1 2019-20	Result Qtr 4 2019-20	Result Qtr 1 2020-21	Target Qtr 1 2020-21	How have we performed?	Status
1.13	Human Resources	Cllr. Simon Tagg	Average number of days per employee lost to sickness	Low	2.45 days	8.62 days	2.45 days	2 days Qtr 1 8 days annual (cumulative)	The Qtr 1 sickness figure of 2.45 days is just over the target. Work is ongoing to ensure consistency of application of attendance management policy. It was anticipated that sickness absence may increase due to Covid-19 but it has not had a dramatic effect on this indicator.	
1.14 New	Human Resources	Cllr. Simon Tagg	Staff turnover	Low	9.09%	4.19%	0.95%	10%	The turnover is down on the figure for this quarter last year.	
1.15 New	Human Resources	Cllr. Simon Tagg	Staff vacancy rates	Low	11.63%	5.08%	0.19%	-	Vacancy rates are low this quarter.	-

*The result is within tolerance

Priority 2: Growing our People and Places

Progress Summary

For this section, we had the introduction of four new indicators for planning in the second quarter which measure the speed and quality of decisions. A summary of progress with planned activities for Priority 2 from the Council Plan 2018-2022 are as follows:-

- **Deliver Joint Local Plan**

In February 2020, the Councils agreed to produce the Joint Local Plan in two parts; Part One Strategy and Policies and Part Two Site Allocations. There were due to be two consultations this year, with Part One being subject to consultation in April/May 2020 and Part Two in the Autumn of this year. Due to the impact of Covid 19, consultation on Part One of the Plan must now be postponed as it is not possible to carry out the consultation in a way which would have met the Councils obligations set out in the Joint Statement of Community Involvement. Work will continue on the Draft Joint Local Plan aiming to minimise any potential delay to the overall plan timetable. As such, it is proposed that both parts of the Draft Plan will be subject to one 6 week public consultation in the Autumn.

- **Delivery of the Economic Development Strategy and action plan**

Progress with delivery of the Economic development Strategy and action plan is set out in more detail below against individual projects – One Public Estate, Prepare a Town Centre Strategy, market, and business support. Establish a Town Centre Communications Group and Develop a Kidsgrove Town Centre Investment Plan. Additionally, in response to Covid-19 the Council addressed the issue of re-opening town centres post-Lockdown through the 'Back on Track' recovery plan. The Council also received notification of the Restarting High Street Safely Fund and in Quarter2 will submit and deliver proposals for Newcastle and Kidsgrove Town Centres in response to this fund.

- **Progress University Growth Corridor**

As the delivery of the UGC is dependent on the adoption of the Joint Local Plan, this work is being pursued through the review of the plan. Consultation with Silverdale and Keele Parish Councils will continue in line with the wider plan consultation process.

- **Deliver appropriate housing to those in need:**

- **Retender Housing Advice service –**

- Newcastle housing advice (NHA) service delivers the Council's homelessness, housing advice and housing register services in the Borough. The Council has made the decision to bring the service back in-house by 1st April 2021, over the forthcoming year the Council will be working with the current contractor Midland heart to transfer the service effectively. The Council has been successful in securing funding from the MHCLG for the appointment of a Rough Sleeper Navigator, this 12 month post will be established in April 2020 within the NHA team.

- **Joint allocation policy and procurement of a Choice Based Lettings system**

The Council has adopted a new Joint Housing Allocations Policy in-conjunction with Aspire Housing. This joint policy will allow customers of the Borough to access social housing owned and managed by Aspire Housing and other Private Registered Providers to whom the Council has partnerships within the Borough. The Council and Aspire Housing is procuring a joint Choice Based Letting (CBL) system during 2020/21 that will deliver the platform for the administration function of the housing

register. This will allow our customers to make one application for social housing, a greatly improved approach compared to our current systems requiring 2 applications. During the first quarter the specification was developed and Locata were chosen to deliver the IT system through a framework agreement.

