

# Public Document Pack

**Date of meeting** Tuesday, 8th November, 2022  
**Time** 2.00 pm  
**Venue** Astley Room - Castle  
**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 PREVIOUS MEETINGS** (Pages 3 - 8)  
To consider the Minutes of the previous meeting held on 18 October 2022.
- 4 WALLEYS QUARRY ODOUR ISSUES** (Pages 9 - 28)
- 5 FUTURE HIGH STREET AND TOWN DEAL PROJECTS - QUANTITY SURVEYOR (QS) SERVICES** (Pages 29 - 32)
- 6 CHRISTMAS CAR PARKING 2022** (Pages 33 - 36)
- 7 ADDITIONAL SPACE FOR CREMATED REMAINS BURIAL AT BRADWELL AND NEW CEMETERY AND CREMATORIUM REGULATIONS** (Pages 37 - 72)
- 8 FINANCIAL AND PERFORMANCE REVIEW REPORT - SECOND QUARTER (JULY - SEPTEMBER) 2022-23** (Pages 73 - 102)
- 9 FORWARD PLAN** (Pages 103 - 106)
- 10 URGENT BUSINESS**  
To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972.
- 11 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.

## **ATTENDANCE AT CABINET MEETINGS**

### **Councillor attendance at Cabinet meetings:**

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

### **Public attendance at Cabinet meetings:**

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

**Members:** Councillors S Tagg (Chair), Sweeney (Vice-Chair), Heesom, Johnson, J Waring and Fear

**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.

## CABINET

Tuesday, 18th October, 2022  
Time of Commencement: 2.00 pm

[View the agenda here](#)

[Watch the meeting here](#)

**Present:** Councillor Simon Tagg (Chair)

**Councillors:** Sweeney Johnson Fear  
Heesom J Waring

**Officers:** Martin Hamilton Chief Executive  
Simon McEneny Executive Director - Growth and  
Development  
Janet Baddeley Communications Manager  
Denise French Democratic Services Team  
Leader  
Sarah Wilkes Head of Finance / S151 Officer

Also in attendance: Councillor Wendy Brockie  
Councillor Jacqueline Brown

### 6. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

### 7. **MINUTES OF PREVIOUS MEETINGS**

**Resolved:** that the minutes of the meeting held on 5 October be agreed as a correct record.

### 8. **WALLEYS QUARRY ODOUR ISSUES**

The Chief Executive updated on Walleys Quarry.

The council had recently reached a settlement agreement with Walleys Quarry Limited (WQL) and the report set out the details. The agreement meant WQL had withdrawn their appeal and the Abatement Notice was now in place and legally enforceable. There was one minor amendment excluding the site area itself from the notice meaning the statutory nuisance element related to a defined area outside the site. This was a technical correction.

The agreement recognised that the plans currently in place on the site did represent Best Practicable Means but it was also recognised that this could change over time.

There were various other requirements to the agreement including a commitment that the council and WQL engage constructively in good faith, WQL carry out specific community engagement measures including giving advance notice of activities that might give rise to odours, refreshing the Liaison committee and making recordings of these meetings publically available.

## **Cabinet - 18/10/22**

WQL had agreed to pay the council £400k towards the council's costs in responding to the appeal plus £60k towards future monitoring activities.

The report set out the complaints data which showed a downward trend. The data from the four Air Quality monitoring stations showed consistently low percentage exceedances above the World Health Organisation's nuisance levels over the past 12 weeks.

Members of Cabinet thanked officers for their hard work in achieving this outcome. The opportunities for future joint working were welcomed.

In accordance with the Cabinet Procedure Rules and the permission of the Chair, Councillor Brown raised issues as follows – concern about reporting fatigue, the reporting process not being straightforward, was there a number trigger for taking action on the Abatement Notice, what did the £400k account to as a proportion of the time taken to defend the appeal, what were the assurances around the odour nuisance being managed?

The Chief Executive responded that the permit in place related to not causing an odour nuisance off site, the exclusion of the site itself recognised that odour on site was not the issue, to take further action would require the council to conclude that a statutory nuisance was taking place based on the following criteria:

- Frequency
- Intensity
- Duration
- Offensiveness
- Location.

The council had accepted that the current odour management plans represented Best Practicable Means and that this involved a process of contain, capture and destroy. The process when complaints were submitted to the council would include verification and any further action was not based on volume of complaints but the 5 criteria set out above. The detail of the costs would be shared outside the meeting. The regulatory role of the Environment Agency was important and council officers were meeting next month with EA officers along with the MP, Leader of Staffordshire County Council and community representatives.

**Resolved:** that the report be noted and welcomed.

[Click here to watch the debate](#)

### **9. NEWCASTLE TOWN DEAL UPDATE**

Cabinet considered a report on the Newcastle Town Deal. The Town Deal Board had been awarded £26.3m to deliver 9 projects, around 4 objectives – digital, transport, delivery of key sites, culture. To date, 8 projects had received approval to progress to delivery stage subject to a final financial check. There was one project – the Astley Centre for Circus – that was to be submitted for assessment in December.

Cabinet was also pleased to note that the Grosvenor roundabout had received a Britain in Bloom Award.

In accordance with Cabinet Procedure rules and with the permission of the Chair, Councillor Brockie asked a question around financial checks, reporting to the council and the timelines.

In response, the meeting was informed that the Business Cases were approved by the Government and the Town Deal Boards were managing the process. There were regular reports submitted to each meeting of Economy and Place Scrutiny Committee. The Head of Finance explained that close monitoring was taking place of all projects and affordability reviews underway for council projects and with partners. The Portfolio Holder for Finance, Town Centres and Growth reported that he had written to the former Chancellor regarding the impact of inflation and would resend the letter to the new Chancellor.

**Resolved:** that

1. Progress with the Newcastle Town Deal be noted, and that Cabinet continues to receive such updates as required.
2. The Executive Director Growth and Development, in consultation with the relevant Portfolio Holder be authorised to complete the grant funding agreements with such external partners as may be necessary to deliver the approved projects.
3. A future report on the Astley Centre for Circus be considered by Cabinet at the appropriate time.

[Click here to watch the debate](#)

#### 10. **KIDSGROVE TOWN DEAL UPDATE**

Cabinet considered a report on the Kidsgrove Town Deal. The Government had awarded £16.9m towards 5 projects. There were 3 objectives:

- Objective 1: To drive growth and opportunity through enhanced enterprise structure in Kidsgrove.
- Objective 2: To create a connected, accessible town centre which links key assets, retains the heritage and uniqueness of Kidsgrove and delivers and drives new demand and footfall.
- Objective 3: to maximise the leisure and recreation opportunities available in Kidsgrove, providing facilities that are supported by communities and opportunities for residents to improve their health and wellbeing.

Five projects had been approved including Kidsgrove Sports Centre redevelopment which received fast track funding and had now been completed. Cabinet welcomed the schemes.

**Resolved:** that

1. Progress with Kidsgrove Town Deal be noted and Cabinet will continue to receive such updates as required.
2. Completion of the Kidsgrove Sports Centre be noted
3. Progress with the Chatterley Valley project be noted.
4. The Executive Director Growth & Development, in consultation with the Portfolio Holder be authorised to complete the Grant Funding Agreements with Network Rail, East Midlands Railway, and the Canal and Rivers Trust to enable progress with these projects.
5. That progress with the Shared Service Hub be noted and work continue with Kidsgrove Town Council and other partners to develop this project.
6. Cabinet receives a further report on delivery of the Shared Service Hub at a future meeting.

[Click here to watch the debate](#)

#### 11. **KIDSGROVE SPORTS CENTRE FINAL ACCOUNT**

Cabinet considered a report on the completion of the refurbishment of Kidsgrove Sports Centre and swimming pool and the detail of the final account of the contract with Willmot Dixon Construction for the project.

The Sports Centre had fully reopened in July 2022. It was managed by the Kidsgrove Sports Centre Community Interest Company (KSC CIC). The refurbishment works had been funded by various parties including the Borough Council, County Council, Sport England and through money raised by the KSC CIC. It was also noted that Kidsgrove Town Council had provided funding towards equipment.

Members noted the Sports Centre had been popular and well used since it had opened and was a great resource. Members expressed thanks to the KSC CIC for their work and for running the Centre.

The report outlined the final costs which had seen an overspend for the reasons as set out.

**Resolved:** that Cabinet:

1. Notes the successful completion of the refurbishment and redevelopment of Kidsgrove Sports Centre and Swimming Pool.
2. Notes that Kidsgrove Sports Centre has now re-opened to the public and is being run by a Community Interest Organisation.
3. Notes the overall capital cost of the project £7,755,340.05 (which includes additional works as detailed in the report).
4. Notes the additional funding provided to the project by Sport England and the Kidsgrove Sports Centre Community Group.
5. Approves the adjustment of the Capital Programme to reflect the final account figure and the additional cost to the Council of £129,490.05.
6. Notes the work that Willmott Dixon Construction have undertaken in the community as part of their Social Value programme.

[Click here to watch the debate](#)

## 12. **UK SHARED PROSPERITY FUND CONTRACT AWARD**

Cabinet considered a report on progress with developing the Shared Prospectus Fund Investment Plan. The council was the lead accountable body and had supported the development of a Newcastle Shared Prosperity Board. The Board had identified a number of projects to deliver under 3 key themes – Communities and Place Investment, Supporting Local Business and People and Skills investment. The allocation for Newcastle was £4,836,174.

**Resolved:** that

1. The Cabinet authorises the Executive Director Development and Growth in conjunction with the Leader of the Council and Portfolio Holder - One Council, People and Partnerships to:
  - Enter into any Grant Funding Agreements with the Government as required for the Investment Plan
  - Make amendments to the projects as required to meet the interventions targets in line with any government feedback on the Investment Plan;
  - To award contracts or Funding Agreements to deliver the range of projects to meet the interventions required

2. That Cabinet receive further updates on the delivery of the Investment Plan at regular intervals.

[Click here to watch the debate](#)

13. **FORWARD PLAN**

Cabinet considered the Forward Plan listing upcoming key decisions to be made by Cabinet.

**Resolved:** that the Forward Plan be received.

14. **URGENT BUSINESS**

There was no Urgent Business.

**Councillor Simon Tagg  
Chair**

Meeting concluded at 2.58 pm

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## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### EXECUTIVE MANAGEMENT TEAM'S REPORT TO CABINET

8<sup>th</sup> November 2022

**Report Title:** Walleys Quarry – Odour Issues

**Submitted by:** Chief Executive

**Portfolios:** Environment & Recycling; One Council, People & Partnerships

**Ward(s) affected:** All

#### **Purpose of the Report**

To update Cabinet on the latest position regarding the problematic odours in the Borough associated with Walleys Quarry including progress in relation to agreement reached following mediation with the operator.

#### **RECOMMENDATIONS**

**Cabinet is recommended to:**

- 1. Note the contents of this update report**

#### **Reasons**

To ensure Cabinet is kept updated on the ongoing work regarding the problem odours associated with Walleys Quarry landfill.

## **1. Background**

- 1.1 For a number of years, parts of the borough have suffered from problematic foul odours from the Walleys Quarry Landfill Site in Silverdale operated by Walleys Quarry Ltd, part of the RED Industries group of companies. The Environment Agency is the lead regulator for such sites, testing and enforcing compliance with the permit under which the site operates. The Council also has a role in influencing the operation and performance of such sites, where an operator fails to comply with actions required under an abatement notice issued by the Council in relation to any statutory nuisance caused by the site.
- 1.2 In March 2021, Council held an extraordinary meeting to receive the report of the Economy, Environment and Place Scrutiny Committee review into the Walleys Quarry issues, and to debate a motion demanding the immediate suspension of operations and acceptance of waste at the Walleys Quarry Landfill site.
- 1.3 Cabinet has received monthly updates on the issues relating to the odours, and Council has also been regularly updated.

## **2. Statutory Nuisance**

- 2.1 Following extensive work, officers determined that the odours from the Walleys Quarry site amount to a Statutory Nuisance and, on 13<sup>th</sup> August 2021, served an Abatement Notice on Walleys Quarry Ltd. (WQL)

- 2.2 The Abatement Notice afforded WQL a period of 5 months to abate the nuisance, with this timeframe being informed by discussion on the nature and extent of potential works required at the site with colleagues from the Environment Agency and with our own landfill and odour experts.
- 2.3 On 2 September 2021, WQL lodged an appeal against the Abatement Notice with the Magistrates Court. This has the effect of “stopping the clock” on the 5 month timeframe to abate the nuisance.
- 2.4 At the Cabinet meeting on 18 October 2022, Members received a report detailing the outcome of a mediation process that had been undertaken. The mediation process was guided by the former Supreme Court Judge and environmental law specialist the Right Honourable Lord Carnwath of Notting Hill. As a result of that process, the council and WQL were able to agree terms for a settlement which enabled WQL to withdraw their appeal against the notice
- 2.5 On 6 October 2022, His Honour District Judge Grego approved the settlement that the parties had reached, and issued a court order upholding the Abatement Notice and dismissing WQL’s appeal. HHJ Grego is the judge who was overseeing the court case and who would have decided the matter following the four-week trial had a settlement not been reached.
- 2.6 Key elements of the settlement agreement

Whilst details of discussions held during the mediation process remain confidential to the parties involved, the agreement reached at the end of the process is not confidential. The key elements of the agreement are as follows.

- **Walleys Quarry Ltd (WQL) have withdrawn their appeal.** This means that the council’s objective of having a legally enforceable Abatement Notice in place has been achieved. This is the best enforcement outcome that would have been possible to achieve in court.
- **There has been one minor amendment to the Abatement Notice.** The map of the area covered by the abatement notice has been amended to exclude the site itself, however the effect of the original notice outside of the site remains unchanged. All land and property protected by the original notice remain covered in the amended notice. This change was made as WQL are only required to abate the nuisance off site.
- **The agreement recognises that various plans which WQL have in place (for example; Phasing and Capping Plan; Gas Management Plan) currently represent Best Practical Means (BPM).** BPM is a set of plans and processes that should, if followed, prevent unacceptable levels of odours occurring. The council has accepted this on the advice of its specialist advisors who have undertaken a considerable amount of detailed work in reviewing WQL’s plans including critical challenge to WQL’s experts. This agreement also reflects the significant reduction in odours in recent months.
- **The agreement recognises that what constitutes BPM changes over time,** and it is for WQL to maintain BPM and demonstrate to the council that they are meeting BPM requirements at all time.
- **The agreement commits the council and WQL to engage constructively and in good faith** with one another, and for WQL to share information with the council relating to BPM, and for council officers to have access to inspect the site from time to time. This will allow the council to maintain an understanding as to whether the policies, procedures and practices adopted the WQL remain consistent with BPM over time.

- **The agreement commits WQL to specific measures relating to Community Engagement, including:**
  - publishing its operational plans,
  - providing advance notification of activities on site which might give rise to odours in the community,
  - refreshing the Liaison Committee,
  - and publishing recordings of its meetings online.
  
- **It reflects the council's intention to continue monitoring H2S levels in the community,** WQL have agreed to pay the council £60,000 towards this activity, in addition to £400,000 towards the council's costs incurred in responding to the appeal.

## 2.7 Benefits for the Community

The settlement agreed ratified by the court delivers more for the community than would have been achieved through a formal trial.

- An Abatement Notice is now in place requiring Walleys Quarry Limited (WQL) to abate the odour nuisance off site and prevent its reoccurrence. This provides a route to further action in the event of any future significant sustained problems.
- By WQL maintaining Best Practical Means (BPM), the community is afforded the best possibility of improved odour conditions off site.
- The council will be routinely working with WQL to understand how Best Practical Means (BPM) are being maintained.
- There is a structure to give the community access to information about activities on the site.
- Public funds expended on progressing the Abatement Notice have been significantly recouped.

These outcomes are more far reaching than what the council would have been able to achieve from simply defending an Abatement Notice at trial. A trial alone would not have delivered ongoing information to the community or the council which is reflected in the agreement

## 2.8 Progress and Next Steps

As part of the Agreement, Council officers, including the Chief Executive, with Walleys Quarry Limited (WQL) to ensure that all aspects of the agreement are implemented. The first of what will be regular meetings between senior officers and representatives of WQL has taken place. Both parties engaged constructively and in good faith with each other with the primary purpose of the initial meeting being to determine the working arrangements and information sharing. It was agreed to develop standard key information relating to the Councils complaint and investigation data along with WQL operational data, which will then be shared in future Cabinet reports.

## 3. Complaint Data

- 3.1 Below is a schedule of complaints received by the Council and by the Environment Agency during 2022, on a weekly basis over the last 2 months. Complaints rise and fall broadly in line with the H2S levels recorded at the four monitoring stations around the site, with higher levels of H2S generally causing more annoyance in the community. Historical complaints data is attached to this report as Appendix 1.

	Complaints to NuLBC	Complaints to Environment Agency

<b>September 2022</b> 5/9/22 – 11/9/22	9	64
12/9/22 – 18/9/22	13	83
19/9/22 – 25/9/22	14	79
26/9/22 – 2/10/22	13	58
<b>October 2022</b> 3/10 – 9/10	42	102
10/10 – 16/10	52	165

#### 4. Air Quality Monitoring Stations

- 4.1 The Council, Staffordshire County Council, and the Environment Agency are jointly funding a campaign of air quality monitoring which has been extended to run through 2022 utilising four static air monitoring stations. Data from these stations is reviewed to provide information in relation to two standards relating to Hydrogen Sulphide (H<sub>2</sub>S) – the WHO Health threshold and the WHO annoyance threshold, with this analysis published by stakeholders.
- 4.2 Over the last 2 months, Hydrogen sulphide concentrations were above the World Health Organization’s odour annoyance guideline level (7 µg/m<sup>3</sup>, 30-minute average) for the following percentages of each week. Historical data is attached to this report in Appendix 2.

Location	MMF1 - Silverdale Cemetery (%)	MMF2 - Silverdale Road (%)	MMF6 - NuL Fire Station (%)	MMF9 - Galingale View (%)
29/8 – 4/9	0	0	0	0
5/9 – 11/9	0	0	0	4.2
12/9 – 18/9	0	0.3	0	2.9
19/9 – 25/9	0	0	0	1.8
26/9 – 2/10	0	0	0	4.2
3/10 - 9/10	0	0.4	0	3.7
10/10 – 16/10	0	1.9	0	0
17/10 – 23/10	0	0.6	0.3	1.5

- 4.3 The data continues to show that whilst the frequency of incidences when the WHO annoyance threshold with data for the last 2 months showing consistently low percentage exceedances above the annoyance threshold.

#### 4.4 Jerome Portable device air monitoring

Your officers have continued to deploy portable Jerome air monitoring equipment in various locations surrounding the landfill site in response to complaints from residents as well as proactively when potentially problematic climatic conditions are forecast. The result of the monitoring for the 3<sup>rd</sup> quarter of 2022 are appended to this report in Appendix. 3.

The data shows that there have been a few relatively short duration instances where the equipment has recorded H<sub>2</sub>S levels above the 5ppb threshold in a number of different locations. The equipment has also recorded significant periods where H<sub>2</sub>S is below 5ppb.

## Environment Agency Regulatory and Enforcement Action

- 4.4 The Environment Agency has continued to provide weekly updates on their regulatory activity on the Walleys Quarry Landfill Citizens Space website. These updates reflect regular EA officer presence at the site to review progress with the Contain Capture Destroy strategy. Extracts from the last 3 weekly updates are provided below:
- 4.5 News in brief – 13 October 2022 - Regulatory activity. On 5 October 2022 officers carried out a site inspection, which focussed on waste acceptance criteria and sampling, together with an off-site odour assessment. Officers carried out a further unannounced site inspection on 10 October 2022. They focussed on surface water management, the revised submitted capping and phasing plan proposals, and gas management. The average landfill gas collection rate remains steady.
- 4.6 News in brief – 20 October 2022 - Regulatory activity. We continue to actively regulate and assess Walleys Quarry Ltd.'s compliance with its environmental permit, including announced and unannounced inspections and remote audits. We have this week carried out an unannounced inspection and carried out an offsite odour assessment, as part of our plan to contain, capture and destroy landfill gas from the site. Following a review of Walleys Quarry Ltd.'s Capping and Phasing Plan, we have requested some further details and amendments.
- 4.7 News in brief - 27<sup>th</sup> October 2022 - Regulatory activity. We continue to actively regulate and assess Walleys Quarry Ltd.'s compliance with its environmental permit by reviewing data and conducting inspections. Our most recent announced inspection took place on 26 October 2022. Hydrogen sulphide levels within the bulk landfill gas continue to decline, and are at 1100ppm this week. The current landfill gas collection rate is approximately 3,050 m<sup>3</sup>/hr.

## 5. Proposal

**Cabinet is recommended to:**

- **Note the contents of this update report**

## 6. Reasons for Proposed Solution

- 6.1 To ensure Cabinet is kept updated of the ongoing work to address the issues associated with the odours from Walleys Quarry landfill and to keep under review opportunities to further action.

## 7. Options Considered

- 7.1 To provide regular updates to Council

## 8. Legal and Statutory Implications

- 8.1 Part III of the Environmental Protection Act 1990 is the legislation concerned with statutory nuisances in law. This is the principal piece of legislation covering the Council's duties and responsibilities in respect of issues relating to odour nuisance:-

- The Environmental Protection Act 1990, section 79 sets out the law in relation to statutory nuisance. This is the principal piece of legislation covering the Council's duties and responsibilities in respect of issues relating to odour nuisance.