Progress Summary continued

- **One Public Estate**

The Borough Council have received a sum of £50,000 from 'One Public Estate', (a body set up to encourage public agencies to work together to make better use of their property assets), to cover the cost of undertaking the masterplanning of Knutton Village. This will involve preparing proposals for the use or development of a number of cleared sites around the centre of Knutton in the ownership of the Borough and County Councils and Aspire Housing. The objective is to bring forward new housing development in the area and to assess the potential for investing in the improvement and consolidation of community facilities. Aspire Housing is also contributing to the resources of the Study with a view to reviewing its role as a provider of affordable housing in the area, including that of housing for the elderly. In this quarter, White Young Green completed a draft final report which has taken into account the physical, financial and practicalities of the viability of development and considered the views of local stakeholders and ward members, and this is now being reviewed by the Borough and County Councils and Aspire Housing (all of which are significant landowners in the area). Officers are now preparing for public consultation on the proposals which will start in Quarter 2. There will be financial implications for the Council and our partners which will need to be considered. The bid for Town Deal funding may consider helping to address some of the abnormal costs of bringing forward a suitable scheme.

- **Consideration of a property investment model and Property Diversification**






Consideration is being given to the Borough Council taking a more active role in developing its sites (i.e. by way of forming a property development company or similar) either on its own or in a partnership arrangement. The Commercial Strategy 2019-24 was approved by Cabinet in and the commercial investment advisors appointed to review and advise in respect of the Council's commercial portfolio. Work on this has been ongoing throughout quarter 1, during quarter 2 the draft report will be considered.

- **Masterplan of land at:- Chatterley Close area by Bradwell crematorium; off Liverpool Road, Keele Golf Course and Birchenwood**

The specification for the masterplan of land in the Chatterley Close area, Bradwell, was completed and tenders submitted to ensure a qualified and experienced consultant can undertake the work. The intention is to report to cabinet in October on the next steps of the consultation on the extension of the Cemetery. Keele masterplan was approved in principle last year and is subject to consideration as part of the development of the Joint Local Plan. Following the Phase 1 environmental impact assessment for Birchenwood, a preliminary ground investigation survey was delayed due to Covid but has now been commissioned.

- **Planning Consent – Sidmouth Ave**

Planning approval was granted in December 2019 for the partial demolition and change of use of the former Registry Office into a single dwelling and the provision of three new detached dwellings in Sidmouth Avenue. In Qtr 4 2019/20 alternative options were considered in respect of developing the site and in quarter 1 2020/21 the decision was taken to market the site, this has been done with a closing date for the beginning of September.

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr 1 2019-20	Result Qtr 4 2019-20	Result Qtr 1 2020-21	Target Qtr 1 2020-21	How have we performed?	Status
2.1	Property	Cllr. Paul Northcott	Percentage of investment portfolio vacant (NBC owned)	Low	7 %	8.3%	7%	12%	This indicator remains well within target.	
2.2	Planning & Development	Cllr. Paul Northcott	Speed of major development applications (P151a)	High	-	80% (Apr 2018-Mar 2020)	84.6% (Jul 2018 - Jun 2020)	60%	These indicators remain well within target and are improving or being maintained at an acceptable level.	
2.3			Quality of major development applications (P152a)	Low	-	1.6% (Jan 2017 – Dec 2018)	3% (Apr 2017 – Mar 2019)	10%		
2.4			Speed of non-major development applications (P153)	High	-	87.5% (Apr 2018-Mar 2020)	88.7% (Jul 2018 – Jun2020)	70%		
2.5			Quality of non-major development applications (P154)	Low	-	0.9% (Jan 2017 – Dec 2018)	1% (Apr 2017 – Mar 2019)	10%		

Priority 3: A Healthy, Active & Safe Borough

Progress Summary

Overall the performance for this priority advises the progress where possible, however the impact of Covid 19 is considerable to service provision or where facilities have had to close during this period.

A summary of progress with planned activities for Priority 3 from the Council Plan 2018-2022 are as follows:-

- **Secure J2 Remedial works**

Following consultation with Cabinet the Aqua Sauna is now being redesigned as a Pilates room. This will enhance the health and wellbeing offer at Jubilee2 and create a unique customer experience. It is envisaged that this project will be completed in the Autumn of 2020.

- **Secure J2 commercialisation**

During lockdown memberships at Jubilee2 fell by 20% which was in line with the industry average. Jubilee2 opened with a reduced capacity on the 25th July 2020 to comply with industry and Government advice on social distancing. Work is progressing with Alliance Leisure to ensure members are retained and two new schemes have been launched. Options are also being considered to identify how we can reduce operational costs, and should these ideas be deemed appropriate, a business case will be raised to agree the necessary investment. In addition, options are being explored for the Council to deliver a school swimming programme which should bring additional income into the service, from January 2021.

- **Kidsgrove Sports Centre**

Work is continuing with WDC and the community group to secure a financially viable scope of works that suits both the needs of the community groups' business model and the budgetary constraints of the Council. Additional funding opportunities are being investigated also. Advance works / internal strip out works by WDC are then hoped to commence in October 2020, upon completion of the property transfer from Staffordshire County Council in October.

- **Secure funds for Museum Extension**

The council is awaiting the Permission to Start from the National Lottery heritage Fund. Once that has been received the invitation to tender will be released on open tender.

- **Open Space Strategy**

Due to the pandemic, the Heart of England in Bloom campaign and all local Newcastle in Bloom competitions and activities have been suspended for 2020 – the intention is to roll most of the planned activities forward to 2021. The Green Flag Awards scheme has been reviewed and will proceed in 2020 on a desktop assessment basis with a mystery shop site visit later in the year. The Council has entered 7 sites.

- **Streetscene Fleet procurement**

Procurement of fleet and equipment for the insourcing of the Bereavement Services Grounds Maintenance was successfully completed, allowing grounds maintenance at the cemeteries and crematorium to continue at a time when these sites are very important to bereaved families.

- **Feasibility study for Crematorium extension**

An officer working group was established to progress the feasibility study and this work was linked into the masterplanning commission for the Chatterley Close area which has been completed. A workshop to discuss initial findings was held in April 2020 and a report is being prepared for consideration by Cabinet in October 2020.

Progress Summary continued

- **Affordable Funeral Scheme**

A suite of tender documents has been prepared for issue to local suppliers. However, the pandemic has meant there is a delay due to other priorities and capacity issues across the whole sector so the timeline is being reviewed.

- **Deliver Capital Programme projects**

Work was completed on a number of sites to install deterrent measures to discourage unauthorised encampments and railing/fencing repairs.

- **Protect our communities by delivering priority community safety, food safety & licensing projects:**

- **Taxi Licensing Policy**

In the first quarter of 2019-20, members of the Licensing and Public Protection Committee approved the content of the taxi policy. The policy document is a wide scale reform of the current policy, to ensure that the Council has a policy that is fit for purpose in respect of the legislative framework and administration of the service. Members of the Licensing and Public Protection Committee approved the policy and agreed that the policy has been implemented on 1st November 2019 with two exceptions noted to be undertaken in January 2020. The equality training and completion of a new knowledge test has now been completed in quarter 4 resulting in full implementation of the policy.

- **Environmental Health & Licensing**

A new responsibility for the authority this quarter is for the team to ensure the Covid 19 restrictions were applied and in place as directed by Government. Also the new pavement licensing regime is to be administered by the service, this is a temporary licence which allows premises to apply for a licence for tables & chairs and other furniture on the pavement outside of their premises. In addition, the service is supporting the County Council in the Covid outbreak controls for high risk premises. It is unknown at present how long these responsibilities will remain in place.

- **Commission new CCTV Service**

Following approval by Cabinet and the Business Improvement District Board for the commissioning of the CCTV service with Stoke City Council significant work has been undertaken to make the service live by 1st April 2020. A new CCTV Policy has also been approved alongside the development of a range of documents which form the legal contract with Stoke City Council. The replacement CCTV cameras in the town centre and Midway have been successfully installed and are operational. The new cameras in Bridge Street need additional electricity supply which unfortunately was not completed prior to the Covid-19 lockdown. This will be picked up by the relevant contractors once the businesses are back operating.

- **Town Centre ASB enforcement**

A range of Partnership activity continues to be co-ordinated this quarter, including; the CCTV implementation and monitoring; identifying ASB hotspot areas to target harden and make more secure; working closely with partners to identify individuals in need of support, working with the rough sleepers team to ensure that appropriate support is provided, utilising the Council's civil enforcement powers such as Community Protection Notice Warnings (CPNWs), Community Protection Notices and Injunctions, continued enforcement of PSPOs for the Town Centre and Queen Elizabeth Park, working with the Police to encourage use of Section 34/35/59 powers (criminal powers), and developing a range of community safety projects to improve the aesthetics of the town centre and contribute to improving perceptions of safety. The council has an appointed Rough Sleeper Co-ordinator to assist in galvanising partnership activity with some of our vulnerable residents. As part of the Covid-19 Everyone In response, the Council provided additional accommodation and support to Rough Sleepers to encourage engagement where possible.