- The relevant part of Section 79 defines a statutory nuisance as any smell or other effluvia arising on industrial, trade or business premises which is prejudicial to health of a nuisance. The Council is responsible for undertaking inspections and responding to complaints to determine whether or not a statutory nuisance exists.
- Where a statutory nuisance is identified or considered likely to arise or recur, section 80 of the Act requires that an abatement notice is served on those responsible for the nuisance. The abatement notice can either prohibit or restrict the nuisance and may require works to be undertaken by a specified date(s).
- It is then a criminal offence to breach the terms of the abatement notice. Because the site is regulated by the Environment Agency under an Environmental Permit, the council would need to obtain the consent of the Secretary of State before it is able to prosecute any offence of breaching an abatement notice.

## 9. Equality Impact Assessment

- 9.1 The work of the Council in this regard recognises that the problematic odours in the area may impact on some groups more than others. The work is focussed on minimising this impact as soon as possible.

## 10. Financial and Resource Implications

- 10.1 There are none directly arising from this report.

## 11. Major Risks

- 11.1 There are no new risks beyond those explored in previous reports.

## 12. Unsustainable Development Goals (UNSDG)



## 13. Key Decision Information

- 13.1 As an update report, this is not a Key Decision.

## 14. Earlier Cabinet/Committee Resolutions

- 14.1 This matter has been variously considered previously by Economy, Environment & Place Scrutiny Committee, Council and Cabinet on 21 April 2021, 9<sup>th</sup> June 2021, 7<sup>th</sup> July 2021, 21<sup>st</sup> July 2021, 8<sup>th</sup> September 2021, 13<sup>th</sup> October 2021, 3<sup>rd</sup> November 2021, 17<sup>th</sup> November, 1<sup>st</sup> December 2021, 12<sup>th</sup> January 2022, 2<sup>nd</sup> February 2022, 23<sup>rd</sup> February 2022, 23<sup>rd</sup> March 2022, 20<sup>th</sup> April 2022, 7<sup>th</sup> June 2022, 19<sup>th</sup> July 2022, 6<sup>th</sup> September 2022 and 18<sup>th</sup> October 2022.

## 15. List of Appendices

- 15.1 Appendix 1. Historical Complaint data
- 15.2 Appendix 2. Historical Monitoring Station data
- 15.3 Appendix 3. Jerome data for 3<sup>rd</sup> quarter 2022

### Appendix 1. Historical Complaint Data

	Complaints to NuLBC	Complaints to Environment Agency
<b>January 2022</b> 3/1/22- 9/1/22	73	352
10/1/22 -16/1/22	258	1045
17/1/22 -23/1/22	134	651
24/1/22 – 30/1/22	25	139
<b>February 2022</b> 31/1/2 – 6/2/22	16	64
7/2/22 – 13/2/22	31	120
14/2/22 – 20/2/22	49	166
21/2/22 – 27/2/22	40	264
<b>March 2022</b> 28/2/22 – 6/3/22	118	571
7/3/22 – 13/3/22	72	285
14/3/22 – 20/3/22	224	1126
21/3/22 – 27/3/22	412	1848
28/3/22 – 3/4/22	243	1072
<b>April 2022</b> 4/4/22 -10/4/22	132	895
11/4/22 – 17/4/22	156	752
18/4/22 – 24/4/22	65	310
25/4/22 – 1/5/22	49	213
<b>May 2022</b> 2/5/22 – 8/5/22	39	193
9/5/22 – 15/5/22	35	160
15/5/22 – 21/5/22	43	134
22/5/22 – 29/5/22	20	81

<b>June 2022</b> 30/5/22 – 5/6/22	27	169
6/6/22 – 12/6/22	42	234
13/6/22 – 19/6/22	25	263
20/6/22 – 26/6/22	28	208
26/6/22 – 2/7/22	9	54
<b>July 2022</b> 3/7/22 – 9/7/22	4	34
10/7/22 – 16/7/22	14	72
17/7/22 – 23/7/22	21	52
24/7/22 – 30/7/22	12	93
<b>August 2022</b> 31/7/22 – 6/8/22	22	124
7/8/22 – 13/8/22	32	133
14/8/22 – 21/8/22	11	79
22/8/22 – 28/8/22	12	89
29/8/22 – 4/9/22	10	30
<b>September 2022</b> 5/9/22 – 11/9/22	9	64
12/9/22 – 18/9/22	13	83
19/9/22 – 25/9/22	14	79
26/9/22 – 2/10/22	13	58
<b>October 2022</b> 3/10 – 9/10	42	102
10/10 – 16/10	52	165
17/10 – 23/10		186
24/10 – 30/10		



Location	MMF1 - Silverdale Cemetery (%)	MMF2 - Silverdale Road (%)	MMF6 - NuL Fire Station (%)	MMF9 - Galingale View (%)
19/4/21 – 25/4	18	8	4	21
26/4 – 2/5	4	10	13	35
3/5 – 9/5	6	21	6	48
10/5 – 16/5	15	20	1	10
17/5 – 23/5	1	9	10	53
24/5 – 30/5	7	15	16	47
31/5 – 6/6	30	1	6	18
7/6 – 13/6	1	10	10	19
14/6 – 20/6	11	7	9	13
21/6 – 27/6	2	1	4	12
28/6 – 4/7	1	8	8	10
5/7 – 11/7	5	18	3	17
12/7 – 18/7	0.4	2.4	2.1	23
19/7 – 26/7	3.6	0	3.6	16
27/7 – 1/8	1.8	1.5	11	26
2/8 – 8/8	1	4	5	10
9/8 – 15/8	0.3	7	3	6
16/8 – 22/8	1	1	4	6
23/8 – 29/8	0	0	1.5	17
30/8-5/9	0	0	0.3	2.1
6/9 -12/9	0	1	13	18
13/9 – 19/9	0	0.6	7.3	11.7
20/9- 26/9	3	2	6	11
27/9-3/10	0	0	0	0.3
4/10 – 10/10	0	0	0.3	5
11/10 – 17/10	0	0.5	1.5	9
18/10-24/10	0	0	0	1.5
25/10-31/10	0	0	0	0
1/11 – 7/11	2.9	0	3.3	13.5
8/11 – 14/11	0	0	1	10
15/11 – 21/11	0	0	0	1.2
22/11-28/11	0	0	0	11
29/11-5/12	0.6	0.9	0	9
6/12 – 12/12	0.6	0	0.9	2.4
13/12-19/12	0.9	0	3	18.5
20/12-26/12	0	0	0	3
27/12-2/1/22	0	0	0	2.4
3/1-9/1	1.2	0	2.1	16.2
10/1-16/1	14.9	11.9	21.4	53.3
17/1-23/1	6	7	10	41
24/1 – 30/1	0	0	0	5.1
31/1-6/2	0	0	0	0
7/2 – 13/2	0	0	0.9	2.4
14/2 – 20/2	0	3.6	0.3	2.4
21/2 – 27/2	0	4.8	0.6	8.0

28/2 – 6/3	2.4	0	0.3	15
7/3 – 13/3	0.3	3.3	4.2	6.0
14/3-20/3	3.3	8.1	10.8	21.2
21/3-27/3	6.8	10.1	21.1	43.2
28/3 – 3/4	1.9	9.3	18.8	25.2
4/4-10/4	1.8	2.5	6.1	26.0
11/4 – 17/4	11.9	6.6	9.6	19.7
18/4 - 24/4	7.1	1.8	2.7	10.4
25/4 -1/5	5.1	0	1.5	9.0
2/5 – 8/5	2.7	4.8	n/a	n/a
9/5 – 15/5	0.9	1.2	0	1.8
15/5 – 21/5	0.6	2.1	0	2.7
22/5 – 29/5	0.3	0	0	0.9
30/5 – 5/6	0.3	0	1.2	7.4
6/6 – 12/6	0.3	0.6	2.1	3.6
13/6 – 19/6	0	0.6	0.6	11
20/6 – 26/6	0	0.9	0.3	15.5
26/6 – 2/7	0	0	0	0
3/7 – 9/7	0	0	0	0
10/7 – 16/7	0	0	0	0.9
17/7 – 23/7	0	0	0.3	1.5
24/7 – 30/7	0	0	0.3	1.2
31/7 – 6/8	0	0	0	1.5
7/8 – 13/8	0	0	0	1.8
14/8 – 21/8	0	0	0	0.6
22/8 – 28/8	0	0.3	0	0
29/8 – 4/9	0	0	0	0
5/9 – 11/9	0	0	0	4.2
12/9 – 18/9	0	0.3	0	2.9
19/9 – 25/9	0	0	0	1.8
26/9 – 2/10	0	0	0	4.2
3/10 - 9/10	0	0.4	0	3.7
10/10 – 16/10	0	1.9	0	0
17/10 – 23/10	0	0.6	0.3	1.5
24/10 – 30/10				

## **Graphical Summary of Jerome Measurements for Quarter Three 2022.**

### **Introduction.**

This report covers the period:

- Quarter 3 – July, August and September 2022
- And an additional deployment made in June 2022 which was not reported within the previous report

Each graph shows concentration (ppb) plotted against time.

The Jeromes were deployed at selected properties, where they were left to continuously monitor ambient concentrations of hydrogen sulphide, taking a measurement every 15 minutes. Additionally, in order to obtain an assessment of any impacts that occur between samples, occupants of the deployment location are asked to activate the monitoring instrument manually whenever they are experiencing a health effect related to the emissions from the landfill or where they observe an odour. The occupier is also asked to keep a log of odour events and health effects.

The instruments were deployed at properties where there was a recent history of regular complaints, or which would be downwind of Walleys Quarry during the deployment period, or were in close proximity of the site. Reporting Period – equipment updates

- The two analysers have been subject to performance checks, service and calibration in accordance with manufacturers' instructions.
- A suitable weather proof enclosure has been purchased to enable the monitors to also be located externally for monitoring over a period of time.
- The analyser is set to monitor and record ambient concentrations of hydrogen sulphide every 15 minutes instead of 10 minutes following advice from the manufacturer

### **Assessment Criteria**

With regards to health impacts, there is no statutory limit which relates to environmental exposure to hydrogen sulphide. However, the World Health Organisation has produced an air quality guideline for the avoidance of annoyance at  $7 \mu\text{g}/\text{m}^3$  averaged over 30mins, which approximates to 5 parts per billion (ppb) averaged over 30 minutes. This is equates to a distinct odour (perceived intensity score of 3) and is the threshold of recognition of hydrogen sulphide (i.e. the concentration at which 50% of the population would recognise the odour as H<sub>2</sub>S).

The World Health Organisation has also produced an air quality guideline for the protection of health -  $150 \mu\text{g}/\text{m}^3$  averaged over 24 hours, which equates to 100ppb averaged over 24 hours. This is 100<sup>th</sup> of the concentration identified as resulting in the onset of health impacts, namely eye irritation, which begin to occur at 10 ppm (i.e. 10,000 ppb).

As described within the DEFRA publication 'Odour Guidance for Local Authorities March 2010', the characteristics of an odour affects the impact. Fairly regular exposure to some strong odours, even for short periods, can be both objectionable and offensive, such as in the case of hydrogen sulphide. Also, the concentration at which these odours become a statutory nuisance could be relatively low if they are persistent and frequent.

With regards to odour, by applying the Weber-Fechner Law, the perceived odour intensity (scored from 0 to 6) for hydrogen sulphide can be estimated from the measured concentration as described within the table below:

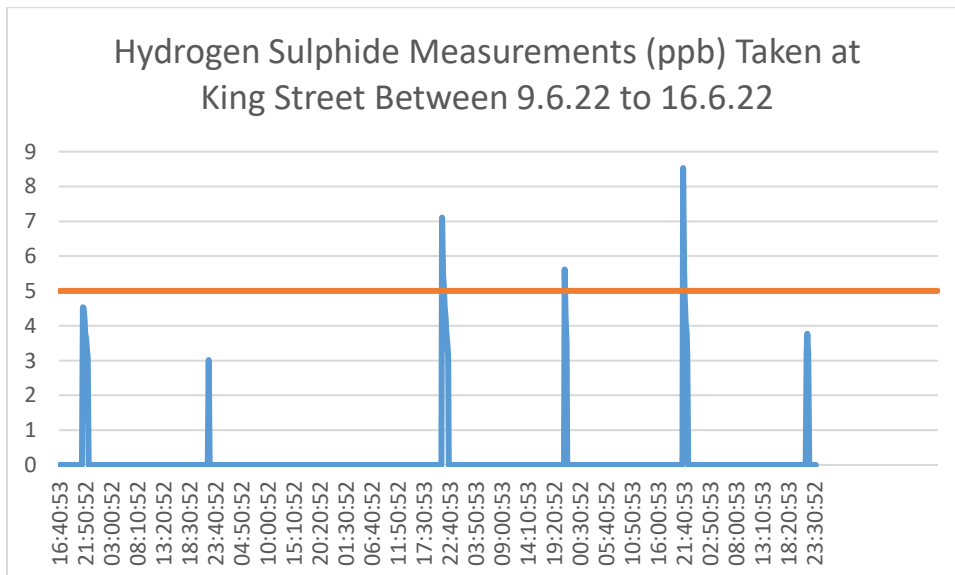
Odour Strength	Perceived Intensity	Approximate Concentration ( $\mu\text{g}/\text{m}^3$ )	Approximate Concentration (ppb)
Extremely strong	6	148	99
Very strong	5	57	38
Strong	4	22	14
Distinct	3	7	5
Weak/faint	2	3	2
Very weak/very faint	1	0.7	0.5
Not perceptible/no odour	0	0	0

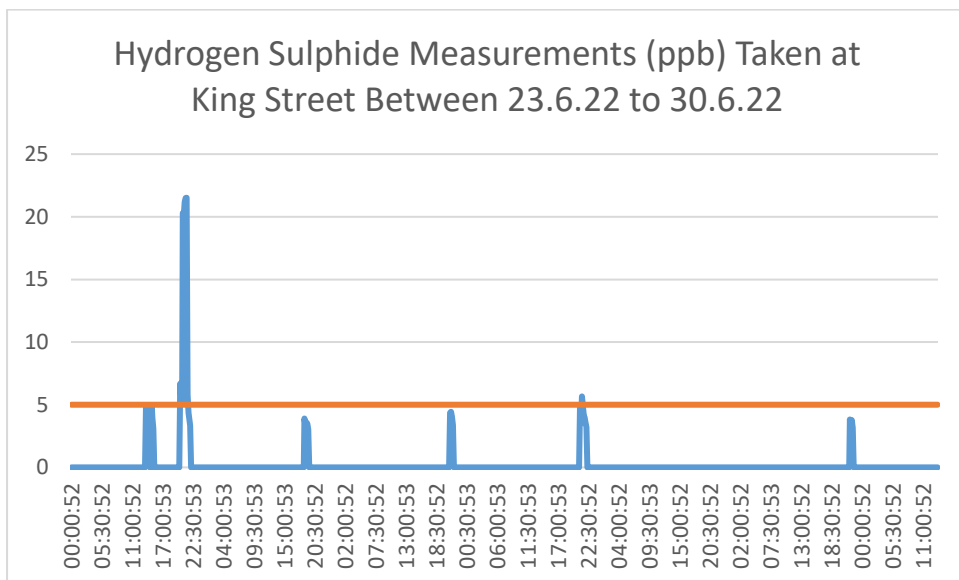
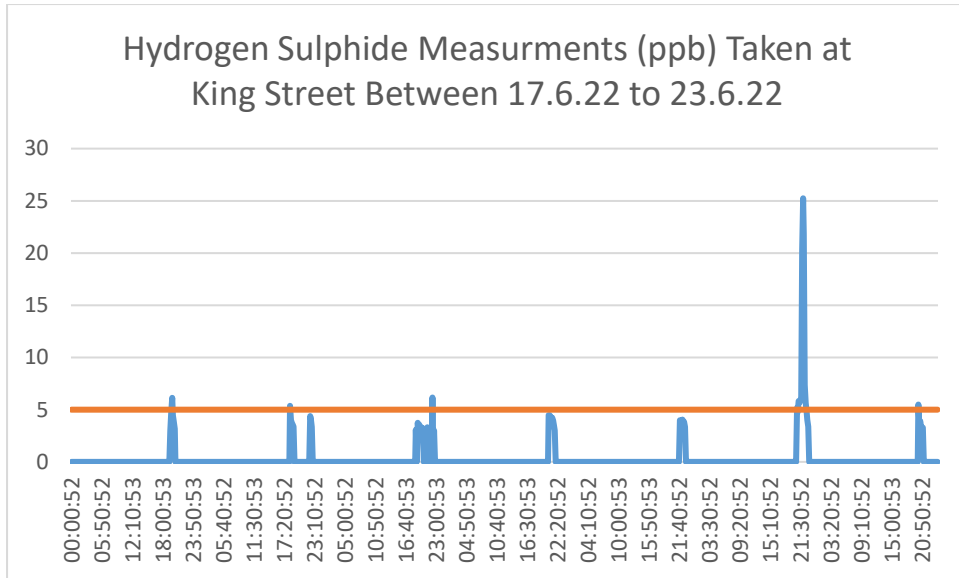
**Note:** The exact conversion between ppm and  $\mu\text{g}/\text{m}^3$  is proportional to temperature and atmospheric pressure.

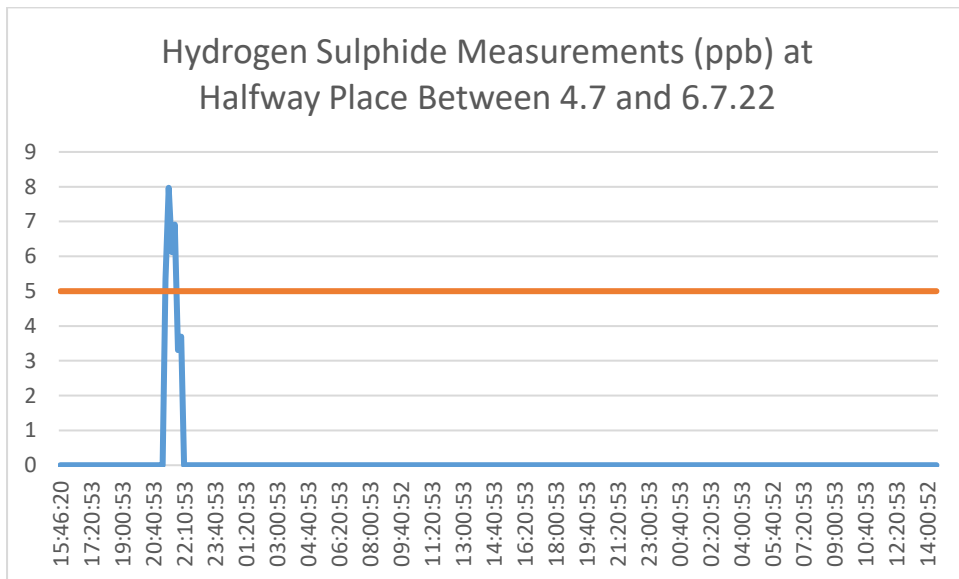
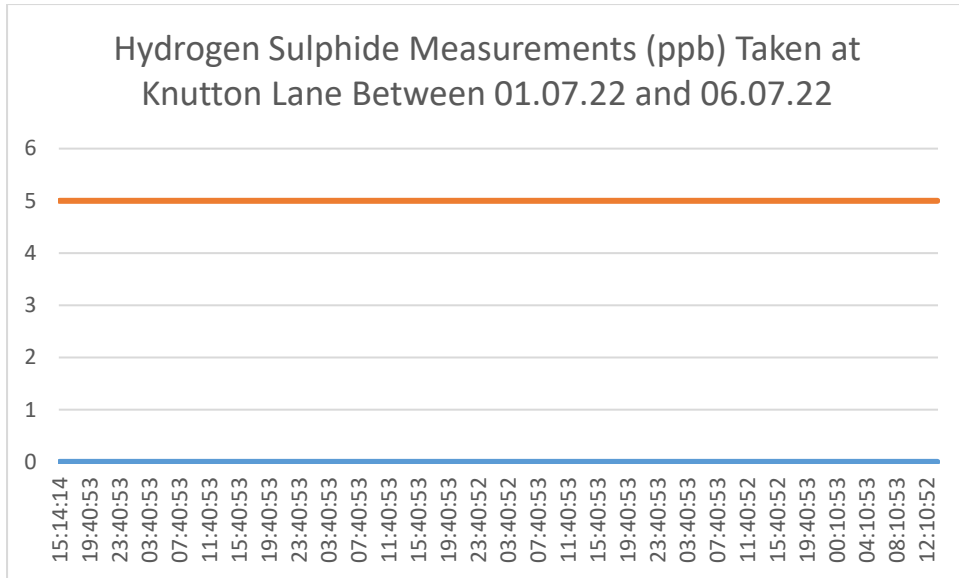
The limit of detection of the Jerome J605 is 3ppb. Any measurement below this value would be reported as 0. This does not necessarily mean that odour or gases associated with the landfill were absent, it can only be said that hydrogen sulphide concentration was below 3ppb at the time of measurement.

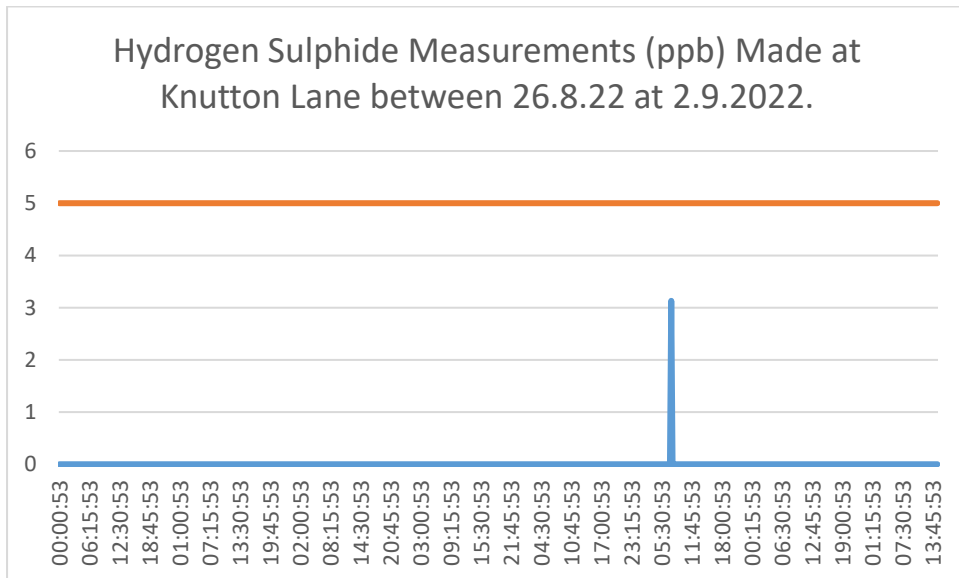
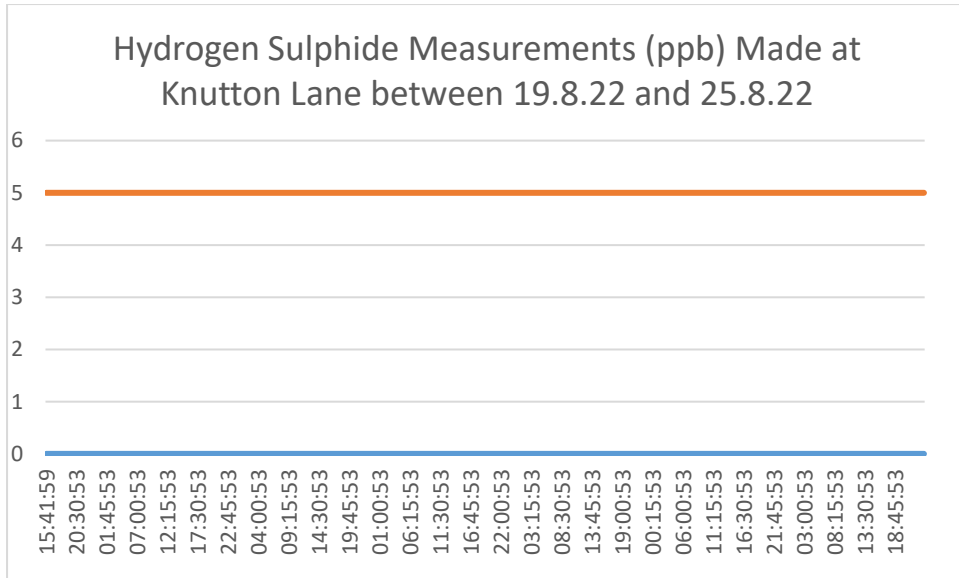
### Deployments to Properties.

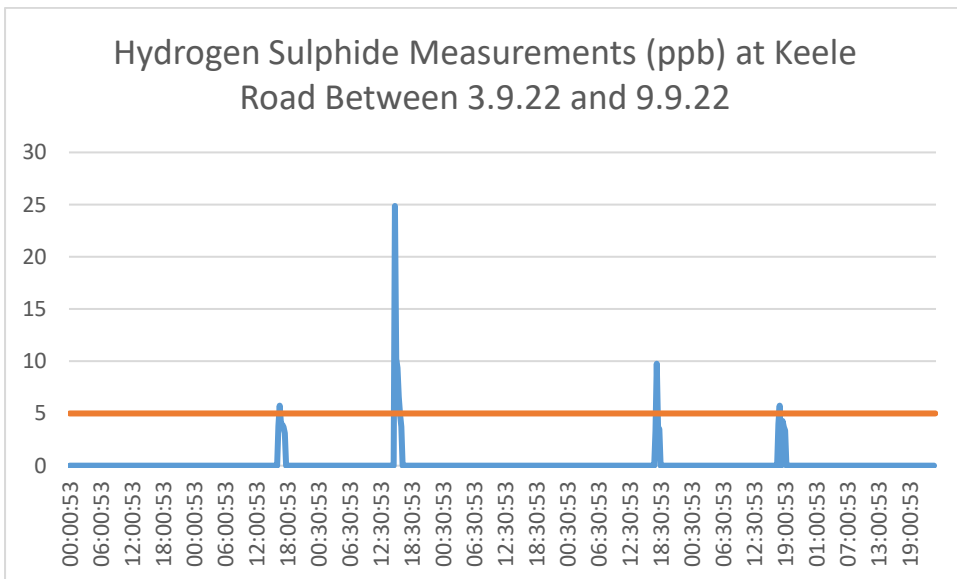
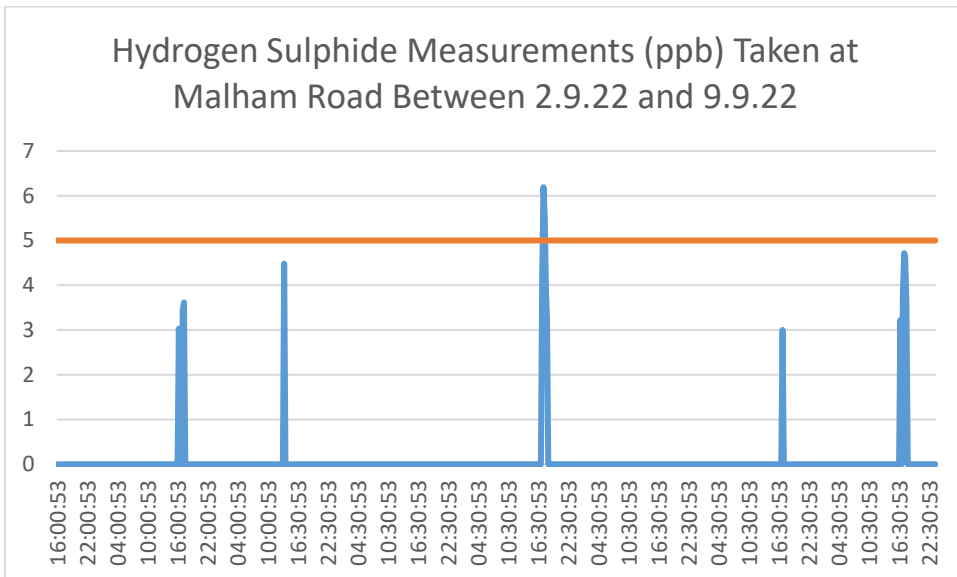
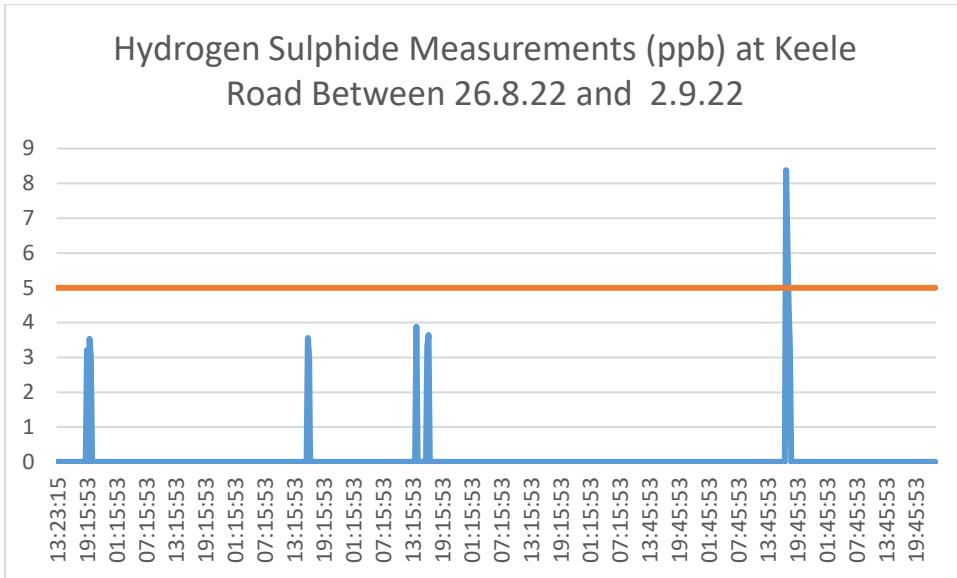
A graphical representation of each deployment of the instruments is given below.



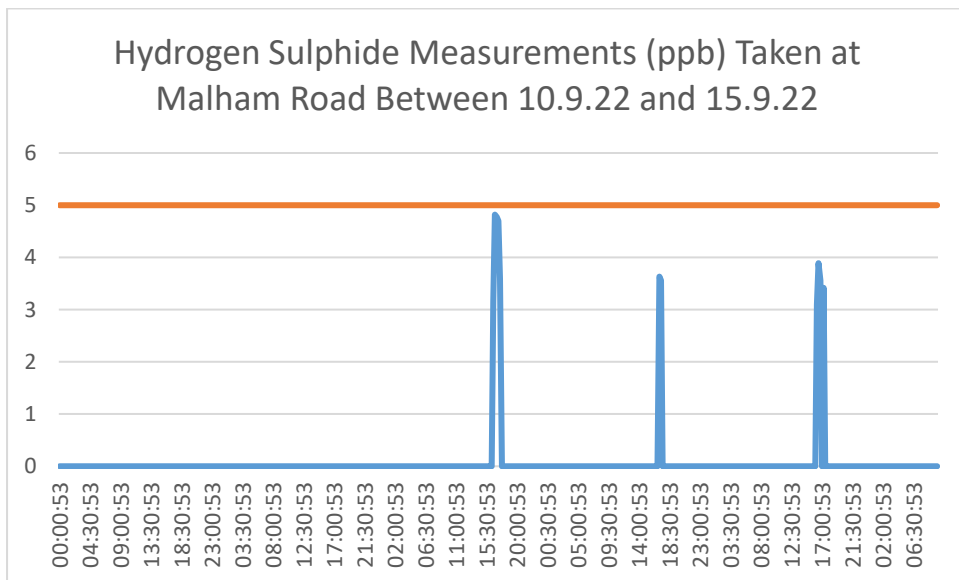
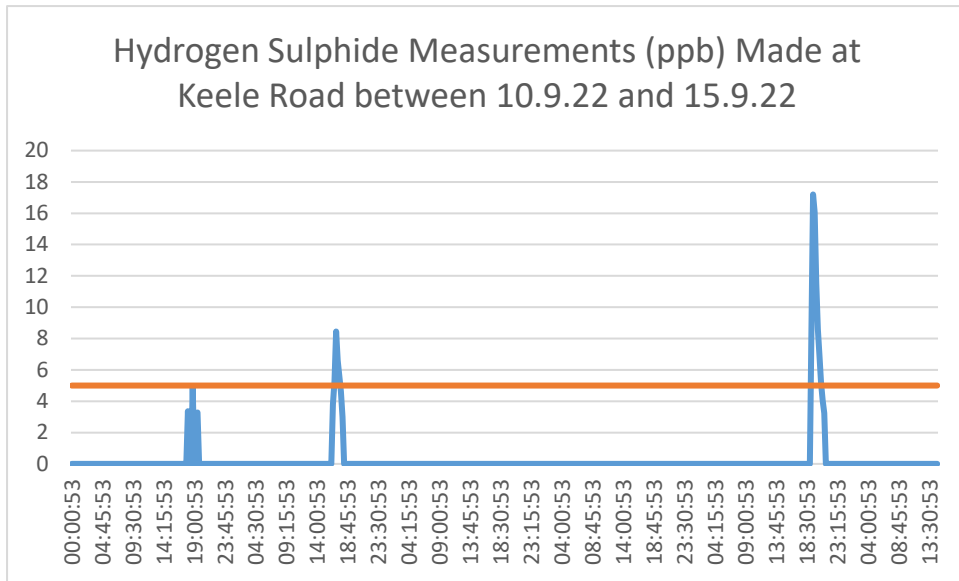


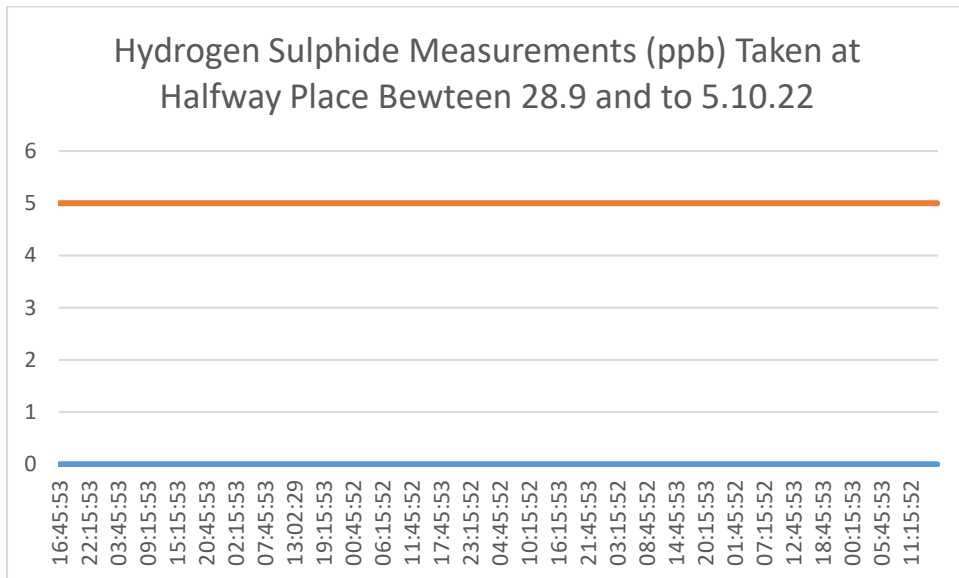
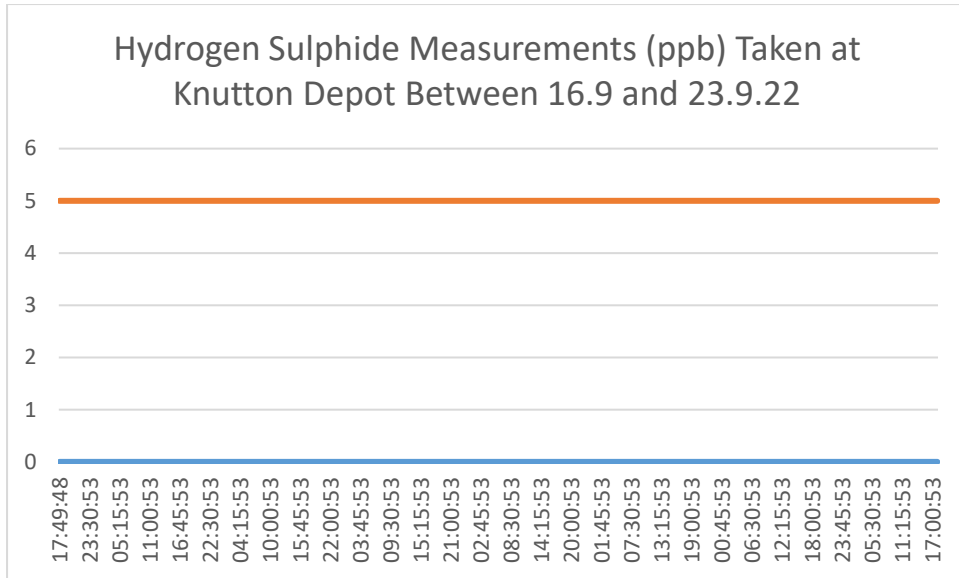


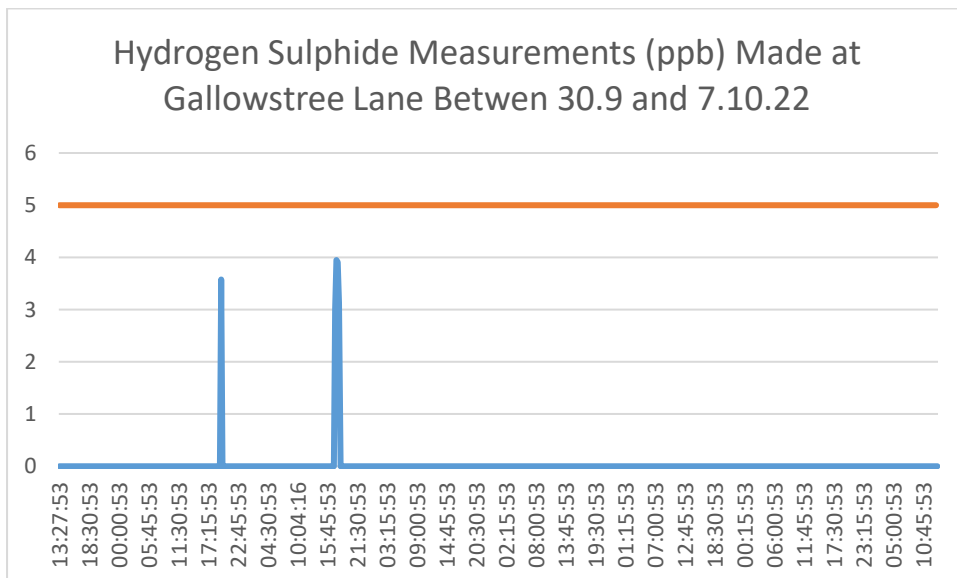
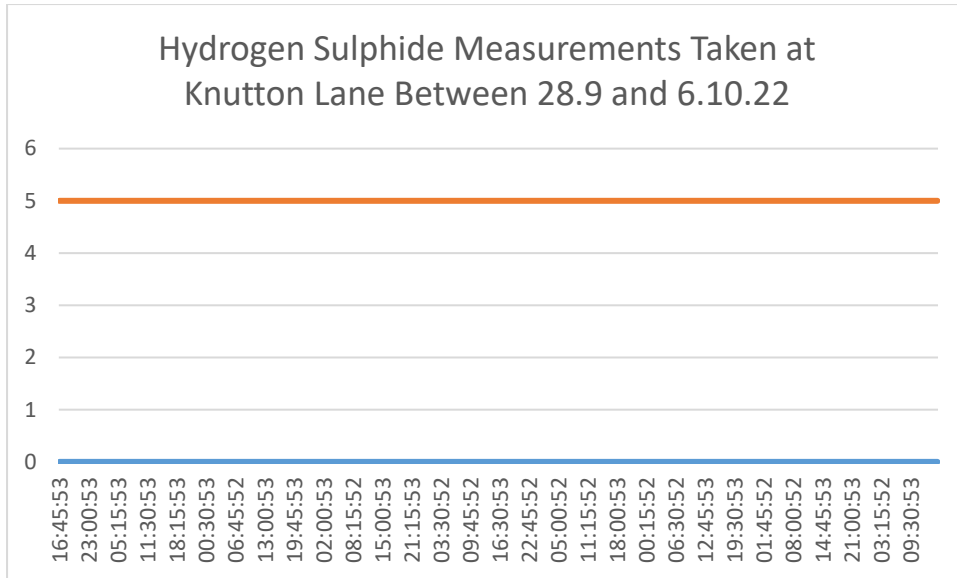












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## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### EXECUTIVE MANAGEMENT TEAM'S REPORT TO CABINET

Cabinet  
08 November 2022

**Report Title:** Future High Street & Town Deal Projects – Quantity Surveyor (QS) Services

**Submitted by:** Executive Director – Growth & Development

**Portfolios:** Finance, Town Centres & Growth & One Council, People & Partnerships

**Ward(s) affected:** All

#### **Purpose of the Report**

To inform Cabinet of the officer work undertaken to identify a suitable quantity surveying solution and service provider for a range of capital works and development projects identified by the Council and seeking authority to make an award of contract following completion of the proposed solution and delivery of a compliant procurement process.

#### **Recommendation**

**That delegated authority be granted to the Executive Director – Growth and Development to award a contract for Quantity Surveyor services on successful completion of a further competition under the PAGABO Professional Services framework informing the Portfolio Holder for Finance, Town Centres and Growth of the outcome.**

#### **Reasons**

The Council has a range of, capital works and development projects planned and your officers have identified a need to commission a professional service provider in the form of a QS, to represent the Council during the development and delivery stages of each project. Rather than undertaking a procurement process for each project, your officers are looking to make an offer of a single award of contract based on day rates and call off QS services as and when each project requires such services.

### 1. **Background**

- 1.1 The Borough Council have identified and will be delivering a range of capital works/development projects over a period of six years, examples of which include (but are not limited to):
- demolition of existing shopping arcade and construction of new town centre mixed use development.
  - demolition of existing multi-storey car park and construction of new mixed-use development at Midway.
  - development of new industrial units at Parkhouse Industrial Estate.
  - development of new industrial units at Chatterley Valley.
  - development of new Centre for Circus.
- 1.2 Multi-million pound projects; benefits will be gained from professional QS support acting on behalf of the Council in delivering cost analysis and advice on each of the up-coming projects, inclusive of (but not limited to):
- Cost consultancy services for RIBA stages including;
  - Cost advice on the cost plan submitted to the Council as part of the second stage tender processes;

- Assessment and advice on valuations/invoices throughout the construction phase including final valuation/payment and
- Assessment and advice on variations throughout the construction phases.