- **Air Quality Local Development Plan**

Work is continuing with Stoke-on-Trent City Council and Staffordshire County Council to create the North Staffordshire Local Air Quality Plan to bring about improvements in Nitrogen Dioxide (NO₂) levels. This quarter has seen progress with development of all the business cases and drafting outline business case.

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr 1 2019-20	Result Qtr 4 2019-20	Result Qtr 1 2020-21	Target Qtr 1 2020-21	How have we performed?	Status
3.1a	Community Safety	Cllr. Helena Maxfield	Anti-Social Behaviour (ASB) cases:-						There are currently 11 cases discussed at the ASB, Youth Violence and Gangs Case conference.	-
			-New cases received during the quarter	Low	117	71	107	-		-
3.1b			-Current open cases at the end of the quarter	Low	28	6	11	-		-
3.1c			-Cases closed in the quarter	High	97	71	102	-		-
3.2	Community Safety	Cllr. Helena Maxfield	Number of referrals made regarding vulnerability by participating organisations at the Daily Hub	High	40	27	56	-	A total number of 56 referrals were made from Daily Hub meetings that have taken place over the period 1 April – 30 June 2020.	-
3.3	Culture & Arts	Cllr. Jill Waring	Number of people visiting the museum	High	16,775 Qtr 1 (cumulative)	8599* Qtr 4 (57300) cumulative)	-	(59,000 cumulative)	The museum and leisure facilities closed due to COVID-19 on March 20 th so there were no visitors from 20 March 2020 to date.	-
3.4	Leisure	Cllr. Jill Waring	Number of people accessing leisure and recreational facilities	High	141,579 Qtr 1 (cumulative)	118,667 Qtr 4 (545,516 cumulative)	-	(600,000 cumulative)		-
3.5	Leisure	Cllr. Jill Waring	Net growth in J2 Membership (Quarterly)	High	1.01% (3,057)	-5.17% (2899 members)	-	(3,250 members) 6.31% Annual		-

Priority 4: A Town Centre for All

Progress Summary

For this quarter, the results demonstrate a varying level of activity and further comments are detailed in this report.

A summary of progress with planned activities for this priority from the Council Plan 2018-2022 are as follows:-

- **Prepare a Town Centre Strategy**

The Council has been successful in progressing to the next stage of the Future High Street Fund and has been invited to take part in the Town Deal. As part of the Future High Streets Fund the Council has commissioned Stantec to assist in the development of the Business Case in line with MHCLG requirements, initial plans were submitted to MHCLG in quarter 4 and further development of the bid took place in Quarter 1. The final bid will be approved and submitted by the end of July 2020. Partners have come together to establish the Town Deal Board, which in Quarter 1 worked with the appointed consultants AECOM to put out a call for projects, consider these against the strategic outcomes for the Town Deal and start development of the Town Investment Plan which has to be submitted by the end of October 2020. The Government has also offered all Town Deal additional 'accelerated funding' to deliver quick win projects, which have to be notified to MHCLG by 14 Aug 2020 and completed by end March 2021. The council and Newcastle Town Deal Board have been working with AECOM to develop a suite of early interventions to use this additional funding in a way that is in line with the Town investment Plan proposals.

- **Market**

The Service Improvement Plan for the market was presented at the June 2019 Cabinet and the Economic Development & Enterprise Scrutiny Committee where it was approved with recommendations noted and for delivery in 12 months. The Town Centre Officer has been appointed and progress made in delivering the improvement plan, this has included moving some of the stalls to the southern side of the Guildhall where there is greater footfall and to enable use of the stalls for the farmers market. Plans were also made to focus on specialist markets such as the successful Continental Market. During Quarter 1 market activity was suspended during Lockdown. During this period the opportunity was taken to appoint a contractor to install lighting on market stalls in the upper market area. Unused market stalls at the lower end of the market were also removed to condense the market to the more popular northern area. Additional Visiting Markets have been added to the event calendar with the successful Continental Street Market and new Sunday Record Fair attending in Quarter 2. The Town Centre action group meets on a quarterly basis.

- **Business Support**

Work continues in signposting business queries to the Growth Hub and maintenance of Business support pages on website. The Business pages on the website have been updated in the light of Covid-19 to signpost businesses to sources of information and support. Around 900 business have contacted the council for business advice via the online form since March 2020, plus additional queries by phone. In June, all contacts were sent a copy of the council's re-opening checklist, a link to add their details to the Shop Local page and a request to hold their contact details on file if they were interested in receiving a regular e-newsletter. Over 100 responded to this request, which gives an excellent starting point to keeping business updated in the future. Additionally, a Business Recovery page has been set up on the website, as well as a 'Shop Local' page aimed at giving consumers information about the re-opening of local businesses and the steps they are taking to protect customers. A specific business information Twitter account has also been set up. The 2019 Business Boost competition was completed with over 20 businesses taking part in 4 prize categories. The Business Boost competition will not be going ahead in 2020 but will be re-launched in 2021 with a revised format, focusing on businesses who have survived and thrived during the pandemic.

- **Parking Policy**

The Council adopted a new Car Parking Strategy in 2019/20. The Council is working to establish card payments on the pay and display car parks which has included the purchase of 12 ticket machines, these were due to be installed at the end of March however the manufacturer has unfortunately placed production on hold due to Covid and the machines are now due to be installed in quarter 2. The Council has also commenced in quarter 1 the procurement of a new contractor for the

delivery of a mobile phone APP to enable drivers to pay for their parking and extend without the need to return to their cars. The 3 month notice has been served on the current contractor with the intention of the new service commencing in Quarter 3.

Progress Summary continued

▪ **Establish Town Centre Communications Group**

A core group which consists of the Borough Council, Business Improvement District, HitMix Radio, Newcastle College, New Vic Theatre and Newcastle-based information platform BaBaBaboon continue to meet on a regular basis and the goal is to share and jointly promote positive messages and information about Newcastle town centre. HitMix Radio are due to bring their roadshow to the Sunday Record Fair in July and have heavily promoted the event in the weeks before on their broadcasts.

• **Develop a Kidsgrove Town Centre Investment Plan**

Partners have come together to form a Kidsgrove Town Deal Board (KTDB) which has continued to meet monthly, supported by the appointed consultants, AECOM. A readiness checklist has been submitted to MHCLG outlining the town’s preparedness to develop new plans. AECOM are continuing to lead and develop both the Newcastle-under-Lyme and Kidsgrove Town Investment Plans, working in partnership with the two Town Boards, Newcastle-under-Lyme Borough Council, wider organisations and the area’s communities to deliver the Town Investment Plans. These Investment Plans will review and build on existing plans where appropriate; create the conditions for further investment; and realise lasting and sustainable benefits for the area’s residents and businesses. The Government has also offered all Town Deal additional ‘accelerated funding’ to deliver quick win projects, which have to be notified to MHCLG by 14 Aug 2020 and completed by end March 2021. The council and KTDB have been working with AECOM to develop a suite of early interventions to use this additional funding in a way that will enhance the projects being included in the Investment Plan.

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr 1 2019-20	Result Qtr 4 2019-20	Result Qtr 1 2020-21	Target Qtr 1 2020-21	How have we performed?	Status
4.1	Regeneration & Economic Development	Cllr. Stephen Sweeney	Car parking usage:- Number of tickets purchased	High	114,874	100,209	-	-	Charges for car parking were suspended during this period due to COVID-19.	-
4.2	Regeneration & Economic Development	Cllr. Simon Tagg	Footfall	High	809,546	675,820	-	-	This will be reported in the next quarter.	-
4.3	Regeneration & Economic Development	Cllr. Stephen Sweeney	Average stall occupancy rate for markets	High	57%	-	-	60%	The markets were suspended at the beginning of lockdown but have recommenced now.	-

N/A Performance information not available at this time or due to be provided at a later date



Performance is not on target but direction of travel is positive

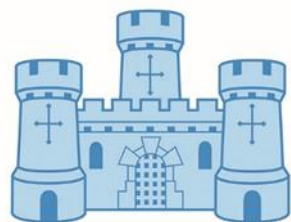


Performance is not on target where targets have been set



Performance is on or above target

This page is intentionally left blank



NEWCASTLE·UNDER·LYME
BOROUGH COUNCIL

Cabinet Forward Plan: Newcastle under Lyme Borough Council

Notice of Key Decisions to be taken under the Local Authorities (Executive Arrangements) (Meetings & Access to Information) (England) Regulations 2012

This Plan gives 28 days' notice of Key Decisions which we are expecting to take over the next few months. Councils cannot take Key Decisions without first giving 28 days' notice, unless an urgent decision is required. Urgent Key Decisions may be taken under the urgency procedures set out in the Council's Constitution. A decision notice for each Key Decision made is published within 6 days of it having been made.