## 2. **Issues**

- 2.1 In assessing the Council's needs and based on the number of capital works/development projects the Council is aiming to deliver inclusive of those linked to Future High Streets, Town Deal, it was identified that possible benefits and economies of scale might be obtained by sourcing QS Services across this range of projects.
- 2.2 A review of the Council's resources was undertaken, and it was established that an appropriate internal resource was unavailable. As such your officers have looked to identify an external provider who could act on behalf of the Council in the delivery of these services.
- 2.3 An open market tender was a consideration however, based the need to source a prompt solution to the Council's initial needs it was considered that an appropriate framework may be a better solution, and would offer both value for money and speedy compliant solution to the Council's needs
- 2.4 In reviewing available compliant frameworks, the PAGABO - Professional Services solution was determined to offer an appropriate fit for the Council's needs; and as such officers are utilising this framework to engage with listed providers and subsequently make an award of contract.

## 3. **Proposal**

- 3.1 That delegated authority be granted to the Executive Director – Growth and Development to award a contract for Quantity Surveyor services on successful completion of a further competition under the PAGABO Professional Services framework informing the Portfolio Holder for Finance, Town Centres and Growth of the outcome.

## 4. **Reasons for Proposed Solution**

- 4.1 The solution proposed delivers a single provider solution which:
- will deliver consistency of service across a range of capital and works projects;
  - will minimise officers time in having to resource/procure individual solutions to each project;
  - will deliver economies of scale;
  - will allow officers to utilise procured day rates for the range of projects;
  - will allow your officers to forge a strong and professional working relation in the delivery of the projects identified.

## 5. **Options Considered**

- 5.1 An individual procurement approach was considered for each of the capital works/development projects; however it was determined that this approach would be time consuming, absorb a considerable amount of officer resource and may not deliver economies of scale.
- 5.2 Utilisation of an open market tender either as part of individual or collective project delivery was a further option considered, however this was discounted due to protracted procurement timescales.

5.3 A direct award of contract without a call for competition was a further option considered, which would require an exception to Council Contract Procedure rules and would not offer an opportunity to engage with the market and identify best value.

5.4 The use (as mentioned earlier in this report) of a compliant framework, which offered your officers a solution to a number of the procurement issues identified.

## 6. Legal and Statutory Implications

6.1 The use of the PAGABO Professional Services framework allows the Borough Council to use its own short form services contract rather than the PAGABO Call-Off Order Form & Agreement.

6.2 The use of the framework offers best value, as suppliers included on the framework have been pre-assessed from both a quality and pricing perspective.

6.3 Under the PAGABO Professional Services framework officers are able to undertake an initial expression of interest stage, prior to undertaking a further competition in the delivery of this procurement, to further support best value.

## 7. Equality Impact Assessment

7.1 There are no equality impacts connected to the procurement and/or delivery of this service.

## 8. Financial and Resource Implications

8.1 The estimated total cost of the service (£101,776) will be allocated and aligned to each of the range of capital works/development projects identified, with some supportive funding allocated from both Future High Streets and Town Deal funding to relevant projects. For projects outside of these two funded streams the QS costs will form part of budget estimates for project delivery.

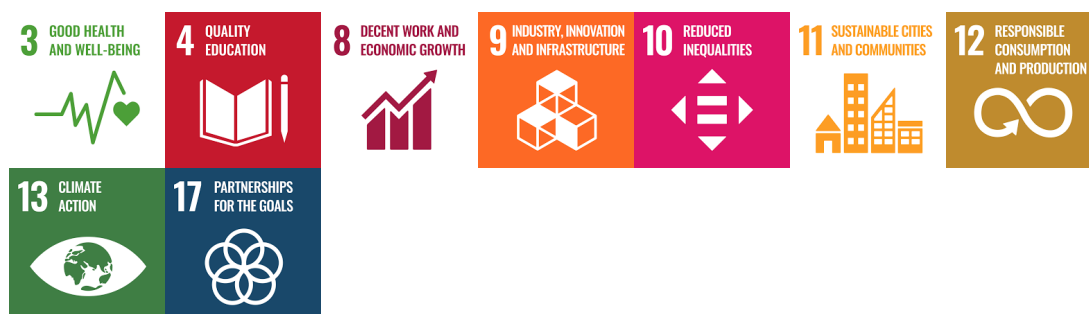
## 9. Major Risks

9.1 Timescales is the major risk in the delivery of the capital works/development projects identified to meet the exacting timescales linked to the award of both Future High Street and Town Deal Funding.

9.2 Delivering the design, development and construction within the agreed budget is a high risk, especially as the price of construction materials are currently extremely volatile, the QS acting on behalf of the Council will support in the mitigation of such.

## 10. UN Sustainable Development Goals (UNSDG)

10.1 The procurement of QS services as part of the delivery of the range of capital works/development projects identified will support in addressing:



### **Key Decision Information**

11. 11.1 As the total aggregated value of this professional services contract will exceed £100,000 (revenue) this is a key decision.

### **Earlier Cabinet/Committee Resolutions**

12. 12.1 Earlier Cabinet papers have been published linked to the delivery and governance of Future High Street and Town Deal projects.

### **List of Appendices**

13. 13.1 There are no appendices to this report.

### **Background Papers**

- 13.2 There are no supporting background papers included as part of this report.



## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### EXECUTIVE MANAGEMENT TEAM'S

#### REPORT TO

Cabinet  
08 November 2022

**Report Title:** Christmas Car Parking 2022

**Submitted by:** Executive Director - Development & Growth

**Portfolios:** Finance, Town Centres and Growth

**Ward(s) affected:** All Wards within the Borough of Newcastle-under-Lyme

#### **Purpose of the Report**

To provide an update to Members on the plans for Christmas 2022 Car Parking arrangements in Newcastle-under-Lyme Borough.

#### **Recommendation**

**That Cabinet:**

1. Approves the recommendation that Christmas Car Parking charges will be free on the Midway as noted within the report
2. Approves that Car Parking will be free on Sundays on Borough owned Car Parks
3. Notes the continuation of the £1 from 1pm on all Borough owned Car Parks
4. Approves late night shopping free parking at the Midway
5. Delegates authority to the Executive Director – Development & Growth, in consultation with the Portfolio Holder for Finance, Town Centre's and Growth to implement these charges.

#### 1. **Background**

- 1.1 The Council wants to work with residents, businesses and partners including the Business Improvement District to ensure that our car parks meet the needs of all. To this end, driving footfall in the Town Centre through accessible car parking is key.

#### 2. **Update**

- 2.1 Free Parking for the run up to Christmas in 2021 was very popular and it is proposed that a similar initiative be undertaken for Christmas 2022 and that free car parking be provided on the Midway Car Park from 10am to 1pm, thereafter the £1 after 1pm will continue, to generate increased footfall into the Town Centre.
- 2.2 This will commence on the 18<sup>th</sup> November 2022 unto the 6<sup>th</sup> January 2023. This will cover the following: Castle Artisan Markets; and Festive events on the market in conjunction with the BID.
- 2.3 Free parking will continue on all car parks on Sundays.

- 2.4 All car parking on Borough owned car parks in the town will continue to be charged at £1 from 1pm onwards.
- 2.5 The BID are holding the following events in the run up to Christmas and car parking at the Midway Car park will be free to all to maximise attendance:-
- Christmas Light Switch On on 27<sup>th</sup> November
  - Late Night shopping
- 2.6 All of the above initiatives on car parking charges are aimed at increasing footfall into the Town Centre and supporting the retailers in the Town Centre in the run up to Christmas.

### 3. **Legal and Statutory Implications**

- 3.1 There are no legal or statutory issues arising directly from the recommendations in this report, which simply ask Cabinet to note a strategy update and delegate authority to implement Christmas car parking charges. There will be statutory/legal implications when individual actions considered take place. Full and proper regard will be had to these at the relevant time.

### 4. **Equality Impact Assessment**

- 4.1 It is not envisaged that these proposals will have an adverse impact of the users of the Town Centre car parks as the proposals are aimed at increasing footfall into the Town Centre for a more vibrant centre for all.

### 5. **Financial and Resource Implications**

- 5.1 Income for parking in 2022/23 is forecast to be £129,836 less than budgeted. This does not include the potential impact of proposed free parking before 1pm as detailed in 5.4.
- 5.2 Overall parking income, including penalty charge notices and season tickets, amounts to £363,562 for the first six months of 2022/23, a shortfall against the budget for this period of £64,918.
- 5.3 The cost of proposed free before 1pm parking from 18<sup>th</sup> November 2022 to 6<sup>th</sup> January 2023 is estimated to be in the region of £55,500, this is an in year pressure for which funding will need to be identified. The pressure is based on data from the first 6 months of the financial year which confirms that 67% of income for parking (excluding, season tickets and penalty charge notices issued) is taken before 1pm. This would also potentially have a knock on effect of reducing both season ticket sales and penalty charge notices issued.

### 6. **Major Risks**

- 6.1 There are not considered to be major risks to this update or proposal as the aim is to increase the number of visitors into the Town Centre.

### 7. **UN Sustainable Development Goals and Climate Change Implications**

7.1 The car park strategy is aiming to support the following UNSG and Climate Change objectives in a number of ways.



## 8. Key Decision Information

8.1 Not Applicable.

## 9. Earlier Cabinet/Committee Resolutions

9.1 Cabinet 16<sup>th</sup> October 2019

9.2 Cabinet 8<sup>th</sup> September 2021

## 10. List of Appendices

10.1 None.

## 11. Background Papers

11.1 None

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**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

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

**Cabinet**  
**08 November 2022**

**Report Title:** Additional space for cremated remains burial at Bradwell and new Cemetery and Crematorium Regulations

**Submitted by:** Executive Director - Commercial Development & Economic Growth

**Portfolios:** Environment and Recycling; Finance, Town Centres and Growth

**Ward(s) affected:** All but specifically Bradwell

**Purpose of the Report**

To outline progress in allocating needed additional space for the burial of cremated remains for those families wishing to remain in Bradwell and to consider the new Cemetery and Crematorium Regulations.

**Recommendations**

**That;**

1. **The Cabinet approve the Cemetery and Cremations Regulations, with the Executive Director - Commercial Development & Economic Growth authorised in consultation with the Portfolio Holder for Environment and Recycling to make minor amendments as necessary.**
2. **The Cabinet approve the principal to extend the burial area of Bradwell crematorium into the open space off Chatterley Valley, retaining public access to an area to be planted with trees contributing to the Council's carbon capture.**
3. **The Cabinet agree to the principal of external consultants developing a new scheme layout and that the Executive Director - Commercial Development & Economic Growth is authorised in consultation with the Portfolio Holder for Environment and Recycling to agree the plans to submit a planning application.**

**Reasons**

To ensure the Council can continue to offer burial of cremated remains at Bradwell and that the cemeteries and crematorium are effectively managed through up to date regulations ensuring that respectful cemeteries are available.

1. **Background**

1.1 The Council provides a range of services to meet the cremation and burial needs, this is through the Crematorium at Bradwell and a range of cemeteries across the Borough. The provision of services need to meet the needs and wishes of the deceased and their loved ones but also provide a respectful service to all users. The regulations were first adopted in 1965 and it is appropriate that the Council reviews these to take into account current service user expectations.

1.2 The current service provision is very traditional based around cremation and burial, with memorial based around the traditional granite headstone / plaque or purchase of memorial tree/ shrub.

1.3 The Council has recognised that Bradwell burial grounds are at capacity with Cabinet approval given in 2021 to extend the burial grounds onto the adjoining public open space. Whilst this extension is progressing approximately 100 additional burial spaces for cremated remains have been commissioned through the provision of some spaces in the shape of leaves around the edge of the petal garden. These spaces will accommodate families currently waiting to bury their loved ones remains.

1.4 Previously the Council had a masterplan produced to identify the area being developed as part burial space and part housing development. This proposal was not taken forward as the decision was taken to retain some open space instead of developing housing. The adjoining open spaces is approximately 6.77ha of which Cabinet have previously approved approximately 2.64ha to be used for the crematorium burial space.

## 2. **Issues**

2.1 The Council has a clear approach to support the Sustainability Strategy, as part of this there is a clear objective to support the development of carbon capture through the planting of trees. The open space site at Bradwell is ideal for the planting of further trees and plans need to be formed to ensure that planting maximises environmental benefits and supports local resident usage of the open space.

2.2 To ensure the Council has a well designed burial area a competitive tendering process is being undertaken to secure suitably qualified and experienced consultants. The consultants will develop plans to identify formal layout of burial spaces in the area nearest the Cremator, leaving open space for a possible future car park extension. The proposals for consultation will propose boundary treatments (railings/hedges/gates), footpaths, drainage, hard and soft landscaping and associated minor structures. The plans will also seek to support a range of memorialisation options to meet resident's wishes. The market is continuing to evolve, whilst many people wish to have a traditional funeral and long term headstone, others are seeking direct cremations with short term smaller name plaques. Regardless of the choice of memorialisation the choice of flowers continues to be popular and all future options need to consider how flowers can be laid in an appropriate manner for those leaving the flowers and the visitors to surrounding graves.

2.3 The existing children's play area will be retained.

## 3. **Proposals**

3.1 Providing good quality cemeteries and cremation services is important to local residents and the Council needs to ensure our offer and management of our sites meets resident's expectations. The new regulations will set out to our site users what is expected from them and in turn what they can expect. Consultation on the draft regulations will be undertaken through an 8 week consultation period. Responses will be considered and any amendments can be made as necessary prior to them being used.

3.2 Through considering this report it is acknowledged that there is a continuing need for burial and memorial space at Bradwell and the plans to deliver the extension to meet current and future needs. By developing the plans for the extension the Council will be able to seek planning permission and resident views on the proposals.

## 4. **Reasons for Proposed Solution**

4.1 For many people having their loved ones cremated at Bradwell means they wish to have them buried or a memorial at Bradwell, rather than another cemetery. Progressing the extension is

important to ensure residents can have an opportunity to remain in Bradwell. The extension will provide burial space for cremated remains for over 40 years.

## 5. **Options Considered**

5.1 The Council could continue to offer burial of cremated remains at the other cemeteries once there is no further burial or memorial space at Bradwell.

## 6. **Legal and Statutory Implications**

6.1 The Council has a duty, both fiduciary and operationally to utilise its assets for the benefit of the community.

6.2 The rules and regulations are made under the local government act 1972 (LGA 1972) and the Local Authorities Cemeteries Order 1977 (LACO (1977) and are where appropriate, subject to the provisions of the said Act and Order and any consent or other requirements specified in the said Act or Order.

6.3 The Council has previously consulted upon the disposal of the site in line with the Asset Management Strategy. Further consultation on the layout design of the burial site will be undertaken and this will be followed by Planning permission being sought.

## 7. **Equality Impact Assessment**

7.1 The cemeteries and cremations seek to meet the needs of all our residents. The burial area in the new extension will not be consecrated to enable any resident to be buried regardless of religious belief.

## 8. **Financial and Resource Implications**

8.1 It is estimated that up to £50,000 is required to cover the fees for commissioning consultants to design a scheme, prepare and submit a planning application and any associated reports. These costs are being met from the Capital Programme following the mid-year review.

8.2 It is proposed to fund the work from the capital programme on the basis that future sales of burial plots will cover the infrastructure costs. As part of the design of the extension phasing of the plots will need to be planned to ensure that the costs can be spread of the forthcoming years in line with the space utilisation and as far as practicably possible the income from the sale of the burial plots. It is important to note however that the initial extension will require some investment so that paths onto the site can be developed to enable site users to access the new plots. These costs will need to be established as part of the scheme design and will need to be budgeted for as part of the Council's Capital Programme for 2023/24 onwards.

8.3 Through the Council's Sustainability commitment there is a planned programme of tree planting, the costs of the trees on the open space will be met through the existing tree planting budget.

## 9. **Major Risks**

9.1 Overall local residents want to have a local site whereby they can bury their loved ones remains and have memorials that meet their wishes, there is a risk that there will be community objections to the extension however the consultation on the proposals and the planning application process will seek to address any major concerns.

## 10. **Sustainability and Climate Change Implications**

10.1 The planting of trees will contribute to the Council's Sustainability Strategy and carbon capture. The provision of bereavement services supports all residents wish to use these services.



## 11. Key Decision Information

11.1 The report is referred to in the Forward Plan as it affects more than one ward.

## 12. Earlier Cabinet/Committee Resolutions

12.1 12<sup>th</sup> September 2018 – Asset Management Cabinet report  
Cabinet 11<sup>th</sup> November 2020 That;

1. The Masterplan to extend Newcastle Crematorium and to redevelop the remaining Council owned land off Chatterley Close is received.
2. The scheme to extend the grounds of the Crematorium is approved in principle.
3. The Executive Director - Commercial Development & Economic Growth is authorised to consult with appropriate stakeholders on the proposals in accordance with the Asset Management Strategy 2018-21 and to report the results to a future meeting of the Cabinet.
4. The Executive Director - Commercial Development & Economic Growth is authorised to engage consultancy support to prepare a hybrid planning application for the extension to the crematorium grounds (full) and, subject to the outcome of the consultation with stakeholders, residential development to the remainder of the site (outline).
5. Subject to a detailed financial analysis, the scheme to extend the crematorium grounds is funded from the capital receipt gained from the sale of the remaining land for development.
6. The Head of Operations is authorised to engage consultancy support to prepare an outline business case for an improved memorialisation offer in the crematorium grounds with a view to generating increased revenue and provision of £14,000 is made available for this support in the General Fund Capital Programme/Borough Growth Fund in 2020/21.

Cabinet on 9<sup>th</sup> June 2021:

That Cabinet

1. Consider the comments received following consultation with appropriate stakeholders along with observations received from the Finance, Assets and Performance Scrutiny (FAPS) Committee
2. Agree to allocate space for the Crematorium extension and direct officers to look at options to finance the associated extension scope of works

## 13. List of Appendices

13.1 Proposed Cemetery and Crematorium Regulations 2022

## 14. Background Papers

14.1 None.





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**Crematorium and Cemeteries  
Rules and Regulations**

**Newcastle under Lyme  
Borough Council**

**Bereavement Services**

## **INTRODUCTION**

All visitors are welcome to our cemeteries and we ask that everyone respects the peace and dignity of these facilities, as well as other users and we thank you in advance of your considerations.

This Policy is applicable to the Bradwell Crematorium and Cemeteries at Attwood Street, (Kidsgrove), Audley, Chesterton, Keele, Knutton, Madeley, Newcastle, Silverdale and any other future Cemeteries acquired by Council (herein after called “the Cemeteries”)

This policy is designed to provide a balance between respecting the rights and choices of the individual whilst also addressing the need to provide a safe and well-presented environment everyone can enjoy.

These regulations replace all previous rules and regulations and any fees levied will be in accordance with the current fees and charges.

## **AIM**

The Rules and Regulations are made under the local government act 1972 (LGA 1972) and the Local Authorities Cemeteries Order 1977 (LACO 1977) and are where appropriate, subject to the provisions of the said Act and Order and any consent or other requirements specified in the said Act or Order

The Regulations set out the principals by which the Authority maintain and develop its services to the Bereaved within cemeteries owned and managed by Newcastle under Lyme BC

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### ***Appendix***

*Memorial Stone and Memorial installation Policy & Requirements.*

### ***Links to be provided to the following pages***

*NAMM Code of Working Practices*  
*ICCM Code of Working Practices.*

## INTERPRETATIONS

**“Bereavement Services Manager”** means the Bereavement Services Manager or appointed delegate of the Council or any other person for the time being appointed by the Council to manage the Cemetery.

**“BRAMM”** means the British Register of Accredited Memorial Masons;

**“Cemetery” or “Cemeteries”** means any cemetery or burial ground provided and maintained by the Council as burial authority within the boundaries of Newcastle Under Lyme.

**“Council”** means Newcastle Under Lyme Borough Council.

**“Crematorium”** means Bradwell Crematorium.

**“Deed of Grant”** means the Deed of Grant of an Exclusive Rights of Burial

**“Exhumation”** the removal from the ground of a body or cremated remains.

**“Fees and Charges”** all costs and prices which are annually reviewed and authorised to be received by the Borough Council. A copy of the current fees and charges can be found on the Newcastle Borough Council website.

**“Fixing”** includes all foundation works but does not include such things as the cleaning of Headstones, un-fixing of Headstones or lettering of Headstones and “Fixing Work” shall be interpreted accordingly.

**“Gardens of Remembrance”** the grounds of Bradwell Crematorium.

**“Headstone”** means a headstone, monument or memorial.

**“Licensed Fixer”** means a BRAMM / NAMM accredited fixer;

**“Memorial Works”** means any work associated with Headstones whether or not involving fixing;

**“NAMM”** means the National Association of Memorial Masons;

**“NAMM Code of Working Practice”** means the NAMM Code of Working Practice for the time being in force;

**“NAMM Standards”** means work complying with the NAMM Code of Working Practice.

**“Office hours”** means 8.30 am to 4.00 pm on Mondays to Thursdays and 8.30 am to 3.30 pm on Fridays and does not include weekends or bank or public holidays.

**“Purchased Ground”** means a grave space in respect of which an Exclusive Rights of Burial subsists;

**“Responsible Person”** means the person making an application to the Council for an interment or a booking for a cremation.

**“Unpurchased Ground”** means a grave space in respect of which no Exclusive Rights of Burial subsists;

**“Working Day”** shall mean Monday to Friday, 8.30 am – 4 pm

## 2. CEMETERY ADMINISTRATION

The principal cemetery office is situated at Keele Cemetery and holds the records for all of the Borough Cemeteries.

When possible, the cemetery office is open for general enquires Monday to Friday 10 am to 12 noon. Staff are available by appointment during the afternoon until 4 pm. The office is not open on Bank or Public holidays.

If you have any enquiries regarding any of our cemeteries, please contact us at

Bereavement Services  
Keele Cemetery Office  
Keele Road  
Keele  
Newcastle under Lyme  
Staffordshire  
ST5 5AB

Tel: 01782 616379

Email: [bereavementservices@newcastle-staffs.gov.uk](mailto:bereavementservices@newcastle-staffs.gov.uk)

## 3. CEMETERY RULES

- No person shall wilfully create any disturbance or commit any nuisance in the cemetery. Persons may be excluded if their conduct is deemed to be of a noisy, disorderly and unseemly manner or who shall be under the influence of drink, drugs, or shall use improper language. (LACO 1977)
- No person shall wilfully interfere with any grave or vault, tombstone or other memorial, or any flowers or plants on any such matter; or play any games or sport in the cemeteries (LACO 1977)
- Users are asked not to walk on graves where possible.
- Standing, sitting or otherwise climbing on or over any gravestone, Memorial Stone, tombstone, monument, memorial, palisading, gate, wall, fence or building within the Cemetery is strictly forbidden.
- No person shall be permitted to enter or remain in the cemetery unless authorised when it is closed to the public, and the proper entrance and exit gates are to be used at all times. (LACO 1977)
- Except in the funeral procession, no horse or vehicle will be admitted unless by agreed access, permission or permit of the Council. All vehicles must be driven at walking pace within the Cemeteries and cycles must not be ridden.



- The photographing or recording of any funeral procession, grave or memorial is not allowed within the Cemeteries without the consent of the Council's Authorised Officers.
- The distribution of flyers, business cards or any other advertisement within the Cemetery grounds is prohibited without the permission of the Bereavement Services Manager or appointed delegate.
- Waste from all contractors working in the cemetery must be removed lawfully and not deposited in the litter bins provided within the cemetery for flowers.
- Children under the age of 12 years of age will not be allowed in the Cemeteries except under the care and control of any adult (*18 years or over*).
- No person shall use threatening or abusive words or behaviour towards Cemetery staff, nor prevent or hinder Cemetery staff from carrying out their duties. Any complaints regarding service or conduct of Council staff must be made to the Bereavement Services Manager or appointed delegate formally, and staff working within the Cemetery must be otherwise unhindered in their duties
- Dogs must be always kept on leads and on the main pathways. All dog fouling will be dealt with in accordance with the public regulations order 2020.
- The Council reserves the right to exclude any person from the Cemetery and may cause to be removed from the Cemetery any person who is in breach of these Regulations.
- Cemeteries Staff are not permitted to accept gratuities.
- Any freestanding objects placed on or around memorials are left at the owner's risk and the Council can take no responsibility for any damage or loss of these items.
- To reduce the event of hazards and to avoid damage to maintenance equipment memorial items may not be placed on the grave area except in the headstone borders' or on the cremated remains foundation slabs within the person's individual grave space.
- Flowers, potted plants small vases and items like cards, wreaths and small ornaments are permitted in the headstone border, next to an authorised memorial stone or on the vacant space for a memorial stone but must not extend beyond the width of the grave space.
- Unauthorised memorials and adornments over plots such as small fences, kerbs, lights, glass, porcelain tributes, wind chimes, pebbles, chippings, trees, bird baths, bird tables and related items are not permitted. These will be removed at the council's discretion.

#### 4. CONSECRATED AND UNCONSECRATED GROUND

- When most cemeteries were opened various sections were blessed by the Church of England, thereby consecrating the ground prior to burial. All new sections within Newcastle under Lyme Cemeteries are un-consecrated.
- Burials in un-consecrated sections of the cemetery, may be subject to a graveside service, blessing the individual grave at the time of burial.
- If you have a particular preference as to the type of land to be selected for your grave you must inform your funeral director when arranging the burial.

#### 5 LAWN SECTIONS

- Newcastle cemeteries are predominantly lawn cemeteries permitting a memorial stone of a standard size at the head of the grave and the remainder of the grave laid to lawn.
- Memorial Stones permitted within the Lawn Section of the Cemetery must not exceed 3'6" (106cm) in height, 3'6" (106cm) in width at the base, 1'6" (46cm) in depth at the base. Memorials falling outside these measurements will not be approved or permitted to be installed. Flower vases are to be an integral part of the Memorial. *Please see the link to the memorial mason policy*
- Lawn sections are designed to make cemeteries less hazardous. It is The Council's policy that no items of any description are laid on the main area of the grave space. These items include fencing, gravel, kerbing, bedding plants, vases, flower displays, solar lamps ornaments, or any other form of trinket.
- Families who purchase graves within a lawn section do so on the understanding of the proposed design of the cemetery and understand there are no trinkets are allowed over the main part of the grave. The council reserves the right to remove any object which impinges upon the proposed lawned area of the grave. Exceptions to this policy are, funeral flowers which can be left for two weeks or until they have deteriorated.
- Christmas wreaths, anniversary or birthday flowers should be kept to the headstone border area. You are advised that Christmas wreaths will be cleared in February

## **6. TRADITIONAL SECTIONS**

- New Graves in traditional sections are no longer available. Inherited plots in the traditional sections are the responsibility of the owner of Exclusive Rights of Burial to maintain.
- Kerb stones are only permitted on traditional sections after the appropriate paperwork has been completed and a fee paid.

## **7. WOODLAND SECTIONS**

- These plots are designed to offer a more environmentally friendly option for burial and are currently only available at Keele Cemetery.
- Each woodland plot allows for one interment and a memorial tree. The design of this area does not allow for any permanent memorial.
- No trinkets will be allowed in the surrounding area or hanging from the branches of the trees. Items left will be removed without notice.

## **8. CREMATED REMAINS SECTIONS**

- Separate sections for the burial of cremated remains are available in most of the cemeteries.
- Cremated remains plots are available for up to four sets of cremated remains, subject to the size of the casket used for each interment.
- The first interment will be placed to the top left of the Memorial Stone or tablet. The second interment prepared to the top right of the Memorial Stone. The third and fourth burial will be approximately 18 inches away from the headstone base and in line with the previous burials, respectively.

## **9. PLANS AND REGISTERS**

- Plans showing the grave spaces and divisions shall be kept at the Keele Cemetery office and shall be available to inspect free of charge. Please make an appointment prior to visiting the offices.
- Registers of all burials shall also be kept at the Keele Cemetery office where they shall be available for viewing by appointment during office hours.
- Extracts or certificates may be obtained upon payment of the fee prescribed by the Council in the relevant fees and charges.

## 10. EXCLUSIVE RIGHTS OF BURIAL (ERoB)

- A 'purchased grave' refers to the purchase of the Exclusive Rights of Burial in the grave space or cremated remains plot and **not the purchase of the land itself**. At all times the land remains the property of Newcastle Borough Council. The purchase of the Exclusive Rights of Burial provides the purchaser with the right to say who can be buried in the grave and the right to install a memorial stone only.
- The purchase of the Exclusive Rights of Burial in any grave space or vault shall be for a period not exceeding 50 years unless extended by the Council in accordance with article 10(4) of The Local Authorities' Cemeteries Order 1977. When the ERoB has expired families are given the opportunity to extend the lease period.
- When selecting any grave space for purchase of Exclusive Rights of Burial, the wishes of the purchaser shall be met as far as possible but selection shall be subject to the approval of the Bereavement Services Manager or appointed delegate, whose decision shall be final.
- Purchasers of Exclusive Rights of Burial shall be provided with a Deed of Grant, the details of which shall be entered in a Register maintained by the Council. The Council will not hold the original Deed of Grant.
- Exclusive Rights of Burial in Purchased Ground may be assigned to another person by deed or bequeathed by will. Any person, other than the original purchaser, who claims rights to ownership of the Exclusive Rights of Burial but who is unable to produce a deed of assignment, grant of probate in respect of any Will as evidence of transfer, must provide a statutory declaration with all relevant evidence as may be necessary to satisfy the Council of the validity of their sole or joint claim.
- The council will not become involved in any disputes regarding the allocation of burial rights. This must be resolved between parties before an application is made.
- Only when the Council is satisfied on the validity of the claim, will the transfer of ownership be made. Record of the transfer of ownership will be made in the Register, subject to payment of the prescribed fee.
- Owners of an Exclusive Right of Burial must keep the Council informed of their current address in order that the Register may be updated as necessary.
- The application for interment of a burial in a purchased grave must be made by, or with the authority of, the registered purchaser or owner of the Exclusive Right of Burial.

- In the event of the owner of the Exclusive Right of Burial being deceased the following procedure must be met:-
  - a) If the EROB owner is being interred, the next of kin, nearest relative or legal representative must sign for the interment form. After the interment the family must contact the office to arrange a formal Transfer of Ownership.
  - b) If the grave owner is previously deceased the formal Transfer of Ownership is required before an interment can take place.
- In the event of the Council being unable to confirm grave ownership or not being satisfied with any explanation given as to why the original purchasers consent has not been obtained, it may refuse any burial in the grave without redress or recompense and its decision shall be final.
- Unpurchased graves are available for the burial of people who do not wish or are not able to purchase the Exclusive Rights of Burial at the time of making the funeral arrangements. Memorial Stones are not permitted on unpurchased graves.
- No un-purchased grave will be reopened for another interment within two years after a burial unless to bury another member of the same family.
- The charge for an interment in any un-purchased grave does not include any right or privilege other than a right of burial in a grave selected by the Council. There is no right to erect a memorial.
- Un-purchased graves may be purchased on a first request first option basis, and only then the purchaser has the right to erect a memorial.

## **11. BURIALS (including Cremated Remains)**

- The position of every purchased grave space shall be determined by the Bereavement Services Manager or appointed delegate. The wishes of the purchaser will always be taken into consideration, however the final decision on the location of any purchased grave will be determined by the Bereavement Services Manager or appointed delegate, who's decision is final. Should no specific request be received, the next available grave space will be allocated.
- Only coffins made of wood, or such other material no less perishable in nature are permitted without prior authorisation from the Bereavement Services Manager or appointed delegate.
- All coffins must bear a nameplate of the deceased on the lid.
- A request for an interment must be made at least 4 working days prior to the desired date of the burial.

- Application for Interment Forms must be submitted to the Bereavement Services Offices during office hours not less than 3 working days prior to the date of the funeral.
- Notice given after 10:00 am on any day will not be accepted as a day's notice. Saturdays, Sundays, Bank Holidays or Public Holidays are not to be counted as working days for the purpose of this regulation.
- All information on the Application for Interment Form must be true and complete to the best of the applicant's knowledge and belief.
- Neither the Council nor its officers shall be responsible for any misunderstanding, which may arise as a result of telephone instructions.
- The Notice of Interment, Disposal Certificates or any other items sent by post or electronically via email to the Council shall be at the responsibility of the sender. The council shall not be responsible for any loss or delay.
- It is the responsibility of the Owner(s) of the Exclusive Right of Burial to arrange for the removal of any Memorial Stone to facilitate any subsequent Interment within the purchased Burial Plot and to meet the costs for its removal and replacement.
- It is important to note that the four clear working days' notice prior to burial will not begin to run until the memorial has been removed. All parts of the memorial removed for this purpose must be removed from the Cemeteries for storage by the stone mason.
- All fees and charges relating to burials should be paid prior to the funeral taking place. However, the council may extend credit facilities at its discretion to a maximum of one calendar month Credit facilities may be withdrawn without reason and the council's decision will be final.
- The Council may not always be able to accommodate the requested interment time but will endeavour to provide services at a suitable time to meet the families' wishes.
- Internments on Sundays and bank or public holidays are not permitted and interments on a Saturday will only be permitted by special arrangement.
- The time specified for a funeral is the time the procession should arrive at the Cemetery.
- The time allocated for the service should be 30 minutes in duration. The office must be notified at the time of submitting burial paperwork if more time is required.
- In the event of a funeral arriving late or early at the Cemetery the funeral must wait until directed by the Bereavement Services Manager or suitable delegate until it is convenient to proceed. If a procession is more than 15 minutes late there will be a charge.

- The funeral director or any person having charge of any service, is responsible for the provision of sufficient bearers to safely convey the coffin from the hearse to the graveside and lower into the grave in a safe and dignified manner.
- No laying to rest of any kind is allowed to take place without the Bereavement Services Manager or suitable delegate present.
- If it becomes necessary to postpone a funeral or to alter the date or hour previously fixed for an interment to take place, the Responsible Person must ensure that notification of the postponement or alteration is given to the Cemeteries Office before 9.00 am on the original date set for the funeral. A cancellation or administration fee may apply as published in the fees and charges.
- Interments may take place with or without a religious service. It is the responsibility of the party arranging the funeral to arrange for the attendance of a minister or other person to officiate at the interment.
- If the burial is one at which more than 30 people are expected to assemble, the Responsible Person must ensure that this fact is notified to the Bereavement Services Manager or appointed delegate at least one clear working day before the date fixed for the funeral so that appropriate arrangements can be made.
- All funeral corteges shall be subject to the directions of the Bereavement Services Manager or appointed delegate whilst within the Cemetery.
- The health and safety of the attending funeral cortege is the responsibility of the Funeral Director or the person arranging the funeral, who should undertake an individual assessment of risk prior to the burial.
- Musicians accompanying funerals are not permitted to play within the Cemetery except with the prior permission of the Bereavement Services Manager or appointed delegate.
- The removal of a coffin lid or sides from any coffin is not permitted at any interment within the Cemetery.
- Not more than the body of 1 adult or those of two children, each under the age of ten years, shall be buried in any Unpurchased Ground on the same day unless the bodies are those of members of the same family.
- No refunds will be made to any purchases whose grave has limited capacity owing to the existence of rock or other obstructions found.
- The request for a particular orientation of your burial will be considered where possible.

- Cremated remains maybe interred into cremated remains plots within specific areas of each cemetery or within main grave spaces subject to available space.
- Up to 4 sets of cremated remains maybe interred into cremated remains grave.
- Up to 8 sets of cremated remains may be placed in a normal adult grave, at a depth of 2' once the grave is otherwise full. Remains will be placed at the top, middle and base of the grave in sequence until such a time as the grave is complete. No other cremated remains shall then be placed within the grave space.
- The Borough Council do not permit Cremated Remains to be scattered over the surface of the grave space.
- Cremated remains maybe also be interred in the main grave space at 7ft or 5ft depending on the last record of interment.
- Cremated remains placed in a main grave space will be considered to occupy an interment space and as such full body burials will not be possible at that level. Up two sets of cremated remains may be interred these lower levels.
- Cremated remains interments within a main grave space at a level lower than 2ft will be charged as a full adult interment fee, as detailed in the published fees and charges.
- A record of the precise location of each set of ashes will be taken and held in the register.
- Cremated remains must not be interred in a grave space without permission from the Bereavement Service manager or appropriate delegate.

## **12. PURCHASED GRAVE MANAGEMENT**

- Recently used graves are subject to ground settlement which can occur for up to 12 months after interment. Graves will be inspected and topped up on a 6-weekly cycle for 6 months following the date of interment. Between 6 and 12 months following the interment the plot will be turfed or seeded by the Council.
- Memorial installations are not recommended for 12 months following interment, and not permitted until a period of not less than 6 months following interment.



- Except for a permitted Memorial Stone or permitted enclosed grave kerb set, no other articles, objects, edging, fencing, gravel, stones, artificial grass or other objects are permitted on grave spaces.
- The Council will remove from a grave any unauthorized articles in accordance with these regulations and stored for collection by the grave owner.
- Flowers and wreaths may be placed on the grave on the day of the funeral, and maybe removed by cemetery staff 2 weeks after the funeral or earlier if they start to decay.
- Christmas wreaths placed on graves will be removed by the last week in February.
- Please place all rubbish or waste from flowers in the bins provided.
- The enclosing of vaults and grave spaces is subject to the permission of the Bereavement Services Manager or appointed delegate and is subject to compliance with any guidance issued by the Council in respect of grave enclosures.
- All brick and stonework for graves or vaults and all foundation work and removals shall be executed under the superintendence of and to the satisfaction of the Bereavement Services Manager or appointed delegate.
- On occasion it will be necessary to open plots adjacent to each other. When this happens, the neighbouring plots will have restricted access. This time will be, kept to a minimum wherever possible and all due care and attention will paid by the burial team when encroaching on other memorials. Once the funeral has been conducted, the area will be returned to a dignified state as soon as possible.

### **13. MEMORIALS**

- Only Stone Masons who are recognised as an Authorised Mason by the Council are permitted to work in the Cemeteries.
- No foundation shall be inserted in, nor shall any memorial stone be allowed to be fixed upon any grave except with the written authority of the owner of the Exclusive Right of Burial for that grave being submitted to the Cemeteries office and a permit being received in return. Neither shall any lettering or cleaning be permitted without such authority.
- The position for Memorial Stones shall be subject to the approval of the Council and the foundations shall be executed to the satisfaction of the Bereavement Services Manager or appointed delegate.

- Except with the prior written consent of the Bereavement Services Manager or appointed delegate, no Memorial Stone shall be altered or interfered with after it has been erected in the Cemetery nor shall any additional or altered inscription or lettering be placed, made or cut, nor shall any cleaning down or renovating, painting or cutting of inscriptions, painting of railings or any other work be carried out in the cemetery.
- The Council reserves the right to reverse, re-fix, move, “line up” or place any memorial stone in the Cemetery in such a position as they may require.
- Every purchased grave and vault, Memorial Stone, monument or memorial must be kept in good order and repair at the expense of the owner, who is required to notify the Bereavement Services Manager or appointed delegate of any change of address.
- The Bereavement Services Manager or appointed delegate shall make reasonable efforts to communicate with the owner in writing to give notice when repairs are needed. If repairs to any Memorial Stone are not made by the owner within one month after the issue of such notice, the Council shall be at liberty to remove the Memorial Stone
- All memorial stones admitted into the Cemetery or permitted to be installed in the Cemetery are done so at the sole risk of the owner and the Council shall not be held responsible for any destruction, damage or breakage which may occur to the same, however caused. For this reason, we strongly recommend that memorials are insured against theft and damage.
- The Council reserve the right to exclude from the Cemetery any memorial stone not executed in a professional manner, or which would, in the Council’s opinion, disfigure the Cemetery.
- If any Memorial Stone or inscription or lettering be erected, placed, made or cut contrary to these Regulations, the Council shall be at liberty to remove and dispose of the same as they think fit.
- All memorial stones must comply with the requirements of these Regulations and the specifications set out in the linked Memorial Mason Policy. Memorial Stones that do not comply are not permitted.
- All Memorials shall be of natural stone and no metal Memorials will be permitted.
- No Bath, Caen, artificial or other soft stone shall be allowed in the construction of any Memorial Stone and the Council reserves the right to reject or remove any memorial stone which they consider unsuitable or unable to bear continued exposure to weather.

- Drawings or plans with dimensions detailed and accompanied by a specification of the materials to be used for the work of every proposed memorial stone and a copy of every intended inscription, shall be submitted to the Bereavement Services Manager or appointed delegate at the Bereavement Service Offices for approval.
- No Memorial Stone will be admitted, nor any inscription applied, or work in connection with such is permitted in the Cemetery without the prior written consent of the Council in the form of a written permit.
- All Memorial Stones shall be finished before they are admitted to the Cemetery and no work of any kind, beyond that of fixing and installation, shall be allowed within the Cemetery, except in respect of an inscription which cannot be made prior to the installation of the monument.
- Every memorial stone must be marked on the side of the base with the number and section letter of the grave over which it is to be placed. The mason's name only, shall also be cut at the end of the footstone, with letters not exceeding 1" (2.5cm) in height.
- All vehicles conveying memorial stones into the Cemetery must proceed by a main surfaced route to the nearest point to where work is to be undertaken. Parking on grassed areas is not permitted under any circumstances.
- All reasonable steps must be taken to avoid damage to grassed areas when moving memorial stones to the place where they are to be fixed and any directions given by the Bereavement Services Manager or suitable delegate for protecting the grass and walks shall be complied with.
- Unless the written consent of the Bereavement Services Manager or appointed delegate is first obtained, no Memorial Stone shall be admitted into the Cemetery and no fixing, cutting of inscriptions or any other work in connection therewith shall be allowed in the Cemetery except between the hours of 8.00 am and 4.30 pm on Mondays to Thursdays and 8.00 am and 3.30 pm on Fridays. No work will be permitted on weekends or bank or public holidays.
- In order to ensure that required standards of work are achieved and to avoid unnecessary damage to grassed areas, memorial stones shall not be fixed in unsuitable weather nor whilst the ground is in an unfit state.
- Only BRAMM/NAMM accredited businesses may carry out memorial works within the Cemetery and no fixing work shall take place without a licensed fixer being present.

- All memorial works shall comply with the current NAMM and/or BRAMM Code of Working Practice.
- Where memorial works do not come within the NAMM and/or BRAMM Code of Working Practice (or where it is unclear whether the Code of Working Practice applies) the Bereavement Services Manager or appointed delegate shall determine the standard to be applied.
- The Council reserves the right to use its discretion in the application of the BRAMM Scheme/NAMM Code of Working Practice in specific cases.
- Unauthorised memorials or grave enclosures will be removed without notice

#### **14. MEMORIAL SAFETY**

- It is entirely the owner's responsibility to ensure that memorials are kept in good repair and at their expense.
- The Council will check the safety of memorials every 5 years, or more frequently where a hazard or risk is identified.
- Where a memorial is identified as unsafe, the council will contact the owner of the Exclusive Rights of Burial and require remedial action to make the memorial safe.
- Depending on the level of risk, temporary action may be required to prevent injury to staff and cemetery visitors.
- Where a memorial is deemed dangerous, immediate action will be taken by the Council.
- Once repairs have been identified, if the owners do not make the necessary repair within six months after the issue of the notice, the Council may "pocket" the memorial, make it safe or remove the memorial entirely. In such cases the Council may then seek to recover the cost from the Owner of the Exclusive Right of Burial.

#### **15. EXHUMATIONS**

- It is not lawful to remove or disturb a body or the cremated remains of a body without a proper Licence from the Ministry of Justice, Faculty or Coroner's Warrant.
- Applications for Exhumations will be considered on an individual basis but are subject to the statutory regulations in place at the time of the application.
- Fees will be discussed in advance and are subject to full cost recovery.

# BRADWELL CREMATORIUM

## 16. CREMATORIUM ADMINISTRATION

The Crematorium office is situated close to the entry gates to Bradwell Crematorium.

When possible, the Crematorium office is open for general enquires Monday to Friday 10 am to 12 noon. Staff are available by appointment during the afternoon until 4 pm. The office is not open on Bank or Public holidays.

If you have any enquiries regarding any matter relating to the Crematorium, please contact us at:

Newcastle Crematorium  
The Crematorium Office.  
Chatterley Close  
Newcastle under Lyme  
Staffordshire  
ST5 5LE

Tel: 01782 635498

Email: [bereavementservices@newcastle-staffs.gov.uk](mailto:bereavementservices@newcastle-staffs.gov.uk)

## 17. CREMATORIUM REGULATIONS

- The Crematorium is guided by the principles given by the ICCM and FBCA codes of Crematorium Practice and their suggested best working practices.
- Bookings for a cremation are to be made electronically via the Council's website <https://bacas.newcastle.staffs.gov.uk/>. Otherwise, they can be made to Bereavement Services Manager or appointed delegate at the Bereavement Services Offices during office hours, at least 4 working days before the required date of cremation.
- Information provided within applications for cremation must be true and complete to the best of the applicant's knowledge and belief.

- Where the application is not accompanied by the relevant fee, the Responsible Person must agree to payment upon receipt of the relevant invoice in accordance with the Council's terms of payment.
- All Statutory paperwork and the relevant Certificate of Registration of the death or, where an inquest has been held, the Coroner's Warrant or, in the case of a still-born child, the Certificate of Registration given in pursuance of the Births and Deaths Registration Act 1926, shall be provided to the Bereavement Services Manager or appointed delegate not later than 3 working days before the date of the cremation.
- The above requirement is so that all the necessary paperwork can be checked and submitted for consideration by the Medical Referee no later than 10.00 am on the working day prior to the cremation.
- Hours of cremation will be between 8.30 am and 4.30 pm Mondays to Fridays or as amended by the Bereavement Services manager or appointed delegate from time to time.
- The appointment time specified for a cremation service is that at which the funeral service should arrive at the doors to the Chapel.
- The appointment time includes the time it takes for all mourners to be seated and the Coffin placed on the Catafalque and exit after the service. Such times must be strictly observed.
- In the event of a funeral arriving late or early at the Crematorium the funeral must await direction by the Bereavement Services Manager or appointed delegate.
- If it becomes necessary to postpone a cremation service or to alter the date or hour previously fixed for a cremation to take place, the Responsible Person must ensure that notification of the postponement or alteration is given to the Bereavement Services Manager or appointed delegate at the Bereavement Services Offices before 8.30 am on the original date set for the cremation. A cancellation fee may be applied.
- All persons admitted to the Crematorium must comply with the requirements of the Bereavement Services Manager or appointed delegate.
- Coffins for cremation larger than 6'6" x 26" x 18" must notified in advance of the booking and are accepted only with the authorisation of the Bereavement Services Manager or appointed delegate. Coffins larger than the stipulated size maybe rejected prior to the cremation service.
- The funeral director shall observe the regulations of the crematorium authority.

- The funeral director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque at the crematorium. The responsibility of the funeral director towards it ceases and that of the crematorium authority begins.
- Coffins for cremations shall be made of readily combustible wood. Hard woods, being difficult to burn, are undesirable. All coffins should meet the FFMA (or equivalent) standard and must be suitable for cremation.
- Resinous and other badly seasoned woods must on no account be used.
- No metal of any kind must be used, except for that which is specially adapted for cremation.
- Lead and Zinc must not be used.
- There must be no cross-piece or cleats on the bottom of the coffin.
- Sawdust, pitch or cotton wool must on no account be used. The use of shredded paper is also not permitted.
- In order to minimize the release of pollutants to air it is recommended any clothing should be of natural fibers and that shoes or any material manufactured from PVC should not be included.
- Additional items particularly of glass or plastic must not be placed in the coffin.
- It is the responsibility of the funeral director to ensure any unauthorised items have been removed from the coffin before arrival at the crematorium gates. The placement of unauthorised coffin content could incur a charge of up to £5000.00 and/or repair of any damage to cremation equipment.
- Cremation Services may take place with or without a religious service. It is the responsibility of the party arranging the funeral to arrange for the attendance of a minister or other person to officiate at the cremation.
- Services must be strictly concluded within the allotted time. Services over running the allotted service time will be subject to a charge.
- The Chapel at Bradwell Crematorium has capacity for 95 seated guests and approximately 30 standing. In circumstances where more than 70 guests are anticipated, an additional slot should be booked to allow adequate time for entrance and exit of the chapel within the given service time and to provide adequate parking capacity.

## **18. CREMATED REMAINS**

- Cremated remains will be available for collection in a cremated remains bio-degradable box unless a specific vessel has been requested and provided by the Funeral Director prior to the funeral taking place.
- Cremated remains can be collected 48 hours after the cremation, however, should the family wish to collect cremated remains earlier, subject to various terms and conditions, arrangements can be made. A minimum of 24 hours written notice of intention to collect is required.
- In the cases where parents desire the cremation of an infant it is the responsibility of the Funeral Director to advise them that despite the Crematorium working to the highest standard of working practices that are occasions when no tangible remains are left after the cremation process.
- Cremated remains will be released only as per the instructions given on the Application for Cremation form. Any changes must be submitted in writing by the applicant on the change of instruction form available from the Crematorium office.
- Remains to be laid to rest on behalf of the family will be dispersed within the Crematorium grounds upon the discretion of the Bereavement Services Manager or appointed delegate.
- Families wishing to observe the laying to rest may book an appointment with the Bereavement Services Team at the Crematorium and may pay an administration fee in accordance to the current fees and charges.
- Cremated remains not collected within 28 days and where families do not maintain contact with the Crematorium may be laid to rest within the grounds of the crematorium at the discretion of the Bereavement Services Manager. The crematorium does not have sufficient storage space to retain cremated remains indefinitely. Cremated remains not collected or laid to rest within 28 days may be subject to a storage fee.

## **19. FLORAL TRIBUTES**

- Following a service at Bradwell Crematorium funeral flowers will be placed for viewing on the display benches at the Crematorium.
- Flowers may be removed by the family or the Funeral Director on the day of service or the following day, but all other flowers will remain in the resting location until their disposal by the Crematorium staff 5 working days after the funeral.



- Funeral flowers placed on a grave remain in location for up to 6 weeks or until such a time as the flowers are in significant deterioration, at which point they will be removed and disposed of appropriately.

## **20. MEMORIAL FLOWERS**

- The gardens of remembrance are open 7 days a week and visitors are asked to respect the ground and all who use them.
- Floral tributes are welcome, but they should be fresh cut flowers only. All plastic wrapping should be removed. Potted plants, artificial or silk flowers are not permitted and will be removed without notice.
- A lot of the ground laid to lawn no permanent memorial should be left in these areas.
- If floral tributes are considered to be left in inappropriate areas they may be moved to other locations within the grounds of the Crematorium as necessary.

## **21. GARDENS OF REMEMBRANCE**

- Only Memorials purchased or have written permit from the Bereavement Services Manager or their delegate, are allowed in the grounds of the Crematorium.
- Many of the areas in the grounds are Communal areas. This will mean there will be many different sets of Cremated Remains in the same area. It is important to note that these areas of the grounds are designed to be unmarked by any permanent memorial. All flowers, vases trinkets or memorabilia left in these areas will be moved to the designated area for display.
- The number of items allowed to be left at the base of memorial trees is limited. Excess items will be moved to the communal display benches.
- No trinkets or ornaments are permitted in the branches of the trees. These will be removed by the staff for collection by the owners. If they are not collected from the office within 6 months they will be disposed of.
- Only a simple bunch of flowers are permitted on memorial benches.
- Christmas wreaths are the exception to the above regulations. Wreaths may be placed throughout December and should be removed by 31st January and disposed of appropriately.
- Wreaths remaining in place beyond this date, will be removed by Bereavement Services and disposed of.

- The Crematorium grounds will be subject to a periodic clearance. All dead and deteriorated flowers will be removed and disposed of. All unauthorised plastic or silk flowers, trinkets, ornaments, wind chimes, flower vases and memorabilia will be removed by the crematorium team for collection by the owner. If they have not been collected within 6 months they will be disposed of.

## **22. FEES AND CHARGES**

- All fees and charges are reviewed annually.
- Some charges are based on residency in the Newcastle under Lyme borough. If the person has paid Council fees to Newcastle under Lyme Borough Council for the past two years they will be classed as a Resident. The exception to this is if the new address is a Care or residential home.

***The Council reserves the right to make any alteration to these Rules and***

***Regulations they think fit.***

## **Appendix 1**

### **Memorial Installations**

## **RULES AND REGULATIONS/TERMS AND CONDITIONS FOR THE REMOVAL, PLACING AND RENOVATION OF MEMORIALS IN ALL NEWCASTLE BOROUGH CEMETERIES, CREMATORIA AND CLOSED CHURCHYARDS.**



### ALL MEMORIAL MASONS MUST BE:-

- Included on the Council's Approved List of Memorial Masons Allowed to work in the Borough Cemeteries/Crematoria/Churchyards
- Accredited to the British Register of Accredited Memorial Masons (BRAMM)  
OR  
National Association of Monumental Masons (NAMM) Register of Qualified Memorial Masons
- Each team of masons must have a minimum of one licensed fixer carrying out any memorial works.
- A written application to be included on the council's approved list should be submitted to the cemetery office including details of the following:-
  - a) Full company details including name, address, telephone number, fax number, email address.
  - b) BRAMM or NAMM current membership details including copies of the Business Accreditation Certificate and all Licensed Fixer's Certificates.
  - c) A copy of the Public Liability Insurance Certificate indicating the council's current minimum required value.

### MEMORIALISATION

- The removal, placing and renovation of all memorials are subject to the Council's Rules and Regulations/Terms and Conditions.
- All memorials are to be constructed from natural materials and fitted to the councils approved current minimum and maximum dimensions, and the National Association of Memorial Mason's (NAMM) Code of Practice. Full details and plans are available from the cemetery and crematorium offices.
- A memorial can be erected on graves within all borough cemeteries and crematoria (*cremated remains grave type memorials only*). They shall be of an upright design, sloping tablet and/or vase, no kerb sets or flat stones will be allowed.
- No memorial other than an approved vase will be allowed on un-purchased graves.

- Figures and statues may be included into the memorial design for cemeteries providing that the plate does not exceed the standard dimensions and the overall dimensions of the plate do not exceed the height and width of the base, figures and statuettes must be securely fitted to the memorial base without protrusion.
- All vases shall be of the best quality and description otherwise the council may reject them, no vases made with glass will be permitted.
- Vases may be incorporated in the headstone base or freestanding but must be placed within the head border without encroachment on any other grave or grass area.

### CREMATED REMAINS SECTIONS

- Specifically designed cremated remains graves exist within the cemeteries and crematorium (*grave numbers prefixed with CR*), all memorials on these sections shall be constructed to the approved specific size and design.
- The memorial shall be fixed to a stone slab provided by the council using dowels of a minimum size of 4 inches (*100 mm*) length by 12 mm diameter) with the same fixing method as a standard memorial.
- A maximum of two vases to the specified size may be incorporated in the memorial if required. Where a memorial is not required a single vase of the same dimensions and constructed of natural stone can be placed on the slab without encroachment on any other grave or grass area.
- A memorial cannot be erected or fitted less than six months after a burial has taken place, excluding cremated remains grave areas where the memorial is fitted to stone slab and where cremated remains have been buried in a full size grave at not more than 2 feet.

### REMOVAL OF MEMORIALS

- The Cemetery Office must be notified when a stone is to be removed and this work must be completed by the licensed fixer.
- Monumental Masons must contact the Cemetery/Crematorium Office before arriving, to check whether access to the Cemeteries/Crematorium is available as funerals take priority,
- There may be times when a firm appointment will be necessary. On entering the cemeteries/crematorium masons must adhere to the traffic management of the site at all times and park in designated areas only.
- Removals to facilitate a burial must be removed before 10.00 a.m. three clear working days prior to the interment taking place.

- At all times the entire memorial must be removed including the foundation, if it is necessary for the cemetery staff to remove any part of the memorial a charge may be incurred.

## PLACING AND RENOVATION OF MEMORIALS

- A memorial application signed by the grave owner(s) must be submitted to the Cemetery or Crematorium Office and a fixing permit obtained before the placing or renovation of any memorial.
- Memorial Masons must contact the relevant office to check times of funerals/access before arriving at any cemetery or the crematorium, there may be times when a firm appointment will be necessary.
- On entering the cemeteries/crematorium masons must adhere to the traffic management of the site at all times and park in designated areas only.
- All work on memorials must cease each day within the ordinary working hours of the Cemeteries/Crematorium.
- No work will be allowed in the immediate vicinity of a grave where an interment is taking place until the funeral service is over and the mourners are completely dispersed.
- All fixing permits must be signed by the licensed fixer carrying out the memorial works and submitted to the relevant offices on the day of fixing or within five days of the fixing date.
- On construction of memorials, all materials used shall be of the best quality and description; otherwise, the council may reject them.
- The section and grave number. must be cut plainly on the lower right front or right hand side of the memorial in not less than ½" letters.
- Monumental masons must remove all debris, leaving everything in a clean and tidy condition.
- They will be held responsible for any damage done by them or their workmen either to the Cemeteries/Crematorium or to the memorials erected therein.
- Memorials must be completely worked before they are admitted to the Cemeteries/Crematorium, no labour of any kind beyond that of fixing or renovating will be allowed.
- No monumental mason or other person is allowed to solicit orders within the Borough Council's Cemeteries, Crematorium or Churchyards.

Any enquiries regarding this policy should be directed to:-

All Cemeteries & Closed Churchyards

Keele Cemetery  
Keele Road  
Keele  
Newcastle  
Staffordshire, ST5 5AB  
Telephone: 01782 616379

Crematorium

Newcastle Crematorium  
Chatterley Close  
Bradwell  
Newcastle  
Staffordshire, ST5 8LE  
Telephone: 01782 635498

Email: [bereavementservices@newcastle-staffs.gov.uk](mailto:bereavementservices@newcastle-staffs.gov.uk)





## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### EXECUTIVE MANAGEMENT TEAM'S REPORT TO CABINET

08 November 2022

**Report Title:** Financial and Performance Review report – Second quarter (July-September) 2022-23.

**Submitted by:** Executive Management Team

**Portfolios:** One Council, People & Partnerships, Finance, Town Centres & Growth

**Ward(s) affected:** All

#### **Purpose of the Report**

To provide Cabinet with the Financial and Performance Review report for the Second quarter of 2022-23.

#### **Recommendation**

##### **That Members note**

1. The contents of the attached report and Appendices A and B 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.

#### 1. **Background**

- 1.1 This quarterly report provides Members with a detailed update on how the Council has performed during the Second quarter 2022/23 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 second quarter 2022/22
- 1.2 This report includes, as a comparison, the period when a number of customer facing services were required to close, or where the customer base simply stopped using the service due to the Covid 19 situation. Despite these unprecedented circumstances, as the summary of the overall performance picture is presented in section 4 of this report reflects, performance has generally seen a lot of positive movement in recovery from Covid-19 pandemic.

#### **2021-22 Revenue and Capital Budget Position**

- 1.3 The Council approved a General Fund Revenue Budget of £15,268,760 million on 23 February 2022. Further financial information is provided in Appendix A.

#### **Performance**

- 1.4 The performance section –Appendix B was reviewed 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.

- 1.5 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.
- 1.6 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.
- 1.7 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.
- 1.8 For this report a total of 34 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 85%.
- 1.9 The detail that has been reported for Quarter 2 in Appendix B is against the old Council Plan priorities 2018 – 2022. The new Council Plan Priorities 2022 – 2026 will be used from Quarter 3 onwards.

## 2. **Issues**

- 2.1 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 commentaries provided in 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.
- 2.2 Progress on delivery of planned activities is summarised for each priority and no concerns are highlighted.

## 3. **Proposal**

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

## 4. **Reasons for Proposed Solution**

- 4.1 To enable financial and performance information to be presented for continued scrutiny and encourage improvement within council delivery.

## 5. **Options Considered**

- 5.1 At this time it is felt there is no other option necessary for consideration, however the presentation of information is continually reviewed.

## 6. **Legal and Statutory Implications**

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

## 7. Equality Impact Assessment

7.1 Local authorities have a responsibility to meet the Public Sector Duty of the Equality Act 2010. The Act gives people the right not to be treated less favourably due to protected characteristics. There are no differential equality issues arising directly from this report.

## 8. Financial and Resource Implications

8.1 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.

## 9. Major Risks

9.1 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 still apparent in the reporting of this quarter, despite seeing improvements, impacting on many areas and the situation will continue to be monitored through the normal budget monitoring procedure.

9.2 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.

## 10. UN Sustainable Development Goals and Climate Change Implications



## 11. Key Decision Information

11.1 Included on the Forward Plan

## 12. Earlier Cabinet/Committee Resolutions

12.1 N/A

## 13. List of Appendices

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

## 14. Background Papers

14.1 Working papers held by officers responsible for calculating indicators.

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## **1. General Fund Revenue Budget**

- 1.1 The Council approved a General Fund Revenue Budget of £15.269m on 23 February 2022. The actual and forecast 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 Coronavirus pandemic continues to have an impact on the Council's financial position, primarily through lost income, although this is showing a marked improvement compared to the losses incurred during 2020/21 and 2021/22. No Government funding for 2022/23 in respect of financial pressures relating to the Coronavirus pandemic (including income compensation) is likely to be received.
- 1.3 The Council's revenue budget relies on service income from fees and charges income of around £725k per month across a wide range of services, with a significant proportion coming from Jubilee 2 and car parking. Taking account of the current restrictions it is forecast that income losses from fees and charges for the financial year will amount to £0.321m.
- 1.4 Expenditure continues to be reduced wherever possible throughout the Council to ensure that only absolutely necessary spending is being incurred, this helps to reduce the adverse variance on a service by service basis. It has been forecast that this situation continues throughout the remainder of the financial year.
- 1.5 Further consequences of the Coronavirus on the Council's financial position will depend significantly on any future lockdown or restrictions being imposed, the recovery of income from fees and charges and on any further Government financial support that may be received.
- 1.6 Careful monitoring of the financial position will be required over coming weeks and months leading to prompt corrective action where necessary to ensure the Council remains in a position of being able to deliver a balanced budget position in the current financial year and beyond.

## **2. Revenue Budget Position**

- 2.1 As at the end of the second quarter, the general fund budget showed an adverse variance of £0.105m. It is forecast that a balanced position will be achieved as at the close of the financial year.
- 2.2 A number of variances from the budget are forecast, these include:
  - a. Income shortfalls from sales, fees and other charges (£0.370m at quarter two), it is forecast that these losses will reduce to £0.321m by the close of the financial year.
  - b. Income shortfalls from commercial rents (£0.052m at quarter two) and the recovery of housing benefit overpayments (£0.100m), it is forecast that these losses will amount to £0.205m by the close of the financial year.
  - c. A proposed pay award of £1,925 per full time employee, which is in excess of the amount provided for in the budget (2.5%), including national insurance and pension the additional amount is estimated to total £0.591m for the financial year.

Classification: NULBC **PROTECT** Organisational

d. Increased fuel (£93k at quarter one), electricity (£29k at quarter one) and gas (£51k at quarter one) prices when compared to the amounts provided for in the budget, it is forecast that these variances will amount to £0.346m by the close of the financial year.

2.3 These adverse variances are forecast to be offset in full by the following favourable variances:

a. Utilisation of the Cost of Living Reserve that was established during the budget setting for 2022/23 in order to respond to any above inflationary increases in costs. It is anticipated that the £0.400m paid into this reserve will be fully used.

b. Use of £0.240m New Homes Bonus funding paid into the Budget Support Fund that was established during the budget setting for 2022/23 in order to boost the Council's financial resilience during 2022/23 as a result of the continued impact of the Coronavirus pandemic.

c. Application of £0.167m Administration grant paid to the Council and set aside during 2021/22 in relation to Coronavirus grants.

d. Interest receivable on temporary cash receipts that the Council holds in terms of Town Deal and Future High Street funding, together with Section 31 grant and remaining Coronavirus grant funding (that are repayable to Central Government) is forecast to increase significantly following recent interest rate hikes by the Bank of England to £0.387m for the financial year.

d. Expenditure continues to be reduced wherever possible throughout the Council to ensure that only absolutely necessary spending is being incurred, including staffing costs (£0.343m underspend at quarter one, forecast to amount to £0.686m for the financial year), this helps to reduce the adverse variance on a service by service basis. It has been forecast that this situation continues throughout the remainder of the financial year.

2.4 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.

### **3. Collection Fund**

3.1 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.

3.2 In response to the continued impact of the Coronavirus pandemic on retail business, the government has continued its retail discount business rates relief scheme, for 2022/23. For 2022/23 eligible businesses were awarded a 50% reduction in the business rates liability, up to a cash cap limit of £0.110m per business.

3.3 This has the impact of a reduction in income that was expected to be received by the Council from business rates payers during 2022/23 which, all things being equal, would generate a deficit on the collection fund. However, the government will award Section 31 grant to the Council to offset the losses incurred by this, this will be paid into the general fund and will be set aside to offset the reduced income that will be incurred on the collection fund.

Classification: NULBC **PROTECT** Organisational

- 3.4 A deficit is currently being forecast in respect of the Business Rates collection fund as a result of a significant change in rateable value for a large business rates payer which has been backdated by the Valuation Office to 2010.
- 3.5 A surplus is currently being forecast in respect of the Council Tax collection fund as a result of residents becoming ineligible for Council Tax Support due to a return to work or an increase in working hours.
- 3.5 The current forecast of tax receipts and Section 31 grant are shown below:

<b>Tax</b>	<b>Forecast (Surplus)/Deficit at 30.6.22</b>	<b>Forecast (Surplus)/Deficit at 30.9.22</b>	<b>Council's Share</b>
Council Tax	(£0.352m)	(£0.424m)	(£0.049m) (11.6%)
Business Rates	(£0.300m)	£0.988m	£0.395m 40%
Business Rates Section 31 Grant	£0.406m	£0.502m	£0.201m 40%
<b>Total</b>	<b>(£0.246m)</b>	<b>£1.066m</b>	<b>£0.547m</b>

- 3.6 In addition, the Council is due a reimbursement of £0.972m relating to the difference between the declared and actual business rates collection fund outturns for 2021/22, this will be repaid to the Council, and into the Business Rates Reserve, in 2023/24.

#### **4. Capital Programme**

- 4.1 A Capital Programme totalling £32.309m was approved for 2022/23. Of this total £30.309m relates to the total cost of new schemes for 2022/23 together with £1.000m for schemes funded by external sources (Disabled Facilities Grants) and £1.000m contingency. In addition £5.548m has been brought forward from the 2021/22 Capital Programme (including £4.017m from the Town Deals Fund and the Future High Streets Fund), resulting in a total Capital Programme of £37.841m for 2022/23.
- 4.2 At the close of quarter two the profiled capital budget amounts to £4.345m, actual spend for this period totals £4.475m.
- 4.3 The variance shown above relates to additional costs (£0.129m) incurred in the refurbishment and redevelopment of Kidsgrove Sports Centre and Swimming Pool as discussed at Cabinet on 18 October 2022.
- 4.4 A review of the capital programme is in the process of being undertaken as part of the Efficiency Board and budget setting process for 2023/24 in order to identify any projects that may need to be re-profiled from 2022-23 into future years. The results of this exercise will be reported to Cabinet in due course.

#### **5. Capital Programme Funding Position**

- 5.1 The expected total capital receipts due to be received this year following the sale of assets amount to £3.713m, £0.100m of this will be set aside for the flexible use of capital receipts during 2022/23. A summary of the expected income is shown in the table below.

<b>Funding</b>	<b>Amount</b>
Proceeds from Right to Buy sales	£0.500m
Land sales	£3.213m
Flexible use of capital receipts	(£0.100m)
<b>Total</b>	<b>£3.613m</b>

## **6. Treasury Management**

- 6.1 It is expected that borrowing will be required during 2022/23 to fund the capital programme however no borrowing arrangements have been required to date.
- 6.2 Although not utilised in recent years, the Council has previously considered the option of long-term borrowing from the PWLB. After the utilisation of capital receipts and internal borrowing, the Council will look to borrow short term from other local authorities in the first instance and will then review any other sources of funding if required.
- 6.3 Advice from the Council's Treasury Management Advisors, Arlingclose, is to continue to utilise internal funding whilst it is available as opposed to borrowing whilst the interest rates are high. This approach also reduces the need to place funding in long term deposits, whilst minimising any potential investment risks.
- 6.4 Interest receivable on temporary cash receipts that the Council holds in terms of Town Deal and Future High Street funding, together with Section 31 grant and remaining Coronavirus grant funding (that are repayable to Central Government) is forecast to increase significantly following recent interest rate hikes by the Bank of England from £0.117m at 30 September 2022 to £0.387m by the close of the financial year. For information purposes short term deposits made with the Debt Management Office attracted an interest rate of 0.55% at the start of the financial year and attracted an interest rate of 1.90% as at 18 October 2022.



## Corporate Performance Quarter 2 2022-23

### 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;**

The Council continues to encourage customer self-service via the website, and through effective call centre support to answer questions, provide information and support residents of the Borough. The telephone system has undergone a transformation enabling customers to get to the place they want more efficiently, whilst continuing to encourage customers to go online to self-service. The website continues to encourage customers to contact through online forms which integrate directly into our Document Management system, cutting out a lot of manual handling.

Castle House reception is open to the public and enquiries are being managed through bookable appointments, self-service or telephone support.

Kidsgrove Customer Services is open on Thursday mornings as a surgery with Citizens Advice Bureau and Kidsgrove Town Council.

- **Customer Services Activity**

An extremely busy quarter, all eligible residents received their Council Tax Energy Rebate by 30/9/2022. We worked with our partners at Staffordshire County Council to assist with the distribution of the Household Support Fund. Additional activity included Elections canvas, Council Tax, Rates and BIDS recovery action.

- **Deliver new Recycling and Waste Service**

The new recycling service has been fully operational for over two years, to households across the borough, and continues to prove very popular with residents. Participation and tonnage of material collected has settled at a consistent level which is around 22% higher than that of the previous service. The quality of the material collected remains excellent, with very little contamination. We started our new contract for re-processing in April this year with Veolia, and the Council has received excellent feedback from them on the high quality of material we are providing. Food waste tonnages have stabilised, and are around 10% higher than those of the previous service. During this quarter we have seen the quantity of residual waste fall further, corresponding with the increase in recycling and food waste, which is really encouraging. The value of materials and separately collected paper and card has increased in value again this quarter, meaning the Council is receiving income for all the recycling materials it collects.

- **Establish Workforce Strategy:**

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








Work is ongoing as part of the One Council transformation, the People Team continue to support people processes in partnership with the Trade Unions. Scrum work is ongoing with a number of teams who will take place in the next stages of transformation. We continue to constantly review vacancies and consider new ways of working, only recruiting externally as a last resort for essential roles. We are developing an apprenticeship strategy to help grow our workforce in conjunction with local providers as well as focusing on our appraisal and learning and development opportunities to encourage staff to feel they have opportunities to upskill and develop within the council.




- **Develop organisational culture**







Work to develop the organisational culture is ongoing, working with cross sections of the organisation and with Trade Union colleagues, in line with the principles of One Council. Work to embed the values across all stages of the employee life cycle is underway with a full review of policies and procedures and a number of communication campaigns. The new Values based appraisal has been launched in July 2022 with the new intranet and is just one part of improving our People process via technology.


- **Ensure staff wellbeing**

There is a continued focus on well-being, we are seeking accreditation with the West Midlands Combined Authority Well-Being group (Thrive). Ten places have been funded for training for mental health first aiders and this has been delivered w/c 02/10/22 and a campaign to raise awareness of their existence will take place. Connexus is being used successfully to promote a range of employee benefits and we have seen a significant increase in people requesting eye tests and submitting return to work interviews, which suggests that the new intranet is more accessible. We are currently promoting free flu jabs for staff and have a number of well-being initiatives planned over the next few months.

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr. 2 2021-22	Result Qtr. 1 2022-23	Result Qtr. 2 2022-23	Target Qtr. 2 2022-23	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	0.00%	1%	1%	5%	Figure is on target, well below 5%	
1.2	Environmental Health	Cllr. Trevor Johnson	Percentage of category A and B food business inspections completed on time	High	0%	100%	100%	90%	All A & B category food business inspections completed on time within this quarter	
1.3	Health and Safety	Cllr. Stephen Sweeney	No. Accidents/Incidents reported (RIDDOR)	Low	0	1	2	1*	Two incidents, one due to a recurring back problem, the other was reported late and cannot be confirmed as work-related but was reported as a cautionary measure. All safe working procedures, risk assessments and relevant training were in place. A reminder has been issued to re-inforce the importance for timely reporting of all accidents.	
1.4a	Recycling & Fleet	Cllr. Trevor Johnson	Household collections from the kerbside (%):- • Dry Recycling	High	24.07%	21.09%	23.02%	25%	Quarter 2 has seen collected tonnage of residual waste reduce further, while food waste and dry recycling remain stable. First participation surveys completed for food waste collection are above target.	
1.4b			• Food	High	6.33%	6.24%	34.48%	30%		
1.4c			• Amount of residual Waste per household	Low	105.35kgs	102.31kgs	97.65kgs	110kgs (per household) cumulative		
1.4d	Operations	Cllr. Trevor Johnson	Number of missed kerbside collections:- Total (per 100,000 collections)	Low	62.25	46.46	54.85	60 (per 100,000 collections)	In this quarter there were a total of 1,635,480 collections of recycling, residual, garden waste, and food. Missed collections of all waste streams totalled 897.	

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr. 2 2021-22	Result Qtr. 1 2022-23	Result Qtr. 2 2022-23	Target Qtr. 2 2022-23	How have we performed?	Status
Page 84 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	97.52% 94.5% 98.42% 100%	N/A N/A N/A N/A	N/A N/A N/A N/A	91% 91% 97% 99%	This indicator is only measured three times a year (3 tranche's). This year we will be swapping from LEQ surveys to LAMB's as this will provide better management data for cleansing operations. Data is not yet available and will be published in November.	N/A
1.6	Customer & ICT	Cllr. Simon Tagg	Percentage of requests resolved at first point of contact	High	94%	99.99%	87%	97%	The Customer Hub is undergoing the One Front Door Training programme with the whole of the Hub Team, whilst continuing to provide the day to day Service. This performance result reflects a short term impact of training. As the impact of the training is embedded, this performance will improve.	
1.7	Customer & ICT	Cllr. Simon Tagg	% Unmet demand (number of calls not answered as a % of total call handling volume)	Low	11.97%	12.59%	14.20%	20%	This target is incredible, considering the programme of training described above is being delivered and we continue to keep on top of the daily activities	
1.8	Digital Delivery	Cllr. Simon Tagg	Total percentage of digital online transactions compared to percentage of Customer contacts	High	9395	19,512	82% (10,023)	80%	The number of transactions (Jadu) is 10,023 this quarter, although this figure is lower than expected the % of online transactions compared to the % of Customer Contact transactions is increasing, so going forward this indicator would be better displayed as a percentage of web transactions compared to Customer contacts which is 82%	

1.9	Communication	Cllr. Simon Tagg	Total number of unique users to the website	High	103905	134,907	113,684	95000	There was a total of 113,684 unique users in this quarter	
1.10	Revenues & Benefits	Cllr. Stephen Sweeney	Time taken to process Housing Benefit new claims/change events	Low	6.69	5.66 Days	7.03 Days	10 days	We continue to focus on New claims and change of circumstances enabling good performance.	
1.11	Revenues & Benefits	Cllr. Stephen Sweeney	Percentage of Council Tax collected	High	52.5%	31.4%	53.6%	50.11% (Cumulative)	Workloads are up to date within Council Tax and proactive recovery ensuring we are above target. The crediting of the Council Tax rebate to non-applicants will have boosted this percentage	
1.12	Revenues & Benefits	Cllr. Stephen Sweeney	Percentage of National non-domestic rates collected	High	48.7%	34.7%	60.6%	52.44% (Cumulative)	Workloads are also up to date in this area and alongside proactive recovery is ensuring we are ahead of target.	
<b>Ref</b>	<b>Service Area</b>	<b>Portfolio Holder</b>	<b>Indicator</b>	<b>Good is</b>	<b>Result Qtr. 2 2021-22</b>	<b>Result Qtr. 1 2022-23</b>	<b>Result Qtr. 2 2022-23</b>	<b>Target Qtr. 2 2022-23</b>	<b>How have we performed?</b>	<b>Status</b>
1.13	Human Resources	Cllr. Simon Tagg	Average number of days per employee lost to sickness	Low	3.13 days (cumulative)	3days per employee LTS – 1.92 days and short term – 1.08 days	3.62 days per employee LTS – 2.30 days and short term – 1.32 days (6.62 cumulative)	2.2 days (quarterly) 8.8days (cumulative) Annual	There has been a slight increase in absence from Q1 as well as Q2 21-22.  We have seen an increased number of short term absences in September with some covid and other viral sickness, and we do also have a number of serious long term cases which we are supporting managers with via our policy.  The comparison with the same period in 21/22 may be skewed due to absence being masked by those working from home in previous years.	
1.14	Human Resources	Cllr. Simon Tagg	Staff turnover	Low	2.22%	5.53%	1.57%	10%	Turnover remains low and significantly below the 10% target, there has been a significant decrease in turnover compared with Q1 and it is lower than	

1.1 Page 86	Human Resources	Cllr. Simon Tagg	Staff vacancy rates	Low	5.72%	7.47%	4.14%	6.6%	Q2 last year indicating some stabilisation.	
									<p>The vacancy rate has reduced this month and is below Q2 21-22. The number of applications for advertised roles has improved and the roles where there tends to be a low number of applicants generally reflects the national picture of skills shortages in areas such as planning and environmental health as well as very niche roles.</p> <p>As the MTFS is reviewed, some vacancies may be removed from budgets.</p>	

\*The result is within tolerance

## Priority 2: Growing our People and Places

### Progress Summary

A summary of progress with planned activities for Priority 2 from the Council Plan 2018-2022 are as follows:-

- **Deliver Borough Local Plan**

At a special meeting of Cabinet on the 5th October 2022 Cabinet made the following resolution:

1. The housing growth requirements for the Borough based on the nationally set Government's standard methodology which is 7000 homes over the 20 year plan period (350 dwellings per annum) be noted.
2. The progress made with the Local Plan be noted.
3. Delegated authority be granted to the Executive Director - Development & Growth, in consultation with the Cabinet Member for Strategic Planning, to –
  - (i) publish an updated Local Development Scheme (LDS) to show the anticipated key milestones in the production of the Local Plan and,
  - (ii) to finalise the public consultation arrangements and all documentation for the Draft Local Plan publication.
4. A public consultation period of eight weeks be approved, commencing no later than Spring 2023, on the Draft Local Plan and the publication of the accompanying Sustainability Appraisal Scoping Report.
5. A report be submitted to a future meeting summarising the findings of the consultation process

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

Delivery of the Economic development Strategy and action plan covers a number of areas reported in Priority 4 below – One Public Estate, Prepare a Town Centre Strategy, market, and business support. Additionally, work continues to bring forward development at Chatterley Valley, with Kidsgrove Town Deal funding supporting development of an access road into this significant development site for the Borough which sits within the Ceramics Valley Enterprise Zone. Newcastle Accelerated Town Deal funding has been used to support creation of The Workshop skills hub in Lancaster Building which has attracted partner funding to provide services for local people. Additionally, it funded a redesign of the ground floor of the Guildhall to make the space more flexible and useable for local groups. The Council additionally works with a number of countywide groups to coordinate provision of business growth and skills development support.

- **Progress University Growth Corridor**

The Council is continuing to look at the viability of this land through desktop studies, in order to further assess its development potential, should the site be taken forward.

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

- **Newcastle Housing Advice**

The Newcastle Housing Advice (NHA) team provide the Councils Statutory Housing Advice and Homelessness duties for the borough Q2 has been challenging for the team, the service has seen the number of emergencies presentations to the service double, seeing more vulnerable customers with complex and challenging needs. The team continues to work alongside the housing standards, vulnerability hub, customer service Police and all partner agencies to help discharge any duties owed and manage customers expectations.

### Progress Summary continued

Work has commenced with Aspire and the housing provider Locata to review the joint housing allocation policy. Regular meetings are held to identify any improvements and changes that are required to the system

QR 2 has seen increases to the out of hours call out service provided by the team and customers accessing temporary accommodation. The service is also experiencing additional pressures with the realignment of staff under the one front door project. It is a high volume service, demand continues to increase during the winter period when any cold weather provisions that may come into force.

- **Rough Sleepers and temporary accommodation -**

Since the announcement of our Rough Sleeper Initiative Funding, we have successfully recruited to all the roles, which have been up and running since 1<sup>st</sup> August 2022.

In this short time the team has had a huge positive impact on our rough sleeper figures. See table below:

#### Monthly Rough Sleeper figures 2022

Jan	Feb	March	April	May	June	July	August	September	October	November	December
16	18	19	13	14	22	21	23	19			

#### Average single night Rough Sleeper figures 2022

Jan	Feb	March	April	May	June	July	August	September	October	November	December
4	13	8	13	12	14	12	4	5			

We hope to continue this success as the roles become more imbedded.

#### Current rough sleeper services available in Newcastle are:

Rough Sleeper Navigator

Tenancy Sustainment Officer

Part-time Support Officer



## Progress Summary continued

### **Services jointly commissioned with Stoke-on-Trent City Council:**

Healthcare Worker

Rough Sleeper Coordinator

Rough Sleeper Outreach Service

### **Multi Agency Homelessness Hub**

Newcastle under Lyme have developed a Multi-Agency Homelessness Hub where all manner of issues can be addressed under one roof. We all know working with these individuals that an appointment system for the most part does not work and can at times be a waste of resource. This has led to developing this approach to strengthen our prevention and recovery offers.

The Hub runs every Thursday between 9am-12pm at the Salvation Army, Bridge Street, NuL.

Hub Structure:

9am-10am – agencies meet to discuss Newcastle individuals and issues.

10am-12pm – doors are open for customers to access the hub for food, information, advice and encouragement, signposting and engaging with services.

The Hub provision began on 1<sup>st</sup> September 2022 with 22 agencies attending and 10 service users.

A month into the service, we have 19 agencies attending and 20 service users.

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

NHA continue to manage the Joint housing Allocations policy and choice based lettings system. The Choice based system and Joint housing policy was implemented in April 2021 and work is ongoing to make improvements to the system. NHA continue to work very closely with Aspire and the other Housing partners, raising any issues and concerns. This quarter Aspire housing continue to report extensive delays in the turnaround for the majority of their void properties which is continuing to have a wider impact on moving on from temporary accommodation and rehousing customers on the housing register, we have also seen an increase in MP and customer applications and queries.

NHA continue to work very closely with the 2 staff transferred over to the customer services team

### ▪ **One Public Estate**

The Council received a grant from 'One Public Estate' to support the masterplanning of Knutton Village. This involved 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 also contributed to the Study with a view to reviewing provision of affordable housing in the area, including housing for the elderly. Consultation on the draft masterplan was considered by Cabinet in June 2021. The project team continues to plan for delivery of the






**Progress Summary continued**

revised proposals and to report progress to One Public Estate. Elements of the Knutton masterplan are included in Newcastle Town Deal Town Investment Plan which has now been approved for delivery.

In October 2021 the Council worked with Aspire Housing to bid to the One Public Estate Regeneration Programme for the Aspire estate regeneration scheme at Cross Street Chesterton. The bid was successful and funding was made available to support this. In August 2022 the Council worked with Aspire Housing to bid for One Public Estate monies to assist with the abnormal costs of development at a site in Knutton. The outcome of this application is awaited.

- **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 and commercial investment advisors appointed to review and advise in respect of the Council's commercial portfolio. Work on this is currently ongoing.

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr. 2 2021-22	Result Qtr. 1 2022-23	Result Qtr. 2 2022-23	Target Qtr. 2 2022-23	How have we performed?	Status
2.1	Property	Cllr Stephen Sweeney	Percentage of investment portfolio vacant (NBC owned)	Low	6.4%	11.5%	11.5%	12%	This indicator remains within target.	
2.2	Planning & Development	Cllr. Andrew Fear	Speed of major development applications (P151a)	High	100% (Oct 19– Sept 21)	100% (Jul 20 – Jun 22)	98.1% (Oct 20 – Sept 22)	66%	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	5.8% (Apr 18 – Mar 20)	5.5% (Apr 19 – Dec 20)	3.7% (Apr 19 – Mar 21)	10%		
2.4			Speed of non-major development applications (P153)	High	99.1% (Oct 19 – Sept 21)	98.3% (Jul 20 – Jun 22)	97.9% (Oct 20 – Sept 22)	70%		
2.5			Quality of non-major development applications (P154)	Low	0.7% (Apr 18 – Mar 19)	0.5% (Jan 19 - Dec 20)	0.5% (Apr 19 - Mar 20)	10%		
2.6			Percentage of complainants informed within the required timescales of any action to be taken about alleged breaches of planning control.	High	N/A	N/A	N/A	75%		This is a new indicator and therefore not all data for the quarter is available. The indicator will therefore be reported on in the next reporting period.

## 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 or reduce delivery since March 2020. A summary of progress with planned activities for Priority 3 from the Council Plan 2018-2022 are as follows:-

- **Jubilee2 moving forward**

Jubilee2 continues to monitor its impact on the borough's residents. One way of doing this is monitoring the social value of the service through Data Hub. The social value for the Jubilee2 was £592,720 for the past twelve months.

- **Secure J2 commercialisation**

Officers continue to work with TA6 to work on a sustainable marketing campaign taking into account new operators entering into the market place, the cost of living crisis, in order to attract and retain customers. Memberships have grown to 2,637 at the end of September 2022, 90% of pre-covid memberships which is in line with the National average (target by March 2023 is 2900). Working with Swim England a root and branches review of the pool programme is being undertaken. This will assist in identifying further commercial opportunities and allow the Council to develop a robust aquatics strategy to support the commercial operation of the service.

- **Kidsgrove Sports Centre**

The contract works have now been completed and the Sports Centre has been handed over to the Community Group for their opening in late July 2022. The lease has been signed and all operational manuals for the successful operation of the facility have been provided to the group.

- **Museum Redevelopment Project**

All public spaces are now fully open. The museum had a very successful summer with activities for families and the Reincarnated Rubbish – Endangered and Extinct which focussed on the environment and wildlife. Exhibition. The new café is proving extremely popular with visitors and now delivers food and cakes within the café area, on the newly installed decking and in the activity spaces for pre-booked groups.

Activities and events have included talks, art workshops, reminiscence sessions, events for people living with dementia, dance, craft fairs, film showings, volunteer recruitment and working with external partners on funding bids for small projects. The schools programme is being redesigned and schools are gradually returning post COVID and attending sessions in the new activity spaces. The museum has been successful in fundraising for the acquisition of a medieval ring found in Audley and for wildlife/conservation work around the museum pond.

- **Streetscene Fleet procurement**

Procurement of fleet and equipment for Streetscene is progressing to renew the tractor fleet and road sweepers.

- **Deliver Capital Programme projects**

Work is in progress on a number of sites to repair railing/fencing and footpaths, and replace play equipment or repair safer surfacing.

- **Open Space Strategy**

The Heart of England in Bloom campaign and all local Newcastle in Bloom competitions and activities will take place live in 2022, with judging of Newcastle taking place on 13th July and results announced in September, in Birmingham, where we had secured Gold Award and Category Winner, 20th consecutive Gold award for the borough. The Newcastle in Bloom Local Awards event took place at the New Vic theatre on 1st October to announce the winners of the local competition. Sponsorship from local businesses is continuing at near-normal levels and is aiming to achieve around £60,000 in 2022/23. A total of 7 of the Borough's strategic parks and cemeteries have entered the Green Flag awards this year and have retained the green flags. The Open Space Strategy has been updated as part of ongoing work on the Local Plan and work has commenced on preparing a Nature Recovery Action Plan in partnership with Staffordshire Wildlife Trust.

## **Progress Summary continued**

- **Bereavement Services**

The Bereavement Services team are seeking to identify new opportunities to support an enhanced service/memorial offer to residents, giving them greater choice/flexibility at their greatest time of need.

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

- **Taxi Licensing Policy**

In the first and second quarter of 2022-23 there have been no substantial amendments to the policy. Statutory guidance was published in July 2020, this resulted in amendments to the taxi policy being approved by Licensing and Public Protection committee for implementation from April 2021. The policy and amends were implemented. There is a report going to Licensing & Public Protection Committee on 18th October to review training matters required by applicants/licence holders, and clarifications on several other points. It is likely that these changes will be agreed and implemented prior to Quarter 4.

- **Environmental Health & Licensing**

Covid 19 enforcement responsibilities are likely to remain with local authority environmental health departments should there be any new outbreaks. The role of the Borough Council is likely to be directed by Central Government and partners. Also the pavement licensing regime has been implemented 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, and such arrangements have been extended for a further year. As part of the Levelling Up Bill it is proposed that the pavement licence regime is made permanent. It will remain on a temporary basis until 30<sup>th</sup> September 2023 when the Bill will likely have been enacted.

- **Town Centre ASB enforcement**

Partnership activity around the town centre continues to be a priority with a range of enforcement activities being explored. We continue to utilise the CCTV system in order to collate evidence to support partnership enforcement. In addition to this the Town Centre Security Marshalls continue to patrol key ASB locations around the town centre and respond to incidents of ASB that are reported via the store net radio system. They also continue to provide valuable information for the purposes of enforcement.

Activity is co-ordinated by working closely with partners such as the Police and others within the Newcastle Strategic Partnership to identify individuals in need of support and utilising the Council's civil enforcement powers such as Community Protection Warnings (CPNWs), Community Protection Notices and Injunctions, continued enforcement of PSPOs for the Town Centre and Queen Elizabeth Park, as appropriate. We also continue to monitor progress around individuals in the town centre via the weekly enforcement meeting.

- **Commission new CCTV Service**

We are still awaiting final confirmation from Stoke in regards to the cameras being connected into the network.

- **Vulnerability Hub and MARAC**

The Council continues to actively co-ordinate and contribute to the Vulnerability / Harm Reduction Hub and MARAC multi-agency forums, which are designed to collaboratively de-escalate risk to our most vulnerable households, to prevent death and serious harm and to encourage appropriate support and assistance from the most relevant partners. There has been a noticeable increase in referrals to the Hub over the last 12 -18 months and it is clear that more complex and challenging cases are being presented for assistance which is taking longer to respond to. Discussions with County Commissioners and local service providers have been ongoing to encourage best use of available and collaborative resources and an understanding of the issues / challenges raised at the forum requiring a multi-agency response. MARAC continues to see an increase in referrals and complex cases. A Domestic homicide review is about to commence in the Borough. We have just successfully re-commissioned Glow to deliver the Children and young people's domestic abuse service and have brought the Safe Recovery Worker in house until 31.03.23 while the future of this service is assessed. We are starting to see an increase in cases being referred into the Vulnerability hub where debt is a factor, which is having a detrimental effect on mental health amongst other things. We are considering whether a case meets the threshold for a Safeguarding Adult review. We have recently been involved in the Slow Cooker project which is being led by the




**Progress Summary continued**



County, it has been extremely successful and when collecting the slow cookers people were able to get advice from the likes of Beat the Cold, DWP and Early Help.

**Progress Summary continued**

- **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 (NO<sub>2</sub>) levels. The outline business case has been presented to Economy, Environment and Place Scrutiny Committee and approved at Cabinet. Retrofitted buses continue to be used on the A53 at Basford in full compliance with the relevant Ministerial Directive. Officers continue to work with Staffordshire County Council and JAQU to develop plans for a bus gate at peak times. Officers are also in discussion regarding NO<sub>2</sub> monitoring along the relevant section of road which is showing a year on year improvement and the implications of this for future work.

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr. 2 2021-22	Result Qtr. 1 2022-23	Result Qtr. 2 2022-23	Target Qtr. 2 2022-23	How have we performed?	Status
3.1a	Community Safety	Cllr. Gill Heesom	Anti-Social Behaviour (ASB) cases:- -New cases received during the quarter	Low	103	103	144	147*	There has been a drop in cases from Q1 from 312 to 143 which also meets the target for new cases. Open cases have increased but also remain under target. Closed cases is below target however this appears to be minimal and is close to overall target.	
3.1b			-Current open cases at the end of the quarter	Low	30	30	26	36*		
3.1c			-Cases closed in the quarter	High	11	117	140	120*		
3.2	Community Safety	Cllr. Gill Heesom	Number of referrals made regarding vulnerability by participating organisations at the Daily Hub	High	69	47	63	65*	A total number of 63 referrals made to Vulnerability Hub meetings that have taken place over the last quarter.	
3.3	Culture & Arts	Cllr. Jill Waring	Number of People Accessing the Museum's collections online and in Person	High	25459	18,689 in person visits 59,997 social media engagements Total 78,686	29043 in person visits social media engagements 129630 (47732) cumulative  (208316 cumulative)	45,000 Qtr Target  180,000 (Annual cumulative)	Figures include both in person visits and online engagements through our social media platforms. The Museum is now fully open to the public after the redevelopment and visitor numbers exceed the figures for 2019/20 (pre Covid).	

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr. 2 2021-22	Result Qtr. 1 2022-23	Result Qtr. 2 2022-23	Target Qtr. 2 2022-23	How have we performed?	Status	
Page 96	3.4	Leisure	Cllr. Jill Waring	Membership growth	High	2149	2487 members	2637 members	2650 Qtr Target  (2900 annual Target)	Memberships are roughly in line with projections following a month's closure to allow for the refurbishment of the gym. Working with Alliance leisure the service will continue to develop a strong marketing campaign to attract and retain customers in light of new gyms opening in the borough. Membership Attrition is slightly higher than expected and this may be attributed to the cost of living crisis families are facing, as well as new competitors opening in the market place.	
	3.5	Leisure	Cllr. Jill Waring	Jubilee 2 Customer Satisfaction – Net Promotor Score	High	N/A	N/A	47.3%	40%	First time this metric is being used but is above target for this quarter	
	3.6	Housing	Cllr. Gill Heesom	Live application on the housing register	Low	N/A	1245	1539	1245* (Outurn for 2021/22)	There has been a large increase on the numbers of applicants making a new waiting list application in Q2. Delays with turnaround of void problems may be affecting the number of applications	
	3.7	Housing	Cllr. Gill Heesom	Number of lets to registered providers from the housing waiting list	High	N/A	88	131	513* (Outurn for 2021/22)	Aspire the main housing partner added a larger number of properties to advertise in Q2. They have a backlog of void properties	
	3.8	Housing	Cllr. Gill Heesom	Emergency homeless presentations	Low	N/A	78	155	419* (Outurn for 2021/22)	The number of emergency presentations to the service has doubled in the last QR this is impacting on the normal day to day running of the service due to the vulnerable customers that are presenting	



## 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**

Future High Street Funding has funded demolition of the former Civic Offices building to enable redevelopment of this key town centre site. Demolition is now complete. Contractors have now been appointed to work alongside the Council on development of a new multi storey car park on the Ryecroft site and also to work with the Council on the future of York Place Shopping Centre. Cabinet has also approved the start of negotiations with Aspire to sell approximately 2 acres of the Ryecroft site for a new headquarters building and over-55s housing. A number of projects are under development through Newcastle Town Deal, business cases for these were submitted to DLUHC at the end of June 2022 and these have now been approved for funding.

- **Market**

The focus for increasing footfall and visitor satisfaction remains and the Market team continues to host specialist visiting markets creating diversity to supplement our weaker regular markets offer. The specialist visiting markets have created diversity to supplement our regular markets offer. They've continued to be very popular with high take up of stalls and excellent visitor numbers.

Castle Artisan Market (CAM) used additional pop-up stalls and pitches to accommodate traders on our waiting list (45 stalls and up to 70 traders in total). A road closure to aid expansion is now in place outside WH Smith. It accommodates additional gazebos. It continues to be held on the third Sunday of each month and celebrated its first birthday in October 2021. Due to this market's popularity, some town centre businesses and our regular general market traders now take stalls at these markets each month. There are 13 dates booked-in for 2022 with additional Bank Holiday pop-up events and collaboration with Newcastle BID events such as lights-switch on and Queens Jubilee celebrations.

Greyhound Gap Takeover Market is a dog-themed event where owners and pets visit in considerable numbers and all 45 stalls are used. This event is organised by Castle Artisan Market (CAM) team in conjunction with the Market team and ensures a successful day with good social media promotions. It is due to be held again on Sunday 6 November 2022. As the frequency of this market increases, it now appears in performance indicators for 2022.

The last Vegan Festival of 2022 was held on Sunday, 3 July with the same high footfall as previous events. Town centre businesses open to take advantage of the increased visitor numbers. All 45 stalls were used with additional traders in gazebos and trailers on our market pitches. The next Vegan Festival is organised for Sunday, 23 October. As the frequency of this market increases, it now appears in performance indicators for 2022.

Collaborating with Newcastle-under-Lyme BID and partners has resulted in a varied and full events programme in 2022.

- **Business Support**

Delivery of the 'Staffordshire Means Back to Business' package of support, which was funded from Additional Restriction Grant monies was completed at the end of March. To date 65 Newcastle apprenticeship places have been created, 37 businesses have taken advantage of the 'Nil Cost Training to Businesses' and 22 businesses have taken advantage of the 'to Thrive' grants to assist businesses to recover and grow. It should be noted that Newcastle businesses were amongst the highest take-up of these grants across all participating districts.

**Progress Summary continued**

Work has continued in signposting businesses to appropriate support, including updating the information available on the new website. Over 150 queries have been dealt with so far this financial year and requests continue to come in. Eight e-newsletters have been sent out to over 120 businesses who have requested these regular updates of support on offer from the council and partners. Planning will soon be underway for Business Boost 2023 to coincide with the 850 celebrations. Welcome Back fund has also supported local businesses in Kidsgrove to come together to run a Totally Locally scheme to encourage footfall back into the high street, post pandemic.

- **Parking Policy**




The Council adopted a Car Parking Strategy in 2019/20, which was reviewed in 2021/22. These set out a number of service improvements to ensure our services meet the needs of our drivers. These have included new car parking machines which accept card payments and an improved service for pay for parking has been implemented with PayByPhone. The Council continues to support town centre users in the important Christmas retail period, customers can park for free between 9am and 1pm on the Midway car park, then for the existing offer of £1 after 1pm continues. Installation of electric vehicle charging points is underway with Goose Street, Newcastle and Heathcote Street, Kidsgrove being operational. Works are in progress with the electric service provider for the upgrade of apparatus on The Parade, Silverdale and King Street, Newcastle. Consultation has been undertaken at Lyme Valley for a Traffic Regulation Order to improve car parking access for leisure users of the Lyme Valley, the Order is due to be implemented in quarter 3.


- **Establish Town Centre Communications Group**

The Town Centre Communications Group, "Talking Up The Town" emphasis, has moved from in-person meetings to online sharing of content and happenings. Whilst a refresh the format of the in-person group meetings is considered, Newcastle-under-Lyme BID and the Town Centre Officer are looking at a more appropriate way to keep the Communications Group engaged.

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

Kidsgrove Town Deal Board (KTDB) submitted the Kidsgrove town Investment Plan to MHCLG at the end of October 2020 and in March 2021 confirmation of a £16.9 million award was received. The Kidsgrove Sports Centre business case was fast tracked and Town Deal money was used alongside Council investment to refurbish the centre. The Chatterley Valley project has now started on site. Approval of the Canal business case was received in June 2022. Kidsgrove Railway Station business case and Kidsgrove Shared Service Hub have now been approved for delivery and the projects are progressing to delivery stage

Ref	Service Area	Portfolio Holder	Indicator	Good is	Result Qtr. 2 2021-22	Result Qtr. 1 2022-23	Result Qtr. 2 2022-23	Target Qtr. 2 2022-23	How have we performed?	Status
4.1	Regeneration & Economic Development	Cllr. Stephen Sweeney	Car parking usage:- Number of tickets purchased	High	30,077	87,807	101,922	85,000 Qtr target  340,000 annual Cumulative	The number of tickets purchased have increased by 238.87% in Qtr. 2 compared to the same period in 2021. –	
4.2	Regeneration & Economic Development	Cllr. Simon Tagg	Footfall	High	N/A	638,008	614,119	553,000*	There is decrease against Qtr 1 2022 showing at -3.74%. However this figure is well within target range.	
4.3	Regeneration & Economic Development	Cllr. Stephen Sweeney	Average stall occupancy rate for markets	High	Overall 54%	<b>Stall Occupancy</b> Overall average 60%  Monday General Market 21% Tuesday AFG Antiques Market 76% Wednesday General Market 13% Thursday AFG Bric-a-Brac Market 58% Friday General Market 32% Saturday General Market 100%* General Market 36% Castle Artisan Market 100%*	<b>Stall Occupancy</b> Overall average 60%  Monday General Market 22% Tuesday AFG Antiques Market 76% Wednesday General Market 17% Thursday AFG Bric-a-Brac Market 61% Friday General Market 32% Saturday General Market 35% Castle Artisan Market 100%* Vegan Festival 100%** Greyhound Gap Market 100%***	Overall Target 60%  *Monthly market still expanding (Hiring additional stalls to accommodate traders on our waiting list).  **Three times-a-year market with over 100% occupancy on trader provided gazebos.  ***Occasional pop-up market  Fluctuation in stall occupancy for some markets can be attributed to seasonal variations.  <b>Quarter 2 2022/23</b> <b>Value of income =</b> £12,289.25 <b>Arrears =</b> £213.40		

Page 100						Vegan Festival 100%* * Greyhound Gap Market 100%***				
4.4	Community Safety	Cllr. Gill Heesom	Total rough sleepers verified in the quarter; - New rough sleepers - Returning rough sleepers - Entrenched rough sleepers	Low	Overall - 40	Overall - 49	Overall - 63 New - TBC Returning - TBC Entrenched - TBC	Overall - 69* New - 18* Returning - 32* Entrenched - 19*	Overall Rough Sleeper count has increased by 14 from Q1 but is within overall outturn target from 2021/22. They have also increased in comparison to Q2 2021/22. , However since the new Rough Sleeper Initiative Roles have started (August 2022) we have seen a considerable reduction in monthly and nightly figures.  Unable to split data for New, Returning & Entrenched for Q2 due to timeframes.	

\*The result is within tolerance

Performance reporting will be enhanced during 2022-23 to provide more trend data where this is available. For some indicators, where performance is largely beyond the Council's direct control, targets are not set. Instead, the 2021-22 out-turn data is used to provide a baseline against which future performance can be assessed. In the tables below such indicators are marked \*.

**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



Positive performance noted (no target set)



Performance noted for monitoring(no target set)

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## **Cabinet Forward Plan**

This plan gives notice of decisions that [Cabinet](#) is expecting to take over the next few months. It also gives, except in cases of urgency, at least 28 days notice of all “Key Decisions” that will be taken. “Key Decisions” are decisions about “executive” functions that will:-

- A) result in the Council incurring expenditure or making savings of £100,000 or more (revenue), and/or £250,000 or more (capital); and/or
- B) be significant in terms of the effects on communities living or working in an area comprising two or more wards of the Borough.

We have to take some Cabinet decisions in private because they deal with confidential or “exempt” information. That is information described in one or more of the following categories set out in 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

If we intend to take a decision in private, we will tell you why in the plan below. If you disagree with our reasons, you can tell us why using the contact details below. We will respond to you directly and will publish our response in the meeting agenda. If we have published the meeting agenda before we can respond, we will respond verbally at the meeting and record the response in the minutes.

You can find more information about Cabinet, Cabinet Members and their portfolios, agendas, reports and minutes [here](#).

More information on Cabinet procedures, executive functions, Key Decisions, urgent decisions and access to information is available in our [Constitution](#).

Report Title	Description	Portfolio	Intended Decision Taker and Date	Overview & Scrutiny Committee	Wards Affected	Reason for Determining in Private Session (if applicable)	Key Decision Yes/No
Quarter 2 Budget & Performance report	To receive the Q2 Finance & Performance Report	Finance, Town Centres and Growth	Cabinet - 8 November	Finance, Assets and Performance	All Wards	N/A	Y
Procurement of Quantity Surveyor	To consider a report on awarding a contract for Quantity Surveyor works for the Future High Street funds and Town Deal projects	Finance, Town Centres and Growth	Cabinet - 8 November	Economy and Place	All Wards	N/A	Y
Bradwell Cemetery	To consider a report on additional space at Bradwell Cemetery and new cemetery and crematorium regulations	Environment and Recycling; Finance, Town Centres and Growth	Cabinet - 8 November	Health, Wellbeing and Environment	All Wards	N/A	Y
Walley's Quarry	To consider an update report on Walley's Quarry	Strategic Planning, One Council, People and Partnerships	Cabinet – 8 November	Health, Wellbeing and Environment	All Wards	N/A	Y
Christmas Car Parking 2022	To consider a report on car parking arrangements	Finance, Town Centres and Growth	Cabinet – 8 November	Finance, Assets and Performance	All Wards	N/A	
Draft savings proposals	To consider draft savings proposals for 2023/24	Finance, Town Centres and Growth	Cabinet – 6 December	Finance, Assets and Performance	All Wards	N/A	Y
York Place	To consider a report on the	Finance,	Cabinet – 6	Economy and Place	All Wards	N/A	Y



contract	award of the contract for York Place	Town Centres and Growth	December				
Multi Storey Car Park, Newcastle under Lyme contract	To consider a report on the award of the contract for the car park in Newcastle under Lyme	Finance, Town Centres and Growth	Cabinet – 6 December	Economy and Place	All Wards	N/A	Y
Procurement of ICT Server Support	To consider a report on procuring ICT server support	One Council, People and Partnerships	Cabinet – 6 December	Finance, Assets and Performance	All Wards		Y
Urban Tree Planting	To consider a report on Urban Tree planting	Environment and Recycling	Cabinet – 6 December	Health, Wellbeing and Environment	All Wards	N/A	Y
Newcastle under Lyme 850 Celebrations	To consider a report on the 2023 Launch and Details for the 850 Year Celebrations	Leisure Culture and Heritage	Cabinet – 6 December	Economy and Place	All Wards	N/A	N
Procurement of an Information Governance Case Management System	To consider a report on the procurement of an Information Governance Case Management System	One Council, People and Partnerships	Cabinet – 6 December	Finance, Assets and Performance	All Wards	N/A	Y
Draft Revenue and Capital Budgets and Strategies 2023/24	To consider the Draft Revenue and Capital Budgets and Strategies for the forthcoming year	Finance, Town Centres and Growth	Cabinet – 11 January	Finance, Assets and Performance	All Wards	N/A	Y
Schedule of Fees and Charges 2023/24 A confidential appendix will be considered alongside this report. It will be	To consider the proposed schedule of fees and charges for the forthcoming year	Finance, Town Centres and Growth	Cabinet – 11 January	Finance, Assets and Performance	All Wards	3	Y

considered under Part 2 of the Agenda by virtue of paragraph 3 of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.							
Air Quality Final Business Case	To consider the Final Business Case for the Air Quality Project	Environment and Recycling	Cabinet – 11 January	Health, Wellbeing and Environment			Y
Climate Change Behaviour Strategy	To consider a report on a strategy for climate change behaviour	Environment and Recycling	Cabinet – 11 January	Health, Wellbeing and Environment	All Wards		Y
Electric Vehicle Charging Strategy	To consider a report on a charging strategy	Environment and Recycling, Finance, Town Centres and Growth	Cabinet – 11 January	Finance, Assets and Performance	All Wards		Y