"Key decisions" are defined as those Executive (Cabinet) decisions which are likely:

- a. to result in the Council incurring expenditure or making savings of £100,000 or more (in the case of Revenue) and £250,000 or more (in the case of Capital); and/or
- b. to be significant in terms of the effects on communities living or working in an area comprising two or more wards of the Borough.

This Forward Plan also contains details of other important Cabinet decisions that we are expecting to take even if they do not meet this definition.

Whilst the majority of these decisions taken at meetings held in public, some decisions may be taken in private meetings because they deal with confidential information as defined in Schedule 12A of the Local Government Act 1972, and the public interest in withholding the information outweighs the public interest in disclosing it. If we intend to take a decision in private, that will be noted below with reasons.

If you object to a decision being taken in private, you can tell us why by emailing DemocraticServices@newcastle-staffs.gov.uk or contacting the address below. Any representations received at least 8 working days before the meeting will be published with the agenda together with a statement of the Council's response. Any representations received after this time will be reported verbally to the meeting.

The Cabinet is made up of the Leader, Deputy Leader and Cabinet Members with the following portfolios:

Leader of the Council (Corporate & Service Improvement, People & Partnerships)	Councillor Simon Tagg
Deputy Leader & Cabinet Portfolio Holder (Finance & Efficiency)	Councillor Stephen Sweeney
Cabinet Portfolio Holder (Community Safety & Well Being)	Councillor Helena Maxfield
Cabinet Portfolio Holder (Environment & Recycling)	Councillor Trevor Johnson
Cabinet Portfolio Holder (Leisure, Culture & Heritage)	Councillor Jill Waring
Cabinet Portfolio Holder (Planning & Growth)	Councillor Paul Northcott

Exempt Information Categories under Schedule 12A of the Local Government Act 1972

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals an authority proposes;
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b. to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of a crime

Copies of the Council's Constitution, agendas and reports relevant to any key decision may be accessed on the Council's website www.newcastle-staffs.gov.uk or may be viewed during normal office hours. Copies or extracts can be obtained on payment of a fee (unless the publication contains exempt information).

For all enquiries, please contact:-

**The Chief Executive's Directorate, Castle House, Barracks Road
Newcastle-under-Lyme, Staffordshire ST5 1BL
Telephone 01782 742222 Email: DemocraticServices@newcastle-staffs.gov.uk**

Title of Report	Brief Description of Report	Cabinet Portfolio	Intended Decision Date	Relevant Overview & Scrutiny Committee	Wards Affected	Reason for Determining in Private Session (if applicable)
MTFS 2020/2021		Finance & Efficiency	Cabinet 14 October 2020	Finance, Assets & Performance	All Wards	N/A
CIL S106 Refresh	To assess the viability of implementing a charging structure on new development in accordance with the Community Infrastructure Levy Regulations and to identify how any funds raised may be utilised. The review will also consider the existing s106 charging system and the overlap between the two methods.	Planning & Growth	Cabinet 14 October 2020	Economy, Environment and Place	All Wards	N/A
Crematorium Ground Extension Project	To approve proposals to extend the crematorium and develop adjoining land	Planning & Growth	Cabinet 14 October 2020	Finance, Assets & Performance		N/A
Self-Build Register	To approve a register of land suitable for self-builders	Planning & Growth	Cabinet 4 November 2020	Economy, Environment and Place	All Wards	N/A
Organisational Change Policy	To approve an Organisational Change Policy	Corporate & Service	Cabinet 4 November	Finance, Assets & Performance	All Wards	N/A

		Improvement, People & Partnerships	2020			
Redeployment Policy	To approve a Redeployment Policy	Corporate & Service Improvement, People & Partnerships	Cabinet 4 November 2020	Finance, Assets & Performance	All Wards	N/A
Affordable Funerals	To approve an affordable funerals offer	Planning & Growth	Cabinet 4 November 2020	Finance, Assets & Performance	All Wards	N/A
Air Quality Implementation Plan	To approve the Air Quality Outline Business Case	Environment and Recycling	Cabinet 2 December 2020	Economy, Environment and Place	All Wards	N/A

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank