

**Date of meeting** Tuesday, 4th June, 2024  
**Time** 2.00 pm  
**Venue** Astley Room - Castle  
**Contact** Geoff Durham 742222



**NEWCASTLE  
UNDER LYME**

**BOROUGH COUNCIL**

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

# **Cabinet**

## **AGENDA**

### **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 5 - 8)  
To consider the Minutes of the previous meeting.
- 4 WALLEYS QUARRY - ODOUR ISSUES** (Pages 9 - 34)
- 5 REFRESH OF THE COUNCIL'S SUSTAINABLE ENVIRONMENT STRATEGY** (Pages 35 - 132)
- 6 AWARD OF CONTRACT FOR THE CASTLE CAR PARK PAYMENT SYSTEM** (Pages 133 - 136)
- 7 CREMATORIUM AND CEMETERIES RULES AND REGULATIONS UPDATE** (Pages 137 - 148)
- 8 TAXI TARIFFS - PROPOSED INCREASE** (Pages 149 - 172)
- 9 STAFFORDSHIRE LEADERS BOARD** (Pages 173 - 188)
- 10 FINANCIAL AND PERFORMANCE REVIEW REPORT - FOURTH QUARTER 2023-24** (Pages 189 - 224)

## 11 FORWARD PLAN

(Pages 225 - 232)

## 12 URGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B(4) of the Local Government Act 1972.

## 13 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 (Leader) (Chair), Sweeney (Vice-Chair), Heesom, Fear, Skelding and Hutchison

**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:** IF THE FIRE ALARM SOUNDS, PLEASE LEAVE THE BUILDING IMMEDIATELY THROUGH THE FIRE EXIT DOORS.

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

This page is intentionally left blank



CABINET

Tuesday, 23rd April, 2024  
Time of Commencement: 2.00 pm

[View the agenda here](#)

[Watch the meeting here](#)

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

Sweeney	Fear	Hutchison
Heesom	Skelding	
  
- Officers:**

Geoff Durham	Civic & Member Support Officer
Simon McEneny	Interim Chief Executive
Sarah Wilkes	Service Director - Finance / S151 Officer
Andrew Bird	Service Director - Sustainable Environment
Anthony Harold	Service Director - Legal & Governance / Monitoring Officer
Paul Dutton	Senior Media Officer
Georgina Evans-Stadward	Service Director - Strategy, People and Performance

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

2. **MINUTES OF PREVIOUS MEETINGS**

**Resolved:** That the Minutes of the meeting held on the 19 March, 2024 be agreed as a correct record.

3. **WALLEYS QUARRY - ODOUR ISSUES**

The Leader introduced an update report on Walleys Quarry looking at the complaints, monitoring information, actions of the Environment Agency (EA) and the Borough Council.

The Interim Chief Executive referred Members to section 2 of the report, stating that complaints in January had been high, peaking in February and since then there had been a reduction – with just twenty in March. It was good to see that the MMF at Silverdale Road had now been replaced.

Since the last update, Council had received a report that there had been a breach of the Abatement Notice and it had been resolved that the Council would now start to prepare appropriate legal proceedings, which was now ongoing.

## **Cabinet - 23/04/24**

There had been some data collated since the completion of works by Walleys Quarry which had been required by the EA as part of the Suspension Notice. They had also installed additional Geo-Membrane.

In terms of the EA update, there had been no compliance assessment reports issued and in terms of the H2S data adjustment, the EA provided an update statement confirming that a report was yet to be published.

The Leader stated that, although complaints were down there were still reports of odours and urged members of the public to continue reporting. The big news was that the Council had identified a breach in the Abatement Notice. This had been reported to Full Council on 10 April and the Leader asked what the latest position was on that.

The interim Chief Executive stated that officer had been talking to lawyers and the King's Council regarding the next steps. The next stage is to issue a letter to the Secretary of State for permission to undertake legal action against Walleys Quarry.

The Leader stated that the Secretary of State should be asked to grant permission as soon as possible so that a case for legal action could be prepared for the breach of the Abatement Notice.

Members welcomed the actions taken in respect of the next stage.

**Resolved:** That the contents of the update report be noted.

[Watch the debate here](#)

### **4. CORPORATE PEER CHALLENGE PROGRESS REVIEW VISIT**

The Leader introduced a report which provided the final report from the LGA's Corporate Peer Challenge Progress Review visit that took place in January.

The report was a good endorsement of the direction that the Council was taking and as part of that, there had been a return visit to do a follow up report noting actions that the Council had taken, particularly on regeneration where timelines were now in place for the developments at York Place, The Midway and the Ryecroft. There was praise in the report for the way in which the council had changed internally – providing better services for residents.

The Cabinet Members outlined the points within the report that related to their Portfolios and commented upon the work of the staff and the strength of morale.

The Leader stated that going forward, the Council's Sustainability Agenda and Net Zero by 2030, target would be focussed upon over the next few years.

**Resolved:**

- (i) That the Local Governments Association's Peer Challenge progress review report, be noted.
- (ii) That the report be published on the Council's website in line with LGA requirements.

[Watch the debate here](#)

### **5. GRASSLAND MANAGEMENT STRATEGY AND PLAN**

The Portfolio Holder for Sustainable Environment introduced a report seeking approval for the Grassland Management Strategy and Plan.

The Plan aimed to increase biodiversity and nature recovery levels within the Borough which would contribute to the Council's Net-Zero goals by reducing the amount of fuel used by the Council and increasing grasslands.

Members' attention was drawn to paragraph 3.4 of the report which set out the three phases of the Strategy and paragraph 3.5 which set out the six policy areas.

A selection of sites would be part of the 'No Mow May' scheme. The sites were outlined at paragraph 3.6 of the report.

The Leader stated that the report pointed out that this Council was one of the front runners in this area, across the County and set out better management of the Council's grasslands. Since taking on the grass cutting contract, the Council was more in control, ensuring that thoroughfares in the streets could be kept better mowed.

- Resolved:**
- (i) That the Grassland Management Strategy and Plan, be approved
  - (ii) That the selected sites for the national 'No Mow May' campaign in consultation with local Borough Council Members, be approved.

[Watch the debate here](#)

## 6. **ASSET DISPOSAL - APEDALE BUSINESS PARK**

The Portfolio Holder for Finance, Town Centres and Growth introduced a report seeking approval to dispose of land at Apedale Business Park on Watermills Road for industrial development. The Land had not previously been listed in the Asset Management Strategy for disposal but a local business had expressed an interest.

In accordance with Council procedures, the site had been advertised for sale and upon receipt of offers the land could be sold to the highest bidder.

- Resolved:**
- (i) That the disposal of the land at Apedale Business Park, Watermills Road, Chesterton for Industrial development purposes, be approved.
  - (ii) That the Interim Chief Executive, in consultation with the Portfolio Holder for Finance, Town Centres and Growth, be authorised to complete the disposal of the land at Watermills Road, Chesterton.

[Watch the debate here](#)

## 7. **IRRECOVERABLE ITEMS 2023/24**

The Portfolio Holder for Finance, Town Centres and Growth introduced a report considering items deemed irrecoverable. The total debt to be written off was

## **Cabinet - 23/04/24**

£175,614 and was made up of £42,420 sundry debtors and £133,194 in respect of national non-domestic rates. Members were referred to paragraph 8.3 of the report which outlined the Council's share of the write off as being £53,278.

A confidential appendix accompanied this report which would be discussed in closed session at the end of the meeting.

The Leader stated that, if information did come to light in the future regarding any of the written off items, they could be reopened and pursued.

**Resolved:** That the items details at Appendix 1 be considered irrecoverable for the reasons stated and be written off.

[Watch the debate here](#)

### **8. FORWARD PLAN**

The Leader went through the Cabinet Forward Plan

**Resolved:** That the Forward Plan be received and noted.

[Watch the debate here](#)

### **9. URGENT BUSINESS**

There was no Urgent Business.

### **10. DISCLOSURE OF EXEMPT INFORMATION**

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

### **11. IRRECOVERABLE ITEMS - CONFIDENTIAL APPENDIX**

The items contained within the confidential appendix, which related to item 8 on the agenda, were discussed.

**Resolved:** That the confidential appendix be received and noted.

**Councillor Simon Tagg  
Chair**

Meeting concluded at 2.36 pm

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**CORPORATE LEADERSHIP TEAM'S**

**REPORT TO CABINET**

**04 June 2024**

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

**Submitted by:**            **Interim Chief Executive**

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

**Ward(s) affected:**        **All**

<p><b><u>Purpose of the Report</u></b></p> <p>To update Cabinet on the latest position regarding the problematic odours in the Borough associated with Walleys Quarry.</p>	<p><b><u>Key Decision</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p><b><u>Recommendation</u></b></p> <p><b>Cabinet is recommended to:</b></p> <p>1.     <b>Note the contents of this update report.</b></p>	
<p><b><u>Reasons</u></b></p> <p>To ensure Cabinet is kept updated on the ongoing work regarding the problem odours associated with Walleys Quarry landfill.</p>	

**1.     Background**

- 1.1     For a number of years, parts of the borough have suffered from 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 (EA) 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     Following extensive work, officers determined that the odours from the Walleys Quarry site amounted to a Statutory Nuisance and, on 13 August 2021, served an Abatement Notice on Walleys Quarry Ltd. (WQL). Following an appeal by Walleys Quarry Ltd, and a successful mediation process, 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 on 6 October 2022.

- 1.4 The Council continues to assess the prevalence of odours off site. If there are further instances of statutory nuisance identified which amount to a breach of the Abatement Notice, the Council’s Enforcement Policy will guide the process to be followed [Reference: [Environmental Health enforcement policy – Newcastle-under-Lyme Borough Council \(newcastle-staffs.gov.uk\)](https://www.newcastle-staffs.gov.uk)]. This would determine what action the Council would take, and whether that would be formal or informal. Enforcement is usually considered sequentially but should the circumstances or nature of the breach be such, escalation direct to prosecution is possible. The Council would need to obtain the consent of the Secretary of State before it is able to prosecute an offence of breaching an abatement notice, as the site is permitted by the Environment Agency.
- 1.5 Officers maintain an ongoing dialogue with Walleys Quarry Ltd, and with other agencies involved with the issue. Cabinet has received monthly updates on the issues relating to the odours, and Council has also been regularly updated.

## 2. Complaint Data

- 2.1 Below is a schedule of complaints received by the Council and by the Environment Agency from February 2024, reported on a weekly basis. Historical complaint data is attached to this report as Appendix 1.

	Complaints to NuLBC	Complaints to Environment Agency
<b>February 2024</b>		
29/01/24 - 04/02/24	133	416
05/02/24 - 11/02/24	382	905
12/02/24 - 18/02/24	186	527
19/02/24 - 25/02/24	397	1264
26/02/24 - 03/03/24	333	990
<b>March 2024</b>		
04/03/24 - 10/03/24	217	694
11/03/24 – 17/03/24	102	374
18/03/24- 24/03/24	118	330
25/03/24-31/03/24	81	254
<b>April 2024</b>		
01/04/24-07/04/24	56	220
08/04/24-14/04/24	18	75
15/04/24- 21/04/24	32	145
22/04/24- 28/04/24	55	196
29/04/24- 05/05/24	41	167
<b>May 2024</b>		
06/05/24- 12/05/24	75	311
13/05/24- 19/05/24	76	192
20/05/24- 26/05/24	90	240
27/05/24- 02/06/24	73	

- 2.2** Officers highlight any odour events where 10 or more odour complaints have been recorded.

There have been 5 odour events in the month of April 2024:

- Monday 01 April
- Tuesday 02 April
- Thursday 18 April
- Monday 22 April
- Friday 26 April

The highest number of complaints reported to NuLBC on 01 April (25 complaints)

There have been 15 odour events in May 2024:

- Saturday 04 May - Monday 06 May (3 consecutive days)
- Thursday 09 May - Friday 10 May (2 consecutive days)
- Thursday 16 May
- Saturday 18 May
- Sunday 19 May
- Tuesday 21 May - Wednesday 22 May (2 consecutive days)
- Friday 24 May
- Monday 27 May - Thursday 30 May (4 consecutive days)

The highest number of complaints reported to NuLBC was on 21 May (39 complaints).

- 2.3** The overall trend is for “spikes” in complaints when odours are prevalent.

### **NULBC Odour Assessments**

- 2.4** Officers have undertaken odour assessments. The monitoring has been reactive to odour complaints and proactive where low odour dispersion is predicted.

The type of monitoring includes spot assessments (instantaneous assessments) and assessments made over a 5-minute period where the odour intensity is recorded every 10 seconds.

No odour assessments were undertaken in April.

23 spot assessments were undertaken in May of which landfill odour was detected in 7 assessments. 5 assessments had an intensity rating of 4 and 2 assessments had an intensity rating at 3.

### **NULBC Mobile Air Quality Monitoring (using Jerome monitor)**

- 2.5** Officers have monitored the levels of hydrogen sulphide within the community using the mobile Jerome monitor. The highest level of hydrogen sulphide recorded in the community was 6.95ppb at Cemetery Road at 16:19 on 21 May 2024.

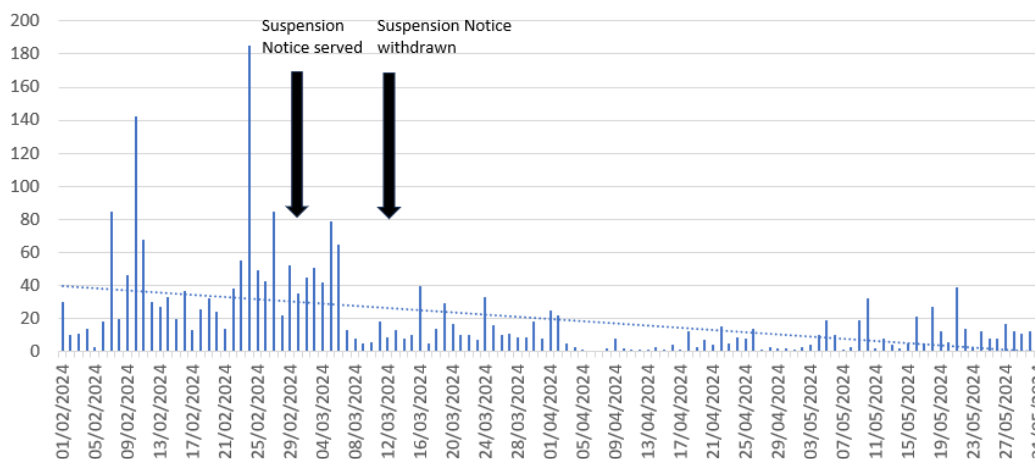
### **NULBC Actions**

- 2.6** It is disappointing to report that over the recent winter period there had been a continued deterioration in the odour conditions from Walleys Quarry as shown in the data reported.

However, it can be seen that the data for May to date, is variable showing some periods of improvement and some deterioration compared to April's figures.

- 2.7 Critically, under the law, whilst odours may exist off site at levels which could be considered a breach of the notice, that breach would be unenforceable (or a defence against creating a statutory nuisance) if the operator can show that Best Practical Means (BPM) are routinely deployed in the management of the site. Whilst the existence or not of BPM can be debated, it would be a court which would determine whether BPM was in place at the time of the breach. That said, prior to entering into any formal legal action it is necessary for the Council to formulate a view with regard to this matter, this is ongoing.
- 2.8 At the core of next steps are two issues – whether the action taken by the Environment Agency as the primary enforcement agency for this site have been successful in remedying the issues; and whether a defence of BPM exists. Where either of these are assessed to be in place it would not be in the public interest for the Council to pursue this matter further.
- 2.9 The Council has written to the Secretary of State requesting permission in relation to legal proceedings. A response is awaited. In the meantime officers have now instructed leading environmental experts to prepare the expert evidence which has been requested by our KC as a pre-requisite of the commencement of legal proceedings, in the event that we receive the required permission of the Secretary of State. Regular meetings will continue in the coming weeks between our KC and legal team and nominated experts to collate the evidence required to support any legal proceedings which may be commenced.
- 2.10 It should be noted that during the same period as the breach works have been completed on site to comply with the Suspension Notice. Data since the works have been completed does show an initial improvement, however it is too early to say whether this is coincidental, due to the works or weather.
- 2.11 The graph below of NULBC Complaints shows the detailed complaint numbers in relation to the EA suspension notice.

## Odour Complaints reported to NULBC February, March, April & May





## Scrutiny

- 2.12** With regard to Scrutiny, a report outlining a proposed approach to convening a 'Committee of Inquiry' was presented at Health, Wellbeing & Environment Scrutiny Committee on 26<sup>th</sup> February 2024, this can be found at [WQ Scrutiny post Council.pdf \(newcastle-staffs.gov.uk\)](#) the recommendations were endorsed. The Committee of Inquiry members have been selected and the scoping meeting has been held.
- 2.13** At a 1<sup>st</sup> May member meeting briefings/information to help members understand some of the technical issues involved in WQ and effects from the operations, in preparation for the Inquiry session(s) were presented. Members also considered responses received to date from participants in the 2020/21 exercise who had been invited to review/update their previous statements.
- 2.14** Plans are being put in place to obtain statements for the Committee of Inquiry Day now planned for 23<sup>rd</sup> July, when participants will be invited to appear before members.

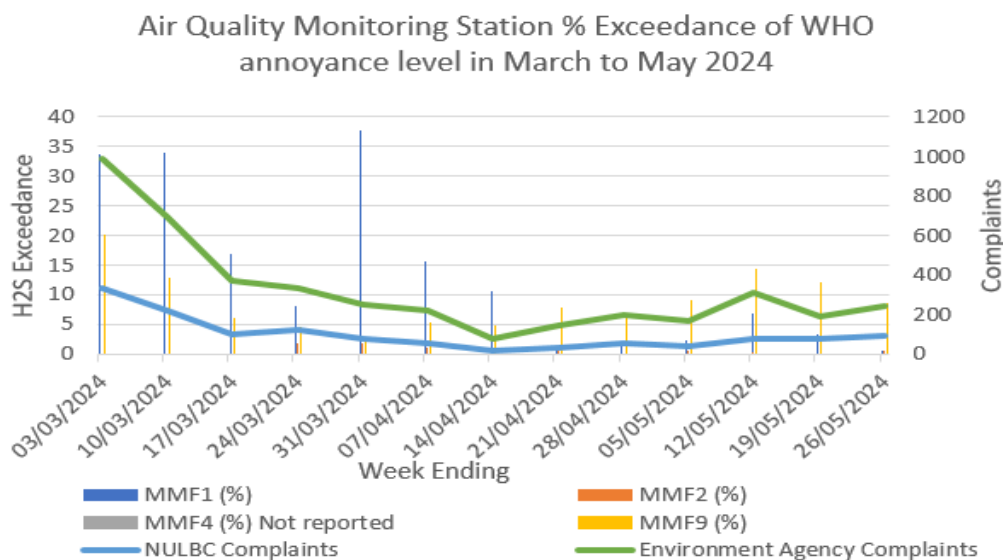
## Air Quality & Health

- 2.15** The Council, Staffordshire County Council, and the Environment Agency have jointly funded a campaign of air quality monitoring utilising three static air monitoring stations. The Environment Agency manage and operate these air quality monitoring stations. Data from these stations has been routinely published weekly by the Environment Agency.
- 2.16** Hydrogen sulphide levels have previously been reported and reviewed as part of this report and a full data set provided in Appendices. On 5 October, the Environment Agency provided an update, alerting the community to a problem with the reliability of the Hydrogen Sulphide (H<sub>2</sub>S) monitoring data collected at the monitoring stations. This update is available at the following link [Latest News | Engage Environment Agency \(engagementhq.com\)](#)
- 2.17** On 19 October 2023, the EA calibrated the H<sub>2</sub>S analysers in MMF1 and MMF2. The EA have sufficient confidence in the raw data recorded for the week commencing 16 October 2023 to allow the EA to restart publishing data from MMF1 and MMF2.
- 2.18** The latest H<sub>2</sub>S data is set out in the table below, defining the proportion of the time periods where H<sub>2</sub>S levels were above the WHO Odour Annoyance guideline of 7ug/m<sup>3</sup>. The EA updated that as the monitoring at the Silverdale Pumping Station is a continuation of the previous dataset, the EA will continue to call this MMF2 Silverdale Pumping Station.
- 2.19** The table below has therefore been amended

Time Period	MMF1 (%)	MMF 2 (%)	MMF 4 (%) Now MMF 2	MMF 9 (%)
02 October – 08 October 2023				0
09 October – 15 October 2023				9.4
16 October – 22 October 2023	0.9	0		7.8
23 October – 29 October 2023	13.7	3.0		10.4
30 October – 5 November 2023	7.8	0.6		NR

6 November – 12 November 2023	8.9	1.5		5.6
13 November – 19 November 2023	6.9	0.6		3
20 November – 26 November 2023	3.3	2.9		14.33
27 November – 3 December 2023	14.9	7.4		26.2
4 December – 10 December 2023	21.4	3.0		10.2
11 December – 17 December 2023	13.4	2.68		8.33
18 December – 24 December 2023	0	0		0.6
25 December- 31 December 2023	23.21	0.3		1.9
01 January – 07 January 2024	16.9	8.7		17.7
08 January – 14 January 2024	0			5.0
15 January – 21 January 2024	17.4			18.4
22 January – 28 January 2024	37.8			11.6
29 January – 04 February 2024	18.6			23.4
05 February – 11 February 2024	20.8			22.6
12 February – 18 February 2024	30.8			9.6
19 February – 25 February 2024	27.4			21.1
26 February – 03 March 2024	33.7			20.1
04 March – 10 March 2024	34			13
11 March – 17 March 2024	17.0			6.0
18 March – 24 March 2024	8	1.8		4.5
25 March – 31 March 2024	37.8	1.8		2.1
01 April - 07 April 2024	15.6	1.2		5.4
08 April – 14 April 2024	10.7	0		4.8
15 April – 21 April 2024	0.9	1.2		7.9
22 April – 28 April 2024	1.8	0		6.7
29 April – 05 May 2024	2.4	0.6		9.0
06 May – 12 May 2024	6.85	0.3		14.3
13 May – 19 May 2024	3.3	0		12.2
20 May – 26 May 2024	0.6	0.6		8.6

**2.20** The complaint data and weekly % exceedance of the WHO annoyance level have been combined and is shown on the graph below:



## H2S Data Adjustment Method

**2.21** The EA provided an update on 10 April 2024 as follows:

‘In November 2023 we explained that we had developed a data adjustment method that could allow us to adjust historic hydrogen sulphide (H<sub>2</sub>S) data, and that an independent peer review group, led by Defra’s Chief Scientific Adviser was assessing this method.

In February 2024 we informed you that we expected the group’s findings to be published shortly. We understand that the report has been undergoing quality assurance. Unfortunately, no firm date has been given for its publication.

We recognise that members of the community may be feeling frustrated by the delay. Once the report is formally approved and published, we expect to outline next steps, including the possibility of adjusting historic data, and anticipate offering another virtual public meeting.’

**2.22** There are no further updates regarding the data adjustment method.

## Environment Agency Regulatory and Enforcement Action

**2.23** The Environment Agency has continued to provide updates on their regulatory activity on the Walleys Quarry Landfill and can be accessed here: <https://engageenvironmentagency.uk.engagementhq.com/hub-page/walleys-quarry-landfill>

**2.24** These updates reflect regular EA officer presence at the site to review progress with the Contain Capture Destroy strategy. The Compliance Assessment Reports (published on the [EA website](#)) provide further details of the site visits undertaken.

**2.25** The following table provides a summary of the published CAR (Compliance Assessment Report) forms since the last Cabinet report:

Date of Report	Date issued	CAR reference	Assessment	Compliance Score
24/01/24	06/02/24	DP3734DC-0491578	Site inspection - announced	0
15/02/24	07/03/24	DP3734DC-0496622	Site inspection - unannounced	31
01/03/24	15/03/24	DP3734DC-0497401	Site inspection - announced	0
18/03/24	15/04/24	DP3734DC-0500961	Site inspection - unannounced	0
27/03/24	22/04/24	DP3734DC-0500465	Site inspection - unannounced	0
11/04/24	25/04/24	DP3734DC-0501575	Site inspection - unannounced	0
17/04/24	25/04/24	DP3734DC-0501930	Site inspection - unannounced	0
23/04/24	23/04/24	DP3734DC-0501701	Report/data review- CQA Plan for procedures for the installation of temporary capping	0

23/04/24	25/04/24	DP3734DC-0501852	Site inspection – unannounced	0
----------	----------	------------------	-------------------------------	---

**2.26** The non-compliance identified in the CAR dated 15 February 2024 states:

“You have been scored a category 2 non-compliance (31 CCS points), because you have not operated the activities using the techniques and in the manner described in specified documentation, namely the OMP. The relevant series of events is as follows:

- A surface emissions and gas management system emissions survey were undertaken by GGS on 08 November 2023 (“the November Survey”).
- You submitted the results of the November Survey to the Environment Agency on 07 December 2023.
- The November Survey (see Appendix D) included specific areas of the site identified as having emissions of methane above 100 parts per million (ppm).
- You submitted a description of remedial measures taken to address elevated surface emissions to the Environment Agency on 11 December 2023.

You did not submit any retesting of the affected area(s) following the remediation measures as specified in section 4.4 of the OMP. Instead, you sought to rely on the regular bi-monthly survey (the January Survey), which occurred some 76 days after the November Survey which identified the affected areas to be remediated.

This is a non-compliance which could have a significant effect on quality of life if not addressed promptly and adequately, due to an increased risk of fugitive emissions of landfill gas from incomplete or ineffective remediation of those areas on the site which have been identified as having emissions of methane above 100 ppm. It is reasonably foreseeable that fugitive emissions of odorous landfill gas will lead to interference/restrictions on normal daily life as local residents shelter inside their homes.

Action 3 in CAR 0485800 remains outstanding because you did not provide a report which “**demonstrates the effectiveness** of the actions taken” (\***emphasis added**), using monitoring undertaken in accordance with the specification which appears in Environment Agency Guidance LFTGN07. The Environment Agency’s position is that you cannot retrospectively complete this action due to the subsequent changes to the operational area.

You have repeated this non-compliant behaviour.

- The January Survey, which occurred on 23 January 2024 identified areas which had emissions of methane above 100 parts per million (ppm) in Appendix C.
- You submitted that report to the Environment Agency on 07 February 2024, together with a description of remedial measures taken to address elevated surface emissions identified in the January Survey.

However, you have not submitted any retesting of the affected area(s) following the remediation measures, as specified in section 4.4 of the OMP.

This is a non-compliance which could have a significant effect on quality of life for the reason specified above.

**Action** DP3734DC/0496622/1: Provide a survey report to demonstrate the effectiveness of the actions taken to rectify methane emissions identified in the January 2024 GGS survey. All monitoring shall be undertaken in accordance with the

specification which appears in Environment Agency Guidance LFTGN07. **Deadline:** 22 March 2024.

### **Total non-compliance score**

In accordance with our guidance Waste operations and installations: assessing and scoring environmental permit compliance, we consolidate all non-compliances relating to an individual permit condition. This means that during an assessment we only give a permit holder one category and score per permit condition.

The total non-compliance score for this assessment is 31 CCS points”.

**2.27** It is noted that in the Compliance Assessment Report dated 11 April 2024 the EA stated:

“WQL indicated that Bennett Environmental Engineering Ltd (BEEL) was present on site carrying out a surface emissions survey using a portable Flame Ionization Detector (FID) to measure methane levels”

“WQL informed officers that BEEL would be carrying out daily FID surveys on site. Records of the surveys would be kept, and any remedial measures would be completed immediately and evidenced, including photographs”.

### **Impact Study**

**2.28** An Impact study, commissioned jointly by a group of public bodies, including Staffordshire County Council, Newcastle-under-Lyme Borough Council, the Environment Agency and UK Health Security Agency, will be carried out by the independent Arcadis Consulting and findings will be published later in the year.

**2.29** Communities affected by emissions from a landfill site are to be involved in an independent study detailing their experiences. Researchers will talk directly to residents, businesses and schools to ask not only how the long-running problems at Walleys Quarry landfill in Newcastle have affected their physical and mental health, but how they may have influenced children’s education, the local economy, community safety, the value of homes and other factors.

**2.30** A copy of the press statement is available at:

<https://www.newcastle-staffs.gov.uk/news/article/254/wide-ranging-study-begins-into-impact-of-landfill-odours>

### **Key Performance Data**

**2.31** Through the settlement agreement both Walleys Quarry Ltd and the Council have developed key performance indicators in relation to relevant data from each organisation. These key performance indicators are shown in Appendix 2 and 3.

**2.32** The data from the Council covers the period from February 2024 to April 2024 and provides complaint numbers and officer assessments.

**2.33** The data from Walleys Quarry Limited provides data on waste acceptance, odour management, landfill operations, landfill gas management, leachate management and information relating to the EA regulator as the primary regulator of the site. The KPI

data and explanatory notes for March is uploaded as Appendix 3 and the data for April will be uploaded when available.

### 3. **Proposal**

#### 3.1 **Cabinet is recommended to:**

- Note the contents of this update report.

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

4.1 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.

### 5. **Options Considered**

5.1 To provide regular updates to Cabinet.

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

6.1 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 or a nuisance. The Council is responsible for undertaking inspections and responding to complaints to determine whether 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 the abatement notice.
- The Act provides powers in respect of a breach. If a person on whom an abatement notice is served, without reasonable excuse, contravenes or fails to comply with any requirement or prohibition imposed by the notice, they shall be guilty of an offence. If this is on industrial, trade or business premises shall be liable on conviction to an unlimited fine. It is a defence that the best



practicable means were used to prevent, or to counteract the effects of, the nuisance.

## **7. Equality Impact Assessment**

7.1 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.

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

8.1 Dedicated officer resource has been allocated to continue the Council's work regarding Walleys Quarry Landfill.

8.2 From April 2024 there is a £300k reserve for works associated with Walleys Quarry Landfill site. Should further funding be required, up to £300k can be made available through the transfer of useable reserves (£100k from the Borough Growth Fund and £200k from the Budget and Borrowing Support Fund). These funds can be transferred without Council approval

8.3 Should proceedings regarding the breach of the Council's Abatement Notice exceed £600k, a further report will be presented to Council in order to seek approval to utilise funds from the General Fund Reserve.

## **9. Major Risks**

9.1 A GRACE risk assessment has been completed including the following main risks:

- Failure to achieve a reduction in odour levels;
- Community dissatisfaction at odour levels;
- The ability to take enforcement action against abatement notice;
- Failure to evidence a breach of the abatement notice;
- Secretary of State refuses permission to undertake prosecution proceedings.

9.2 Controls have been identified and implemented in order to control these risks; the main controls include:

- Provisions in settlement agreement ensures greater transparency for public;
- Provisions in settlement agreement ensures regular meetings with Walleys Quarry which enable issues to be discussed;
- Dedicated officer resource for Walleys Quarry work has been secured;
- Continued air quality monitoring provision;
- Robust procedure for investigating complaints with experienced officers;
- Specialist expert advice maintained;
- Multi-Agency partnership working continues.

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



## 11. Key Decision Information

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

## 12. Earlier Cabinet/Committee Resolutions

12.1 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, 18<sup>th</sup> October 2022, 8<sup>th</sup> November 2022, 6<sup>th</sup> December 2022, 10<sup>th</sup> January 2023, 7<sup>th</sup> February 2023, 13<sup>th</sup> March 2023, 5<sup>th</sup> April 2023, 6<sup>th</sup> June 2023, 18<sup>th</sup> July 2023, 19<sup>th</sup> September 2023, 17<sup>th</sup> October 2023, 7<sup>th</sup> November 2023, 5<sup>th</sup> December 2023, 16<sup>th</sup> January 2024, 6<sup>th</sup> February 2024, 14<sup>th</sup> February 2024, 19<sup>th</sup> March 2024, 10<sup>th</sup> April 2024.

## 13. List of Appendices

- 13.1 Appendix 1. Historical Complaint data
- 13.2 Appendix 2. NULBC Key Performance Data
- 13.3 Appendix 3. WQL Key Performance Data



## Appendix 1 – Historic Complaint Numbers

Week Ending	Complaints to NuLBC	Complaints to Environment Agency	Week Ending	Complaints to NuLBC	Complaints to Environment Agency
<b>2022</b>			25-Sep	14	79
09-Jan	73	352	02-Oct	13	58
16-Jan	258	1045	09-Oct	42	102
23-Jan	134	651	16-Oct	52	165
30-Jan	25	139	23-Oct	73	186
06-Feb	16	64	30-Oct	30	82
13-Feb	31	120	06-Nov	27	116
20-Feb	49	166	13-Nov	23	86
27-Feb	40	264	20-Nov	60	113
06-Mar	118	571	27-Nov	2	70
13-Mar	72	285	04-Dec	19	47
20-Mar	224	1126	11-Dec	43	163
27-Mar	412	1848	18-Dec	22	114
03-Apr	243	1072	25-Dec	12	45
10-Apr	132	895	<b>2023</b>		
17-Apr	156	752	01-Jan	11	39
24-Apr	65	310	08-Jan	12	32
01-May	49	213	15-Jan	13	25
08-May	39	193	22-Jan	47	118
15-May	35	160	29-Jan	51	149
21-May	43	134	05-Feb	13	66
29-May	20	81	12-Feb	26	115
05-Jun	27	169	19-Feb	7	39
12-Jun	42	234	26-Feb	3	15
19-Jun	25	263	05-Mar	7	13
26-Jun	28	208	12-Mar	12	74
02-Jul	9	54	19-Mar	23	63
09-Jul	4	34	26-Mar	19	56
16-Jul	14	72	02-Apr	51	103
23-Jul	21	52	09-Apr	45	152
30-Jul	12	93	16-Apr	11	64
06-Aug	22	124	23-Apr	48	101
13-Aug	32	133	30-Apr	148	278
21-Aug	11	79	07-May	50	150
28-Aug	12	89	14-May	53	164
04-Sep	10	30	21-May	147	320
11-Sep	9	64	28-May	90	210
18-Sep	13	83	04-Jun	24	43

Week Ending	Complaints to NuLBC	Complaints to Environment Agency
11-Jun	19	75
18-Jun	76	154
25-Jun	80	170
02-Jul	40	99
09-Jul	18	46
16-Jul	20	54
23-Jul	15	73
30-Jul	28	97
06-Aug	21	67
13-Aug	7	30
20-Aug	10	44
27-Aug	8	38
03-Sep	11	59
10-Sept	26	71
17-Sept	12	72
24-Sept	8	31
01-Oct	8	26
08-Oct	8	37
15-Oct	29	64
22-Oct	22	81
29-Oct	26	115
05-Nov	5	15
12-Nov	40	123
19-Nov	35	119
26-Nov	36	135
3-Dec	115	265
10-Dec	83	151
17-Dec	48	180
24-Dec	28	79
31-Dec	44	129
<b>2024</b>		
07-Jan	236	627
14-Jan	76	268
21-Jan	270	824
28-Jan	86	261
04-Feb	133	416
11-Feb	382	905
18-Feb	186	527
25-Feb	397	1264
03-Mar	333	990
10-Mar	218	694
17-Mar	103	374

24-Mar	120	330
31-Mar	81	254
7-Apr	56	220
14-April	17	75
21-April	32	145
28-April	55	196
5-May	41	167
12-May	74	311
19-May	71	192
26-May	90	240

This page is intentionally left blank

**Appendix 2 – NUL Key Performance Indicators**

NULBC		Information	Measurement	MMF	February 2024	March 2024	April 2024
KPI 1	COMPLAINTS	Complaints reported to NULBC	Number		<p>1232</p> <p>Number of unique properties reporting complaints = 484</p> <p>Rating 0 = 0 complaints                      Rating 1 = 1 complaints                      Rating 2 = 25 complaints                      Rating 3 = 99 complaints                      Rating 4 = 169 complaints (13.7%)                      Rating 5 = 335 complaints (27.2%)                      Rating 6 = 603 complaints (48.9%)</p> <p>% of complaints reporting odour entering the property = 1004 (81.5%)                      % of complaints reporting health effects = 908 (73.7%)</p>	<p>653</p> <p>Number of unique properties reporting complaints = 230</p> <p>Rating 0 = 3 complaints                      Rating 1 = 0 complaints                      Rating 2 = 4 complaints                      Rating 3 = 80 complaints                      Rating 4 = 102 complaints (15.6%)                      Rating 5 = 177 complaints (27.1%)                      Rating 6 = 287 complaints (44%)</p> <p>% of complaints reporting odour entering the property = 520 (79.6%)                      % of complaints reporting health effects = 516 (79.0%)</p>	<p>165</p> <p>Number of unique properties reporting complaints = 84</p> <p>Rating 0 = 0 complaints                      Rating 1 = 1 complaints                      Rating 2 = 3 complaints                      Rating 3 = 25 complaints                      Rating 4 = 28 complaints (17%)                      Rating 5 = 47 complaints (28.5%)                      Rating 6 = 61 complaints (37%)</p> <p>% of complaints reporting odour entering the property = 122 (73.9%)                      % of complaints reporting health effects = 97 (58.8%)</p>

KPI 2		Complaints reported (daytime 07:00-23:00)	Number		989	546	123
KPI 3		Complaints reported (night-time 23:00-07:00)	Number		243	107	42
KPI 4		Highest number of complaints during the period	Date (number of complaints)		24/02/24 (185 complaints)	05/03/24 (79 complaints)	01/04/24 (25 complaints)
KPI 5		AIR QUALITY	Percentage exceedance Odour Annoyance Guideline (Hydrogen Sulphide 30-minute average)	%	MMF1	24%	27%
	MMF2				NR	2%**	0.6%
	MMF9				19.3%	6.5%	5.7%
KPI 6		Monthly Average H <sub>2</sub> S	ug/m3 over the month	MMF1	6.3	7.4	2.4
				MMF2	NR	1.4**	1
				MMF9	15	8.1	3
KPI 7	H <sub>2</sub> S PEAK LEVEL	Level measured over a 5-minute period Date & Time	ug/m3	MMF1	500.26 ug/m3 (27/02/24 @05:55)	293.10 ug/m3 (05/03/24 @04:25)	117.58 ug/m3 (01/04/24 @20:40)
				MMF2	NR	37.31 ug/m3** (18/03/24 @05:35)	35.26 ug/m3 (1/04/24 @22:20)
				MMF9	796.02 ug/m3 (24/02/24 @22:05)	576.20 ug/m3 (06/03/24 @02:50)	258.97 ug/m3 (24/04/24@22:50)

KPI 8	OFFICER ASSESSMENTS	Odour Rating - Officer odour assessment (5 minute)	Max Odour Rating		9 assessments 9 assessments detected landfill related odour of which 8 assessments had a maximum rating of 4 and above (07/02/24, 24/02/24)	3 assessments 3 assessments detected landfill related odour of which 1 assessment had a maximum rating of 4 (20/03/24)	No assessments
-------	---------------------	--	------------------	--	--	---	----------------

\*\* Data 16 March to 31 March 2024. MMF 4 data now referenced by EA as MMF 2

This page is intentionally left blank



Date of Report: March 2024			
Landfill Operations	Information	Measurement	Summary and Actions (Additional Document Reference as applicable)
<b>KPI 1</b>	<b>WASTE ACCEPTANCE</b>	Non-conformance raised with waste operator	CCS score(s) including summary and actions.
		No of loads inspected.	each
<b>KPI 2</b>			0 Non-conformance raised with operator. 0 CCS scores received
			998 loads received. 998 loads inspected.
Landfill Operations	Information	Measurement	Summary and Actions (Additional Document Reference as applicable)
<b>KPI 3</b>	<b>ODOUR MANAGEMENT</b>	Non-conformance raised with waste operator	CCS score(s) including summary and actions.
<b>KPI 4</b>		No of odour tours	
		No of odour tours where odour detected off site	
			0 Non-conformance raised with operator. 0 CCS scores received. 0 non conformances identified.
			53 tours
			8 external odours.
Landfill Operations	Information	Measurement	Summary and Actions (Additional Document Reference as applicable)
<b>KPI 5</b>	<b>ACTIVE TIPPING AREA</b>	Operational Surface area total	m <sup>3</sup>
<b>KPI 6</b>	<b>ACTIVE TIPPING AREA</b>	Active tipping area	m <sup>3</sup>
			127,066 m <sup>2</sup>
			14,142 m <sup>2</sup>
Landfill Operations	Information	Measurement	Summary and Actions (Additional Document Reference as applicable)
<b>KPI 7</b>	<b>CAPPING OF OPERATION AREA</b>	Temporary capping	m <sup>3</sup>
		Permanent capping	m <sup>3</sup>
			Temporary Capping 50,082 m <sup>2</sup>
			Permanent Capping 55,237 m <sup>2</sup>
			Total Capped area 105,319 m <sup>2</sup>
Landfill Operations	Information	Measurement	Summary and Actions (Additional Document Reference as applicable)
<b>KPI 8</b>	<b>LANDFILL GAS MANAGEMENT</b>	Surface & Gas infrastructure emission surveys	Number of remaining matters open in the month
<b>KPI 9</b>	<b>LANDFILL GAS MANAGEMENT</b>	Concentration of Hydrogen Sulphide in 'raw' bulk gas	ppm
			0
			1,951 ppm – recorded from CLP H2S GUP input data

<b>KPI 10</b>	<b>LANDFILL GAS MANAGEMENT</b>	Landfill Gas capture rate (monitored at the GUP)	m3/hr	3,644 m3/hr - averaged across the period and increasing.
<b>KPI 11</b>	<b>LANDFILL GAS MANAGEMENT</b>	Appendix A LGMP Gas Management Plan (live document)	Progress including summary and actions	See explanatory notes
Landfill Operations		<b>Information</b>	<b>Measurement</b>	<b>Summary and Actions (Additional Document Reference as applicable)</b>
<b>KPI 12</b>	<b>LEACHATE MANAGEMENT ACTION PLAN</b>	Actions (13 actions)	Progress including summary and actions	See explanatory notes.
Landfill Operations		<b>Information</b>	<b>Measurement</b>	<b>Summary and Actions (Additional Document Reference as applicable)</b>
<b>KPI 13</b>	<b>PRIMARY REGULATOR</b>	Compliance Assessments Visits	Number undertaken for which CAR form issued to operator	Three visits within the period:  1 <sup>st</sup> March DP3734DC/0497401  18 <sup>th</sup> March DP3734DC/0500961  27 March – no CAR issued to date
<b>KPI 14</b>	<b>PRIMARY REGULATOR</b>	Compliance Assessments Visits	Number Undertaken where a CCS score is raised with operator, including summary and actions	0 regulatory compliance assessments undertaken which resulted in a compliance assessment score – see explanatory notes.
<b>KPI 15</b>	<b>PRIMARY REGULATOR</b>	Compliance Assessments Visits	Number Undertaken where no CCS score is raised with operator, including summary and actions	2 regulatory compliance assessments undertaken which resulted in 0 compliance assessment scores.

## Date of Explanatory Notes: March 2024

### KPI 1 and KPI 2 Waste Acceptance

No non-conformances have been received from the regulator within the period.

998 loads inspected within the period, with 0 loads rejected.

### KPI 3 and KPI 4 Odour Management

No non-conformances have been received from the regulator within the month, with two site regulatory inspections/reviews undertaken. CAR reports (0497401 and 0500961) for site visits demonstrate no substantiated odour. This was reported to WQL contemporaneously with the observations. The Agency assessments cover a wide scope of permit conditions including engineering, containment, operational activities, landfill gas management, odour and pest management.

53 odour tours conducted by WQL, with 8 reflecting potential odours experienced. Contemporaneously with these odour tours, checks on the gas collection and treatment infrastructure, site engineering and operations and local weather factors were reviewed to ensure all appropriate actions were being undertaken. No non-conformances were identified during these times. And all appropriate actions were being taken.

### KPI 5 and 6 Active Tipping Area

The overall current landfill 127,066m<sup>2</sup>. The active area is confined to Cell 2. The current active area remains contained and measures some 14,142 m<sup>2</sup>. This is aligned with the approved capping and phasing plan, as agreed with the Environment Agency. The active operational area is progressively covered during the day to minimise the time that fresh waste remains uncovered. This is in line with best practice and our operating techniques. We retain healthy stockpiles of cover material to facilitate this progressive covering.

### KPI 7 Temporary Capping

Currently, 50,082 m<sup>2</sup> of the surface area of the facility is temporarily capped, either using a high specification, low permeability engineering clay. This is in line with the capping and phasing plan for the facility, as agreed with the Environment Agency and an increase on the previous period. Maintenance works continue to clay capped areas in line with the agreed (by the Environment Agency) CQA (Construction Quality Assurance) specifications.

During the period following on from the Suspension Notice served by the EA a further (approx.) 15,500 M<sup>2</sup> which had previously been temporarily capped with low permeability engineering clay, was overlaid with low permeability geomembrane.

### Permanent Capping

Relating to permanent capping, 55,237m<sup>2</sup> of the surface area of the facility is capped, by the installation of a low permeability geomembrane. This is in line with the capping and phasing plan for the facility, as agreed with the Environment

Agency with all permanent capping works being conducted under the process of Construction Quality Assurance (CQA). Subsequently, on completion of the permanent capping works, cover soils continue to be imported to the facility as part of the site restoration process.

### KPI 8 - 10 Landfill gas management

WQL continues to undertake the extensive regime of surface emission surveys, as agreed with the Environment Agency. A, FID survey was conducted in March 2024.

The concentration of H<sub>2</sub>S at the facility remains within expected limits and in March, averaging 1,951 ppm at the Gas Utilisation Plant (GUP), as measured by CLP Envirogas Ltd and representing a reduction on the previous period.

The volume of gas captured at the facility remains within expected limits, at 3,644m<sup>3</sup>/hr, comparable with the previous period. The flow rate has remained high and consistent across the period. WQL continue to review this position and drive the gas management contractor, CLP Envirogas Ltd, to ensure that gas collection is continually reviewed to assess relevant developments that can be made.

### KPI 11 Landfill Gas Management - Landfill Gas Management Plan

The LFGMP continues to be developed by WQL and adopted by CLP Envirogas Ltd. From Appendix A of this document, three actions remain open and in progress, namely:

Site Specific Balancing Plan – this is being developed by WQL, in conjunction with the Environment Agency and CLP Envirogas Ltd. A draft has been received and is being reviewed, prior to agreement and submission to the Environment Agency.

Regular monitoring, requested by the Environment Agency of CLP Envirogas Ltd continues and is likely to remain in place.

Installation of horizontal wells in active operational areas continues as the site develops, in line with the approved LFGMP. During March a further 2 horizontal and 14 pin wells were installed.

The LFGMP has been reviewed and issued to the Environment Agency, with comments received from the regulator on 2 June 2023 following the submission on 15 January 2023. The draft LFGMP has been discussed with NuLBC and was submitted to the Environment Agency on 14 August 2023 for approval, with further comments received 6 October. A meeting to discuss the LFGMP was undertaken on 18 October 2023 with the EA, with a further submission made 22 January 2023. Discussions have been held with the EA to facilitate approval of the LFGMP. Further comments received by WQL for consideration, which should see approval of the plan.

The EA guidance relating to landfill operations has been updated and varies significantly in key areas. This has the potential to impact the approval of the LFGMP amongst other plans submitted to the EA by WQL which it is seeking

approval. A request to clarify the position and the potential on-impact has been made to the EA.

## KPI 12 Leachate Management Plan

In relation to the LMP, an addition 5 leachate wells have been successfully installed into the WQ facility. These have been installed utilising steel casing, increasing the robustness of the installed infrastructure to settlement and compaction of waste. replacement leachate wells at the facility.

KPI 13- 15

### **1<sup>st</sup> March 2024 – CAR report 0497401**

General site visit undertaken. No compliance scores received:

### **18<sup>th</sup> March 2024 – CAR report 0500961**

### **27<sup>th</sup> March 2024 – CAR report not issued.**

This page is intentionally left blank



## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### CORPORATE MANAGEMENT TEAM'S REPORT TO

Cabinet  
04 June 2024

**Report Title: Refresh of the Council's Sustainable Environment Strategy**

**Submitted by: Service Director – Sustainable Environment**

**Portfolio/s: Sustainable Environment**

**Ward(s) affected: All**

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

To provide Cabinet with a refreshed and updated Sustainable Environment Strategy (SES), taking into account progress in the SES action plan and the recommendations of Road Map to net zero for the Councils Operations and Estate approved by Cabinet in October 2023.

#### **Recommendation**

**That:**

- 1. Cabinet approves the refreshed Sustainable Environment Strategy and associated delivery plan.**
- 2. That Cabinet refers the refreshed sustainable Environment Strategy and associated action plan to the Health, Wellbeing & Environment Scrutiny Committee for scrutiny and comments.**

#### **Reasons**

Following the production and subsequent approval by Cabinet of the 'Road Map to Net Zero' the Council needed to review progress and plans towards the aims of the Council's Sustainable Environment Strategy and linked initiatives including the Council's Nature Recovery plans, Urban Tree Planting Strategy, UN Sustainable Development Goals and Climate Emergency Plans.

To enable the Council to move forward with an up to date and evolving SES, in order to achieve its net zero target for its own operations by 2030.

#### **1. Background**

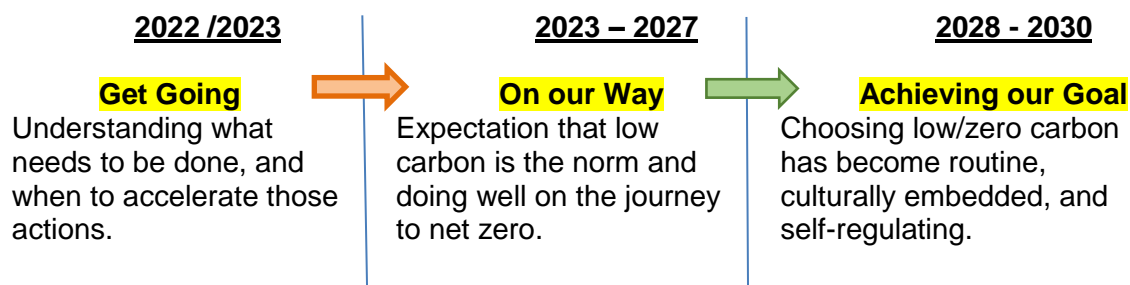
**1.1** The Council adopted its current Sustainable Environment Strategy in December 2020. The Strategy was a landmark document setting out the Council's commitment to the sustainable environmental future of the Borough and is an over-arching strategy, under which a range of other linked and related plans and initiatives sit.

**1.2** There are 4 Priority Outcomes associated with the Strategy as follows:

- Reduce the reliance on the use of fossil fuels.
- Reduce carbon and other damaging emissions.

- Minimise waste and increase recycling.
- Offset residual carbon emissions.

- 1.3** In early 2023 the Council commissioned expertise in development of a costed Road Map to Net Zero for the Councils own operations and estate to reach net zero by 2030. Operational buildings have had in-depth surveys and analysis undertaken over the summer, looking at the fabric of the buildings, heating and lighting infrastructure, current insulation, and energy consumption. In addition the Council’s vehicle fleet has been subject to an in-depth analysis, which includes the ten year fleet replacement programme. Extracts from the report for analysis undertaken for the Councils buildings and fleet are shown in appendix 2 and 3.
- 1.4** Development of the roadmap provides a strategic overview of the key priority areas for action and milestones needed for NULBC to reach net zero greenhouse gas emissions by 2030.
- 1.5** The Roadmap does not set out the ‘how’, ‘who’ or the actions needed to achieve the milestones – this is important to stress. It is a strategic framework to help assess what is currently in place and what is needed to get to where The Council collectively needs to be; and then to monitor progress over time.
- 1.6** The NULBC Roadmap has been commissioned to show that the net zero target can be realistically met, through a wide range of implemented measures and changes to reduce carbon emissions in the Councils own estate and operations, and can be adopted at scale and pace over the next decade across the Borough.



- 1.7** With the Road Map approved work has been undertaken to ensure its recommendations form the basis for a revised SES and associated Action Plan for the Council, to achieve its net zero target for its operational buildings and fleet.

## **2. Progress to Date**

- 2.1** The Council has made significant progress in its journey to Net zero by 2030, in particular the production of the Road Map to net zero approved by Cabinet in October 2023.
- 2.2** The current SES has been delivered through an action plan, which identified a range of actions, which covered the initial 5 years period, which has now ended. There are a number of linked plans and initiatives that have been agreed and adopted by the Council as follows:
- UN Sustainable Development Goals
  - Climate Emergency declaration
  - Nature Recovery declaration
  - Urban Tree Planting Strategy



**2.3** It is worth highlighting the positive actions which have been commissioned and or completed as part of the original SES action plan, which are positively reducing the Councils carbon emissions, notably:

- Introduced the use of Hydrotreated Vegetable Oil (HVO) fuel, as a clean alternative to diesel in its HGV fleet, reducing carbon emissions for those vehicles by 90% during the first 6 months of 2023.
- Planted 14,947 in the first four phases of the urban tree planting strategy over 21 sites.
- Provided sustainability training to all employees and members of the Council, and begun looking into enhanced carbon literacy training for Scrutiny, Cabinet and senior managers
- Reduced the Councils own carbon emissions by 43% since 2019.

**2.4** In addition, since Cabinet approved the Road Map to net zero, a number of other initiatives, which build on the refreshed SES, have been approved by Cabinet, notably the Council's Tree and Bio-diversity Management plan, and the councils Grassland Management Strategy.

**2.5** It is also worth noting that the Council is an active partner in the Staffordshire Sustainability Board (SSB), made up of senior members and officers with responsibility for sustainability and climate change for all ten local authorities in Staffordshire. Through its work with the SSB, the Council has supported and contributed to the following initiatives developed and recommended by the board:

- Achieved all ten actions of the Staffordshire Sustainability Board's base pledges
- Signed up to and supported a countywide communications plan for climate change action, and hosted a 'Carbon Bubble' event in Newcastle town centre in May 2023.
- Signed up to and supported the County Councils Electric Vehicle (EV) strategy
- Signed up and supported the County Councils Climate Change Adaptation Strategy.

**2.6** Since Cabinet's approval of the Site and Fleet Decarbonisation Roadmap in October, the Council has made extensive progress in decarbonising its owned buildings this includes:

- The electrification of Knutton Lane Depot with the additional installation of solar which will cover the entire roof area (to be completed in 2024), the transition of half the office into leased space for better use and transitioning Environmental Health Team to Castle House and undertaking feasibility studies to discover the fabric, ventilation, heating & cooling, lighting upgrades that the building needs to be more energy efficient.
- Jubilee 2 Leisure Centre has begun the process of decarbonisation through the installation of more LED lighting, a pool cover, and research into heating the pool facilities with a Deep Green database (recycling energy off the heat the database produces).
- Transitioning the Market Office in town to a warehouse rather than office space which has now created a space that doesn't need any more net zero interventions.
- Decarbonising Kidsgrove Town hall through Air Source heat Pumps, LED's and more energy efficient smart controls and ventilation.
- Upgrading old leased buildings such as the Philip Astley Centre (23-24 Merrial Street) with net zero interventions to be more energy efficient and completely electric.

### **3. Proposal**

- 3.1** This updated SES and Delivery Plan sets out a framework for collective action on climate change to achieve the Council's ambition to become net zero for its own estate and operations by 2030, and the borough by 2050. The Council, the residents, the businesses and visitors all have a collective responsibility towards solving climate change.
- 3.2** This Strategy and Delivery Plan benefits the health and wellbeing of the local environment, society and the economy in the borough. The borough will be able to reduce emissions and increase biodiversity through a set of actions tied to four different themes:
- Built Environment & Energy
  - Travel & Transport
  - Natural Environment & Sequestration
  - Engagement & behaviour Change
- 3.3** Each of the 4 listed themes within this strategy have proposed actions connected to solve issues that have been proven to contribute to climate change and the degradation of our local environment, community and economy. The actions listed in the delivery plan of this strategy range from actions that need to occur to reduce emissions, increase biodiversity, increase health and wellbeing and lower costs for the benefit of all.
- 3.4** This document will act to push the Council to drive forward the actions listed in the delivery plan. The document itself is a living document which means it will evolve and learn overtime as actions are achieved or new actions are created with a goal for a sustainable and net zero borough by 2050.
- 3.5** The Council will endeavour to engage as much as possible with the community to ensure the actions that are taken are inclusive and sets out a framework for collective action on climate change to achieve the Councils' ambition to become net zero by 2030 and the boroughs ambitions of becoming net zero by 2050.
- 3.6** The Council will endeavour to engage as much as possible with the community to ensure the actions that are taken are inclusive and holistic.
- 3.7** The revised SES has a number of objectives to drive the actions need to achieve the main aims of the strategy and delivery plan, namely:
- Facilitate the development into a net zero Council by 2030, through the Councils built environment and fleet.
  - Facilitate the development into a net zero borough by 2050, through the decarbonisation of housing businesses and transport
  - Promote the natural environment in the borough to increase biodiversity, carbon sequestration and storage
  - Develop a service focused strategy and delivery plan in the Council to engage council staff and deliver service owned actions.
  - Engage with residents, businesses and visitors through online and physical communication networks to create sustainable behaviour change within the borough.

Please see the full action plan document "Sustainable Environment Strategy Action plan 2022-2023 Updated Progress Oct 23" in Appendix 1.

- 3.8** The governance and accountability of this strategy and delivery plan will be dependent on the sustainable environment working groups that feed into and from the plan as well as a bi-annual review of the plan by the Health, Wellbeing & Environment Scrutiny Committee and an annual review by Cabinet.
- 3.9** Each Council service will have a sustainable environment-working group to aid and drive forward the actions in the delivery plan to ensure those services are responsible for the transition towards a more sustainable future in the borough. Upon a bi-annual review by the Scrutiny Committee, the strategy and plan will be updated with new information, action progress and other additions. Each subsequent year the strategy and delivery plan will be updated, with new information, action progress and other additions, and then taken through the corporate decision making process.
- 3.10** In total there are eight working groups, each focused on different directorates and services within the Council. These include:
- Commercial Delivery
  - Regulatory services
  - Neighbourhood Delivery
  - Sustainable Environment
  - IT & Digital, Legal & Governance, Strategy, People 7 Performance
  - Planning.
  - Recycling & Waste Operations
  - Streetscene
- 3.11** These working groups will identify relevant actions from the main delivery and service plan for the working groups to progress and achieve in collaboration with relevant service leads and the Sustainable Environment Services. Once done these will be reported, with progress being updated in the main strategy and plan during the next occurring quarterly review. Working groups will meet monthly with a service lead working group that meets quarterly to ensure good communication between services and the implementation of actions by their deadline.
- 3.12** To ensure this Strategy and Delivery Plan continues to stay relevant until 2050 it will be constantly updated and reviewed. This includes updates to different actions as well as the addition of actions where the need is identified. This allows for an accountable and impactful document that can lead the Council and borough towards a more sustainable future.
- 3.13** A copy of the updated SES is shown in appendix 1 of this report, and the associated Delivery Plan is shown in appendix 2 of this report.
- 3.14** It is also proposed that Cabinet refers the progress update to the Health, Wellbeing and Environment Scrutiny Committee for scrutiny and comments.

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

- 4.1** The Sustainable Environment Strategy sets out the Council's ambition to be an exemplar local authority in both caring for, and enhancing our environment. Adapting to and mitigating the effects of climate change means changing the way we do things for the long-term benefit of the Borough.

- 4.2 To evolve the Council's Sustainable Environment Strategy, as a 'living' document with linked plans and initiatives with particular focus on its journey to net carbon zero.

## 5. Options Considered

- 5.1 There is no other option to meet the statutory challenges posed by the legislation.

## 6. Legal and Statutory Implications

- 6.1 The Climate Change Act 2008 has the following provisions:

- Carbon targets and carbon budgeting - The Act places the government under a legal duty to reduce greenhouse gas emissions by 80% below 1990 levels by 2050.
- The Committee on Climate Change - The Act also establishes the Committee on Climate Change, an independent, expert body to advise government on the appropriate level for the targets, budgets, and on matters relating to mitigation and adaptation. The Committee will submit annual reports to parliament on progress towards the targets and the government must respond to this report.

- 6.2 Councils Duty to reduce carbon emissions - There are currently no statutory requirements for local authorities to set or negotiate targets to reduce their own or area wide emissions. However, the Borough declared a Climate Emergency in April 2019 and committed to reach net zero for its own operations by 2030.

- 6.3 All Local Authorities also have a "biodiversity duty" under the Natural Environment and Rural Communities Act 2006.

## 7. Equality Impact Assessment

- 7.1 There are no adverse equality impacts identified as a consequence of this report. Specific actions contained within the proposed revised SES Decarbonisation Action Plan will need to consider any equality impacts on a project by project basis.

- 7.2 However, a number of the UN Sustainable Development Goals which the Council is a signatory to relate to issues of social justice and fairness.

## 8. Financial and Resource Implications

- 8.1 There are no financial and resource implications arising directly from this report.

- 8.2 However, the Council has formally recognised a climate emergency and in doing so, it acknowledges that there is a real need to act now and plan in how to tackle the environmental threats posed by climate change. This need to act will require a balance to be found between the prioritisation of funding for projects and the duty to be accountable for the way in which public funds are used.

- 8.3 The Roadmap approved by cabinet in October 2023 identified capital expenditure of £7.4 million is required up to 2030 to decarbonise the Councils operational buildings. Costs for replacement fleet utilising zero and ultra-low emission vehicles, estimated at £10.76m, have

been confirmed as being adequately covered under the Councils existing ten-year fleet replacement programme. These sums have now been built into the Councils capital programme moving forward.

- 8.4** The Council recognises that it will need to make bold decisions where there is a good business case to deliver the right outcomes for our residents and businesses that consider both financial and environmental returns for that investment. The return on investment (ROI) for many of the projects required is demonstrably quicker as the required technologies become more widely used.
- 8.5** To make further progress on this agenda, the 2022/2023 approved Council budget includes the provision of £100,000 within the Budget Growth Fund to enable tree planting within urban greenspaces, preparation of a roadmap to achieving a net zero Council and progress schemes and initiatives contained in the SES Action Plan.
- 8.6** External funding will continue to play an important part in allowing projects to come forward and contribute wherever possible to the Councils capital reserves for this area of expenditure. The Council is currently making an application for SALIX funding (see appendix 3 for details) to assist in the decarbonisation of a number of its frontline operational buildings, namely the J2 leisure centre, the Councils depot on Knutton Lane, and the Council crematorium. If successful, this funding will achieve significant reductions in energy, which has seen significant increases over the last year or so, as well as a reduction in carbon emissions.

## **9. Major Risks**

- 9.1** There are overarching risks of inaction in respect of the Council's response to the environmental threats caused by:
- Rising carbon emissions (reputational damage, potential statutory penalties from carbon reporting requirements),
  - Climate change (excessive urban heat impacts, excess deaths, flooding, air pollution etc.),
  - Habitat loss (failure to meet statutory Biodiversity Net Gain in developments),
  - Plastic pollution (poor quality water and increasingly toxic soils)
  - Poor use of dwindling natural resources (increased pressure on fuel costs).
- 9.2** As a result, Councils around the UK and Governments around the world are responding to these threats and public calls for a robust and rapid reduction, and mitigation measures as well as reigniting environmental strategies. Many have declared Climate Emergencies with the aim of accelerating action to achieve carbon neutrality, consider how to mitigate the effects of climate change and change how resources are used.
- 9.3** There are growing expectations that Councils take a leading and decisive role in this respect and there are reputational risks to the Council in not acting positively.
- 9.4** Any risks associated with specific projects contained within the proposed Action Plan will be assessed and considered on a project-by-project basis.
- 9.5** That forthcoming or future projects may not have sufficiently been screened for their carbon impact during planning stages, and negate the investment made in other carbon reduction projects.

## 10. UN Sustainable Development Goals (UNSDG)

10.1 The Sustainable Environment Strategy and linked initiatives will support the realisation of the aims of UN SDG 3, 4, 6, 7, 8, 10, 11, 12, 13, 14 & 15.



## 11. Key Decision Information

11.1 Approval of the report is considered a key decision as it impacts on all Wards in the Borough. It has been included in the Forward Plan.

## 12. Earlier Cabinet/Committee Resolutions

12.1 There are several previous Council, Cabinet and Scrutiny Committee reports, notably Cabinets approval of the decarbonising RoadMap in October 2023.

## 13. List of Appendices

13.1 Appendix 1 – Refreshed Sustainable Environment Strategy (SES)

13.2 Appendix 2 – SES action / delivery plan

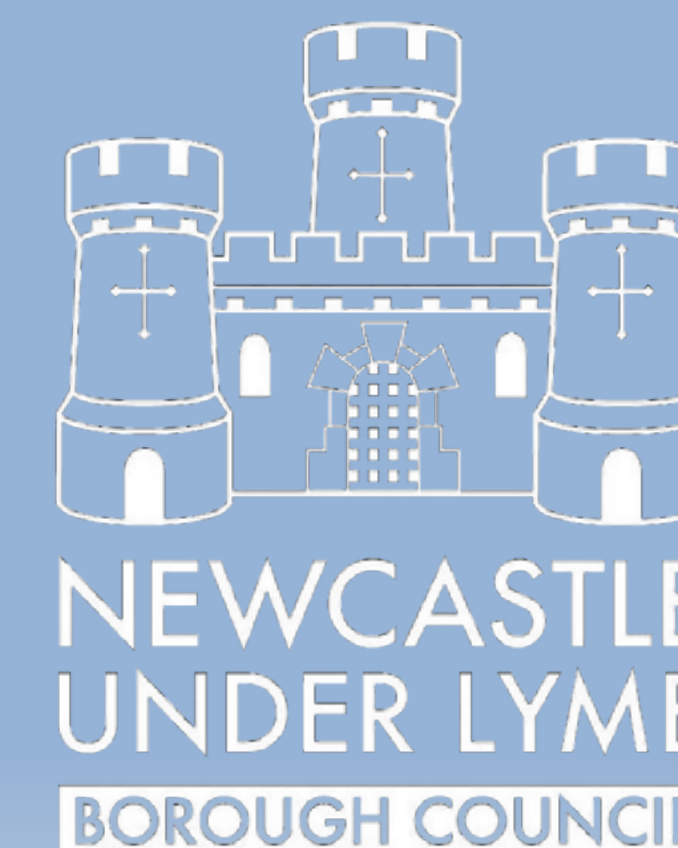
13.3 Appendix 3 – Salix Decarbonisation schemes statement 2024.

## 14. Background Papers

1. None



# Newcastle-under-Lyme Borough Council Sustainable Environment Strategy & Delivery Plan





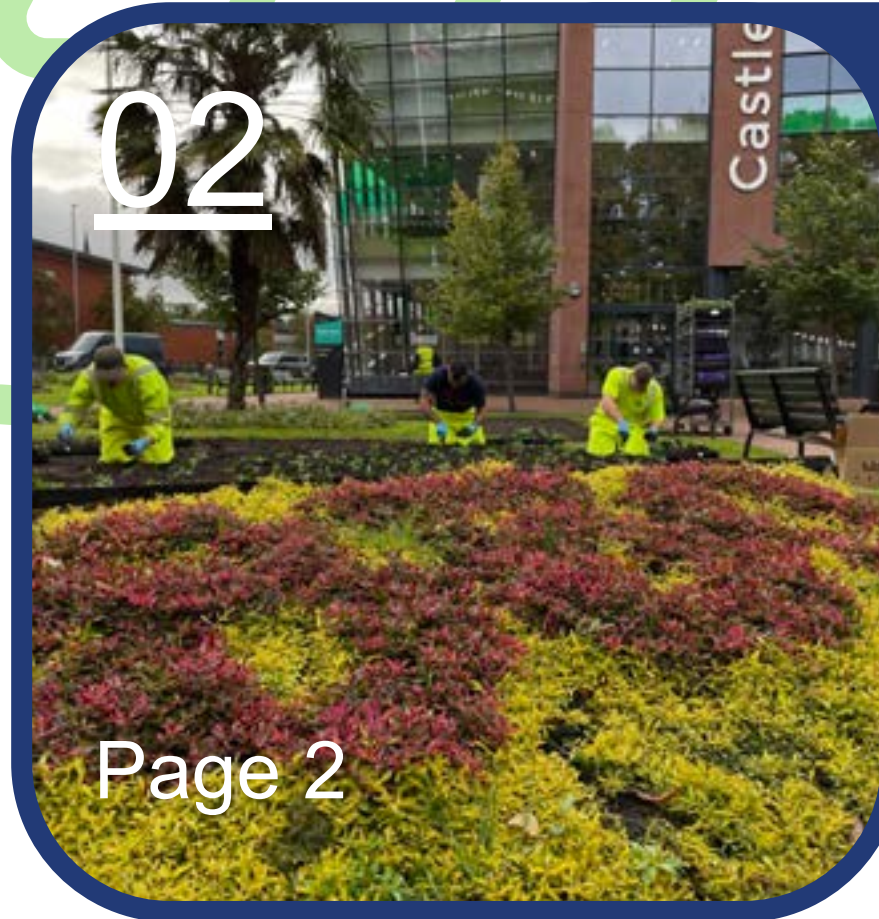
# Contents



01

FOREWORD

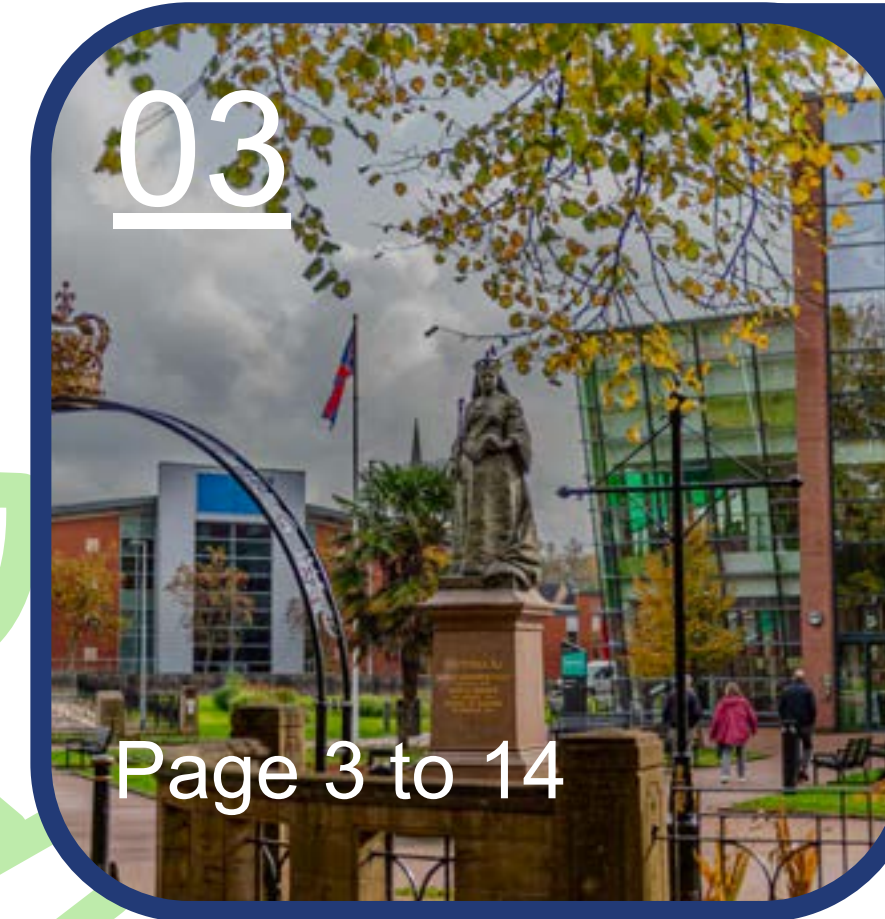
Page 1



02

EXECUTIVE SUMMARY

Page 2



03

INTRODUCTION

Page 3 to 14



04

ACHIEVEMENTS

Page 15



05

NET ZERO COUNCIL BY 2030

Page 16 to 22



06

A NET ZERO BOROUGH BY 2050

Page 23 to 27



07

NATURAL ENVIRONMENT

Page 28 to 29



08

ENGAGEMENT & BEHAVIOUR CHANGE

Page 30 to 31



09

CONCLUSION

Page 32



# Foreword

**Newcastle-under-Lyme encompasses a wide range of beautiful natural environments, a proud and community focused society, and a local business focused economy. These are the 3 pillars that support and interconnect our borough which is why it's so important to develop these in an adaptive and resilient way for now and the future to combat climate change. Newcastle-under-Lyme Borough Council is dedicated to creating a safe and healthy future to protect and support the borough's environment, society and economy through taking sustainable measures and practices such as reducing our emissions to zero by 2030 and working towards a net zero 2050 for the entire borough. Together as a borough, we will be able to achieve our goals and protect the needs of our current and future generations.**

In April of 2019 Newcastle-under-Lyme Borough Council passed a climate emergency motion and published the Sustainable Environment Strategy 2022-2023. Since then we have made lots of progress on our sustainable aims however must continue to deliver key developments to create a safer and healthier environment for all the Borough to live in. For this the Council have created the Sustainable Environment Strategy & Delivery Plan (SESDP) which is a holistic approach to eliminating pollution, dirty fossil fuels, extreme weather and climate, biodiversity loss which have a multitude of health and economic impacts on our society.

The borough cannot be clean and healthy by 2050 without the support and collaboration between the Council, residents, businesses and visitors to ensure that our parks, houses, work places, transport, energy systems and behaviours are sustainable for current and future generations in Newcastle-under-Lyme Borough.



Cllr Simon Tagg  
Leader - Newcastle-under-Lyme Borough Council



# Executive Summary

**This Strategy and Delivery Plan for Newcastle-under-Lyme sets out a framework for collective action on climate change to achieve The Council's ambition to become net zero by 2030 and Newcastle's ambitions of becoming net zero by 2050. The Council, the residents, the businesses and the visitors all have a collective responsibility towards solving climate change.**

In doing so, this strategy and plan benefits the health and wellbeing of the local environment, society and the economy in the borough. The borough will be able to reduce emissions and increase biodiversity through a set of actions tied to 4 different themes.

- **Built Environment & Energy**
- **Travel & Transport**
- **Natural Environment & Sequestration**
- **Engagement & Behaviour Change**

Each of the 4 listed themes within this strategy have proposed actions connected to solve issues that have been proven to contribute to climate change and the degradation of our local environment, community and economy. The actions listed in the delivery plan of this strategy range from actions that need to occur to reduce emissions, increase biodiversity, increase health and wellbeing and lower costs for the benefit of all.

This document will act to push our organisation to drive forward the actions listed in this delivery plan. The document itself is a living document which means it will evolve and learn overtime as actions are achieved or new actions are created with a goal for a sustainable and net zero borough by 2050. We, Newcastle-under-Lyme Borough Council will endeavour to engage as much as possible with the community to ensure the actions that are taken are inclusive and holistic. The Council have a mission to meet the needs of our communities by empowering and enabling our people to deliver on shared goals which will be achieved through the empowering and enabling of our staff, performing well and getting things done and working together which is just what this strategy and plan holds most important at its core.



# Introduction

More extreme weather and climate such as flooding and heatwaves has been increased and proven by climate science to be directly caused by the concentration of greenhouse gases in the atmosphere. The global warming or climate change we are currently experiencing will have increasingly severe impacts on weather patterns, water and food systems, communities, the economy and our natural environment. As we continue to burn fossil fuels and use the natural environment in an unrestricted way the effects of climate change will become worse and can cause a positive feedback loop where warming leads to an increase in greenhouse gases (from melting permafrost for example) which causes more climate change. As daunting as this problem may seem the Council as well as many other local authorities have the opportunity to drive sustainable change to eliminate emissions and lessen the impacts that climate change will have on our environment, borough and economy.

In 2018 the Intergovernmental Panel on Climate Change (IPCC)<sup>1</sup> warned that urgent action was needed to eliminate greenhouse gas emissions to limit global warming to 1.5°C to avoid the worst impacts of climate change. To secure a safer future and ensure this would not occur, 191 countries approved the Paris Agreement to keep global warming below 2°C compared to pre-industrial levels. The IPCC have more recently announced in 2021 that without immediate action 1.5°C and 2.0°C will be out of reach.

With these announcements from the IPCC Local Authorities around the UK began declaring climate emergencies, as did Newcastle in 2019 and planning for a cleaner and healthier future. As part of this declaration the Council put together a strategy to combat climate change and the loss of our natural environment. This plan has now expired and has been redeveloped into this new document to drive change until a sustainable Newcastle-under-Lyme by 2050.

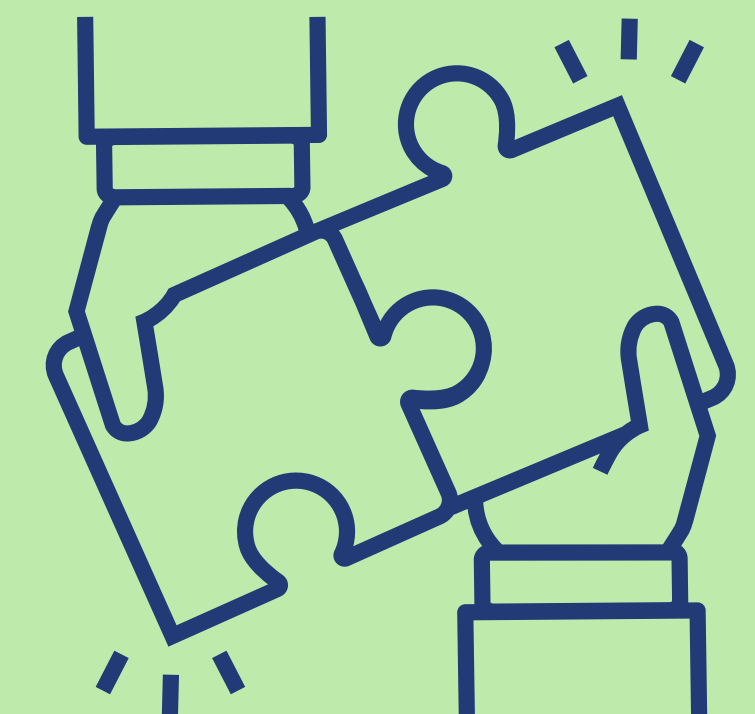
## Climate Change & Sustainability

- What is it and how does it impact us?
- Scope Emissions
- The benefits of sustainability



## Commitment & Collaboration

- Aims and Objectives
- Working with Newcastle Borough and developing opportunities



## Delivering & Developing Actions

- Newcastle's baseline
- Action themes
- Governance and Upholding a Live Strategy



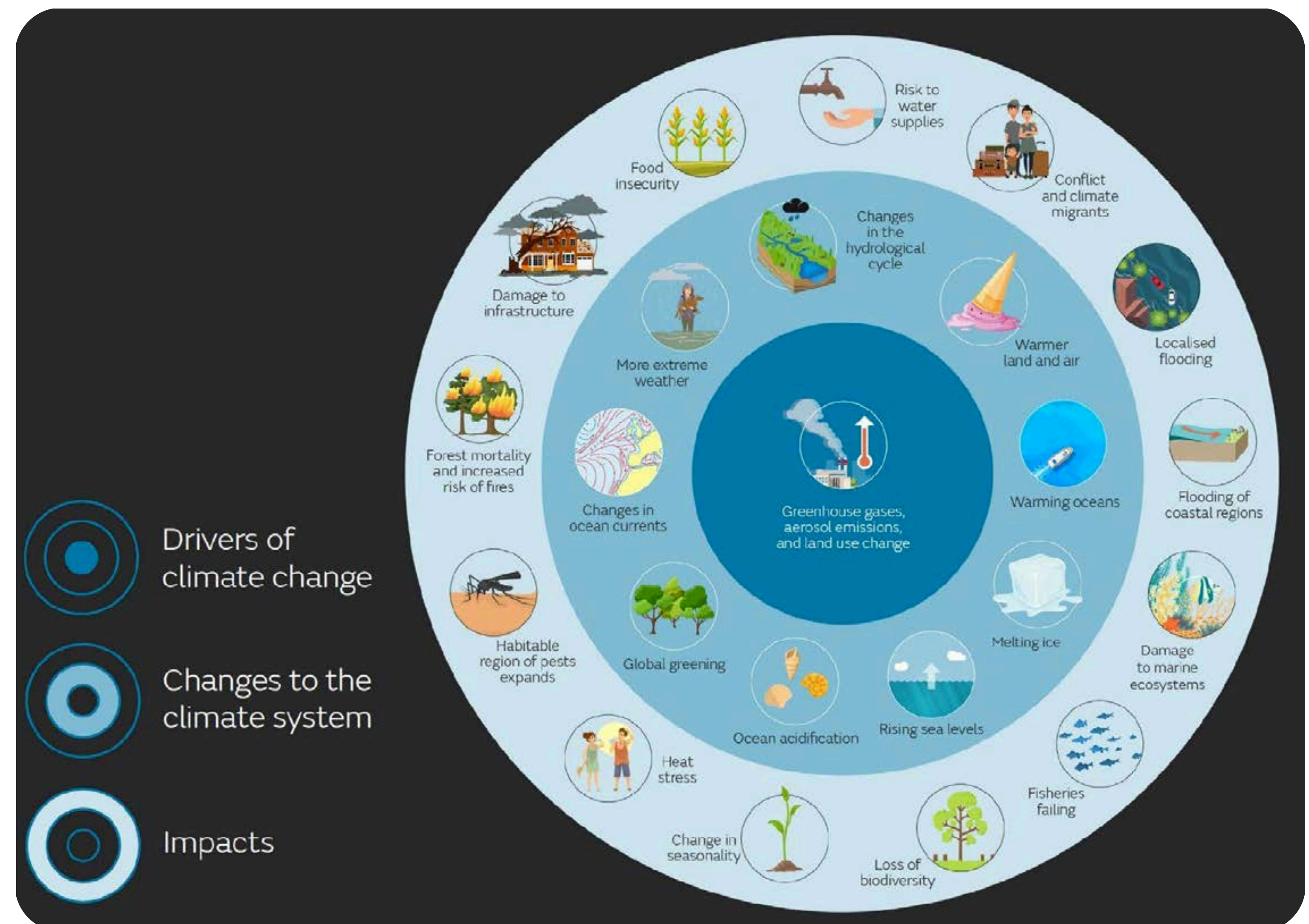


# What is Climate Change?

Climate change is the long-term shift in temperatures and weather patterns. Since the 1800s, human activities such as burning fossil fuels like coal, gas and oil have been the main driver of climate change. Through burning fossil fuels and undertaking other polluting activities we release greenhouse gas emissions like carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O) and chlorofluorocarbons (CFCs) that act like an extra blanket wrapped around the earth, trapping the sun's heat in and raising temperatures which causes the climate to change. The impacts from climate change will be felt globally and locally, mostly by the most vulnerable in our environment, society and economy.<sup>2</sup>

This is a graphic created by the Met Office<sup>3</sup> that shows the drivers of climate change, changes to the climate and impacts of climate change on the planet and our society. Newcastle-under-Lyme borough may not experience some impacts such as damage to marine ecosystems or flooding of coastal regions however residents, businesses and visitors will and have already experienced some of the impacts listed below:

- localised flooding
- loss of biodiversity
- change in seasonality
- heat stress
- habitable region of pests expands (mosquitoes)
- forest mortality and increased risk of fires
- damage to infrastructure
- food insecurity
- risk to water supplies
- conflict and climate migrants

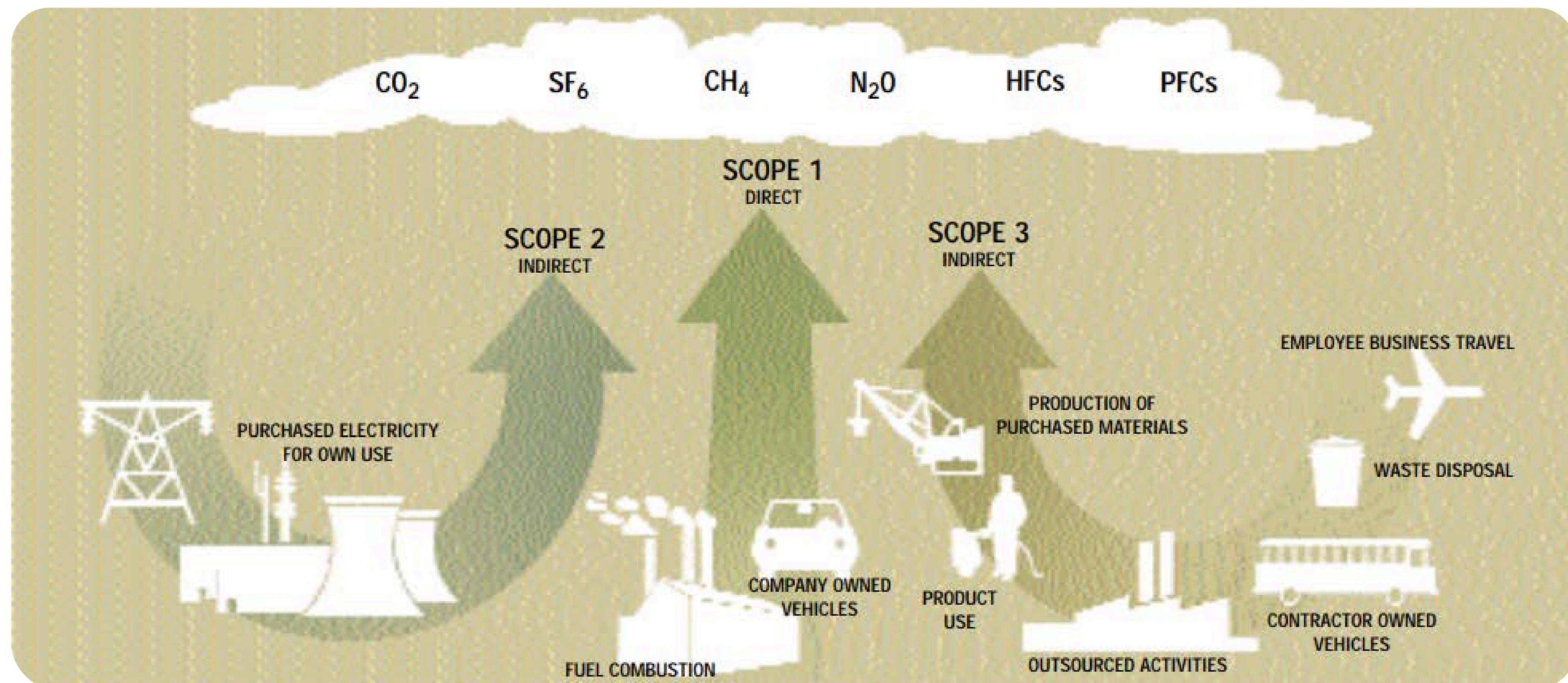




# Scope Emissions - The Council

To identify and target greenhouse gas emissions more efficiently to achieve the organisation’s net zero goal by 2030 and the borough’s net zero goal by 2050, the Council uses a system of categorisation called scope emissions created by the *Greenhouse Gas Protocol* which organises the emissions created by the organisation, its suppliers and its customers. This system covers scope 1 (direct), 2 (indirect) and 3 (indirect) emissions and will help the Council understand and measure where most of its emissions come from.

The graphic below depicts the scope emissions standard for the Council as an organisation and the emissions that need to be targeted to reach net zero by 2030 including all the Council’s own buildings and fleet. Scope 1 emissions are defined as emissions directly from sources the organisation owns or controls such as the fuel that is burned in the Councils vehicles or boilers for buildings. Scope 2 emissions are indirectly caused by an organisation through their purchased energy such as the electricity the Council purchases for its buildings. Scope 3 emissions are the emissions from the value chain of the activities of the Council such as the emissions from suppliers or employee business travel.<sup>4</sup>



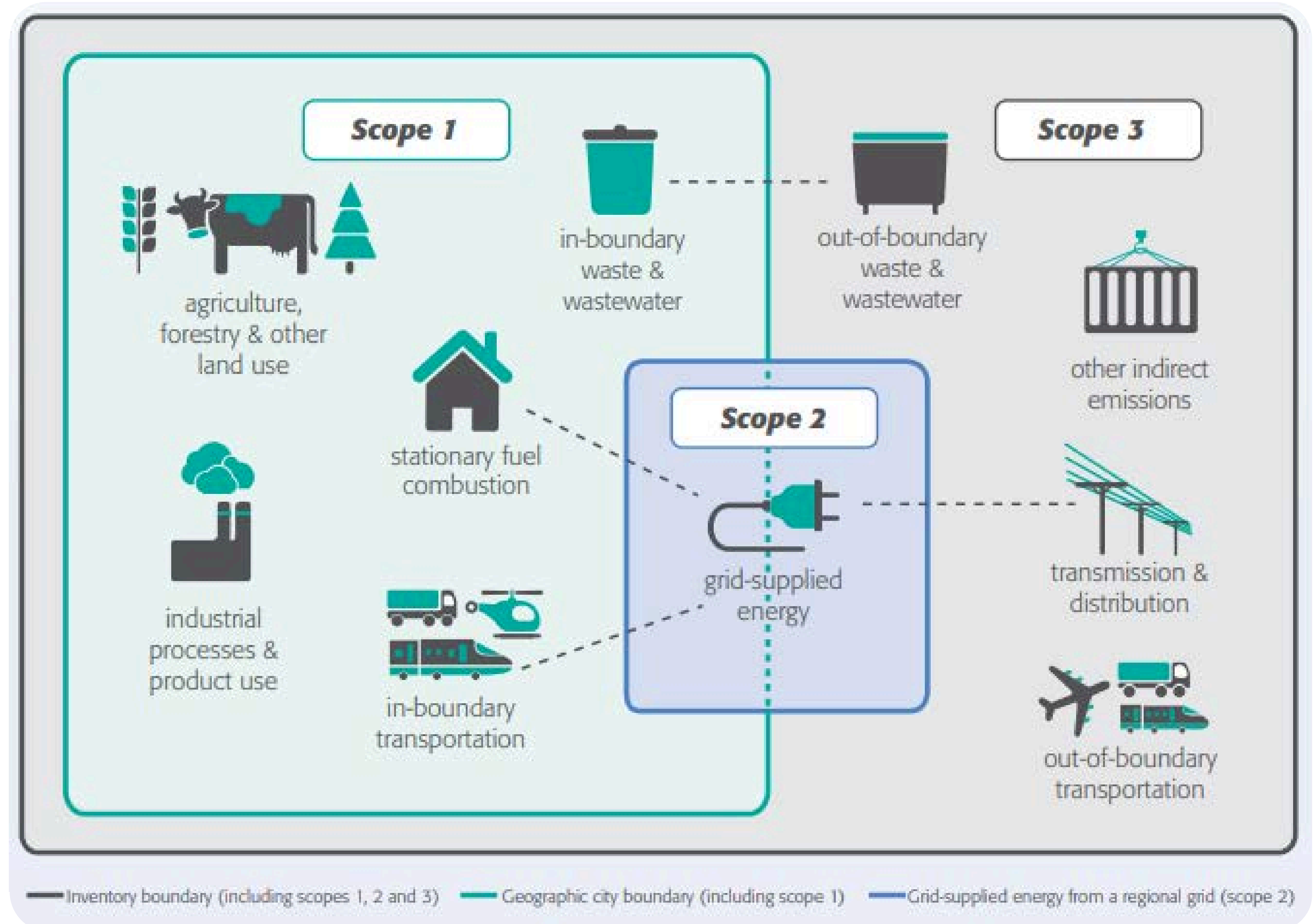
4

# Scope Emissions - Society

To understand how the borough can become net zero by 2050 the strategy must look at the city scope emissions standard rather than the corporate standards as these reflect the housing, businesses, transport, industry and more that produce emissions in the borough.

In this model from the *Greenhouse Gas Protocol*<sup>5</sup> scope 1 emissions relate to direct emissions from the borough such as those from housing, industry, transport, land use and waste. Scope 2 emissions relates to the energy supplied by the grid to your houses, businesses and vehicles. Scope 3 emissions relates to waste outside the borough, the transmission and distribution from grid energy, out of borough transport and any other indirect emissions.

Newcastle-under-Lyme Borough Council not only has a responsibility to decarbonise itself but also the wider Borough in collaboration with residents, businesses and visitors.



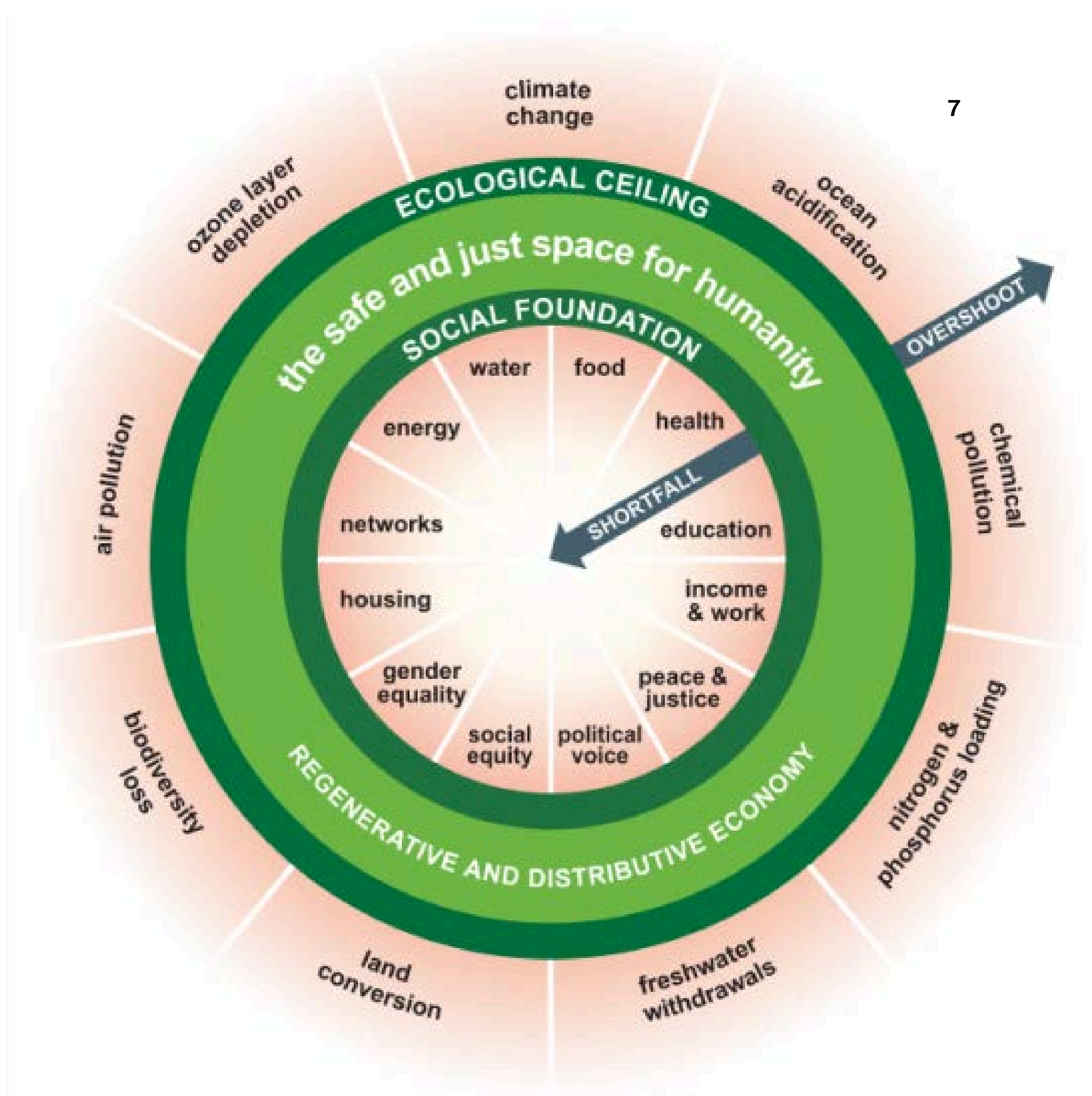


# The Benefits of Sustainability

To solve the climate crisis we currently face, our society, economy and environment must become sustainable. What does this mean for the future and what will it look like?

The Sustainable Development Goals (SDGs) were created by the United Nations in 2015 and adopted by all UN Member States. These are the backbone of the 2030 Agenda for Sustainable Development which sets out 169 targets for member states for a more sustainable future. Additionally the idea of Doughnut Economics was created by academic, Kate Raworth to map out the environment where the planet and people are safe and healthy with the shortfalls that may occur in society and the overshoots that may occur in the environment.

The SDGs and Doughnut Economics both aim to end injustices in society, the economy and the environment to ensure everyone and everything can live well. All these objectives like no poverty, gender equality, affordable and clean energy, climate action and life on land all relate to a better future. A sustainable future for those in the current society and economy will not have to face difficulty in getting their next meal, will be able to upskill and find work, or not face any sort of discrimination. For the environment, the natural world will be protected and promoted, pollution will no longer impact the water or air, and human advancement will no longer impact the natural environment and people as it's clean and not powered by fossil fuels.





# Aim & Objectives

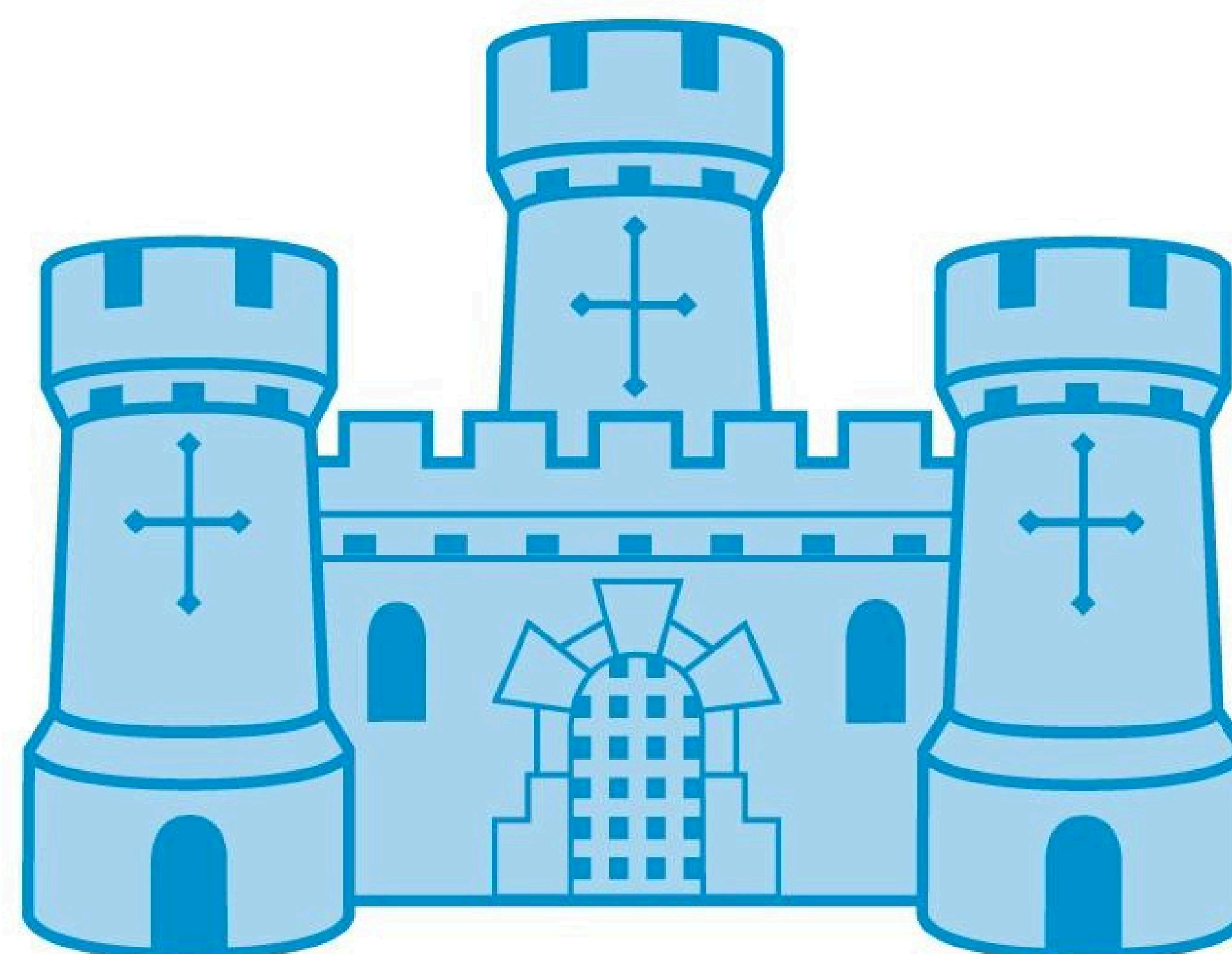
## AIM

The aim of the Sustainable Environment Strategy and Delivery Plan is to drive forward a sustainable society, economy and environment in Newcastle-under-Lyme Borough for the benefit of residents, businesses, visitors and the natural environment by 2050, focusing on the built environment and energy, travel and transport, natural environment and sequestration, and engagement and behaviour change.

## OBJECTIVES

The objectives listed below will drive the action needed to achieve the main aim of this strategy and delivery plan. Newcastle-under-Lyme Borough Council will:

- **Facilitate the development into a Net Zero Council by 2030** through the decarbonisation of the Council's built environment and fleet.
- **Facilitate the development into a Net Zero Borough by 2050** through the decarbonisation of housing, businesses and transport.
- **Promote the natural environment** in the borough to increase biodiversity, carbon sequestration, and storage.
- **Develop a service-focused strategy and delivery plan** in the Council to engage Council staff and deliver service owned actions.
- **Engage with residents, businesses and visitors** through online and physical communication networks to create sustainable behaviour change within the borough.



**NEWCASTLE  
UNDER LYME  
BOROUGH COUNCIL**



# Working with Newcastle Borough

To achieve the aims and objectives laid out in this strategy and delivery plan and more specifically to ensure the borough is Net Zero and more biodiverse by 2050, the Council must work with the boroughs residents, businesses and visitors.

The Council will engage with residents, businesses and visitors through multiple different avenues to create a more sustainable Newcastle-under-Lyme borough. Through social media, the website, events, activities and other opportunities the Council can engage and work collaboratively with the community to create positive change. The Council also aims to begin providing opportunities for the public to decarbonise their homes and businesses through funded programmes. By engaging with the the public the Council aims to spread awareness and inform those in the borough about how to take action and where they can find opportunities to do so. The Council commits to ensuring we hear the voices of the communities in the borough and collaborate with them to tailor a sustainable future for everyone in the borough.

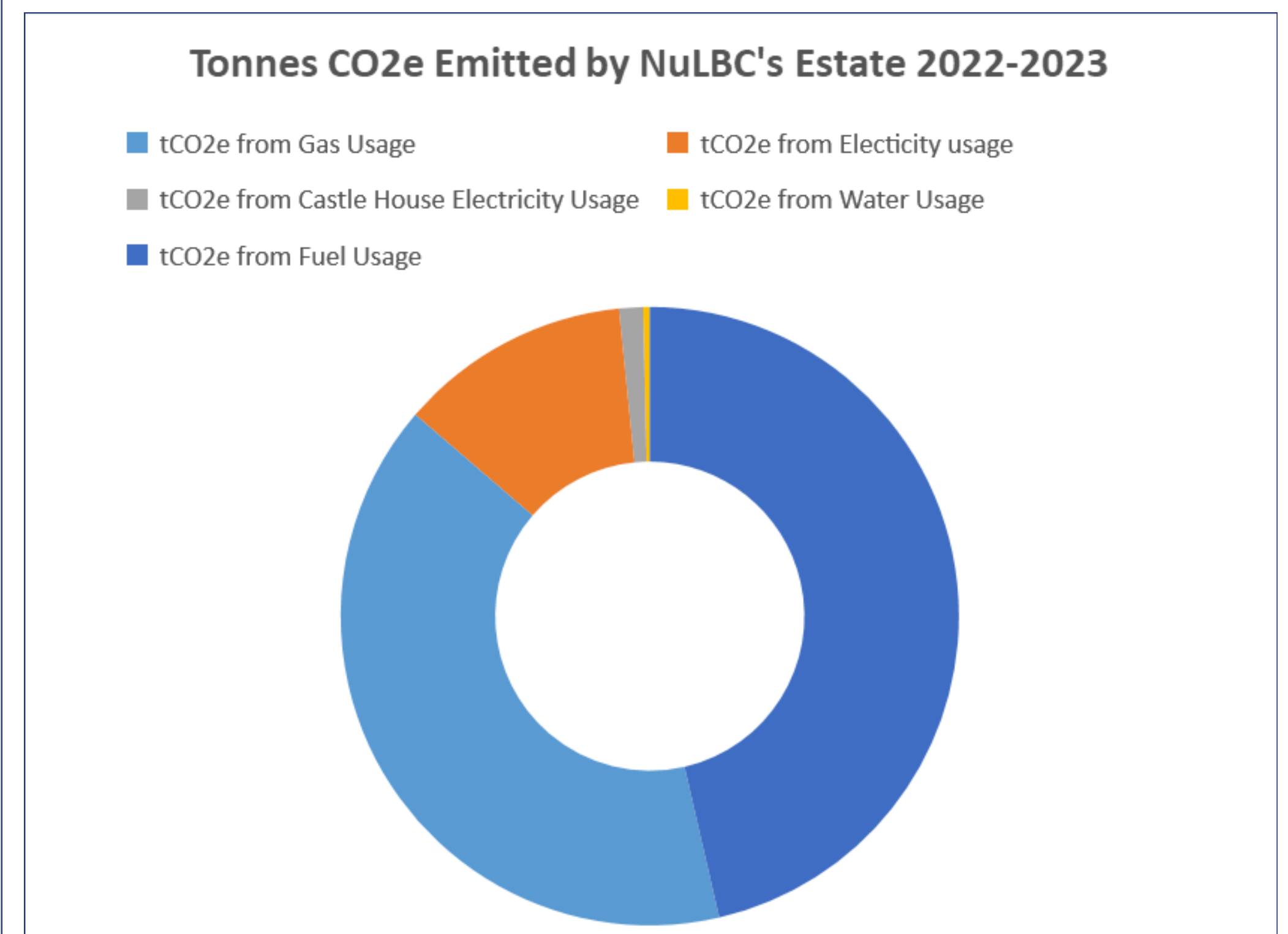
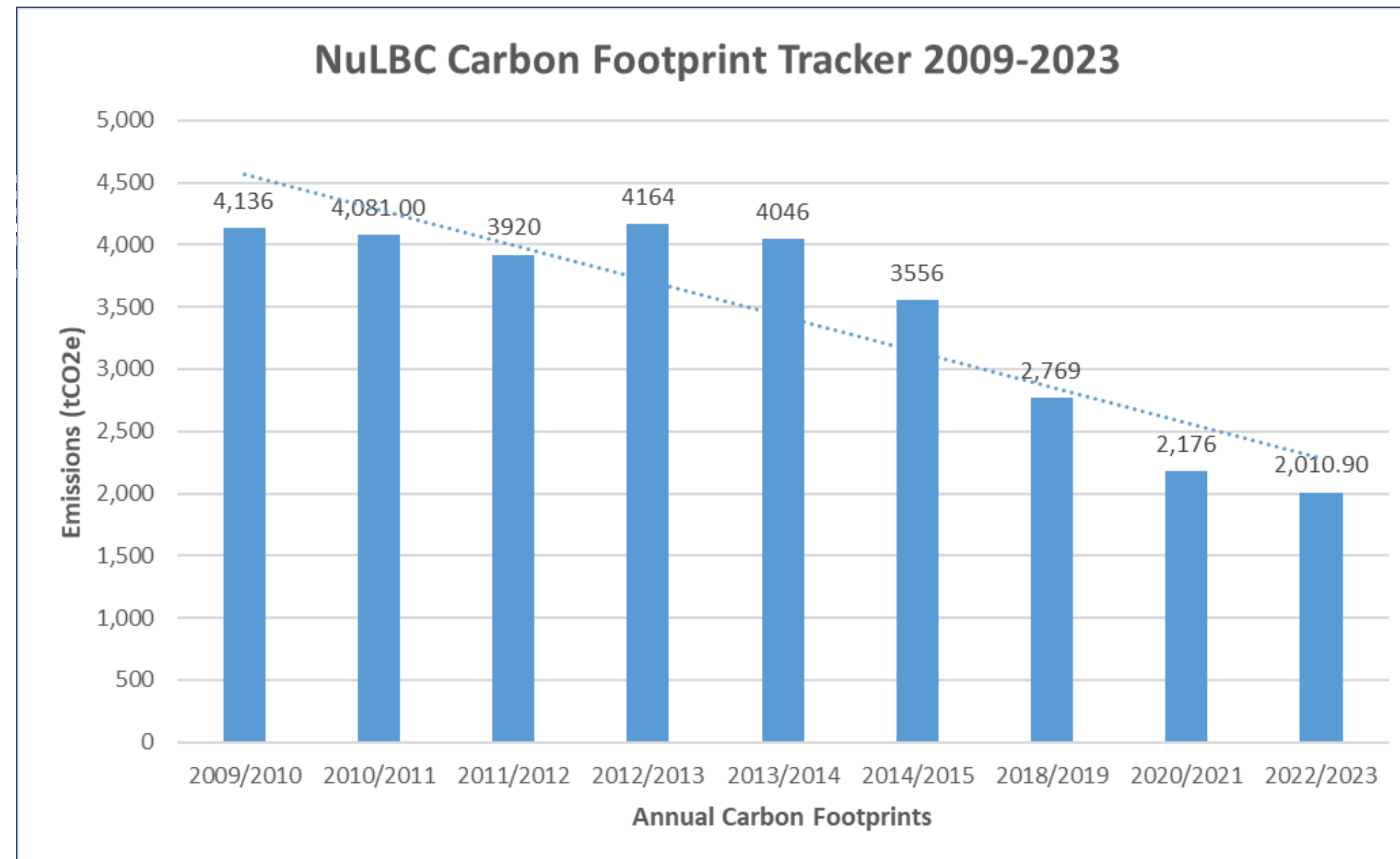
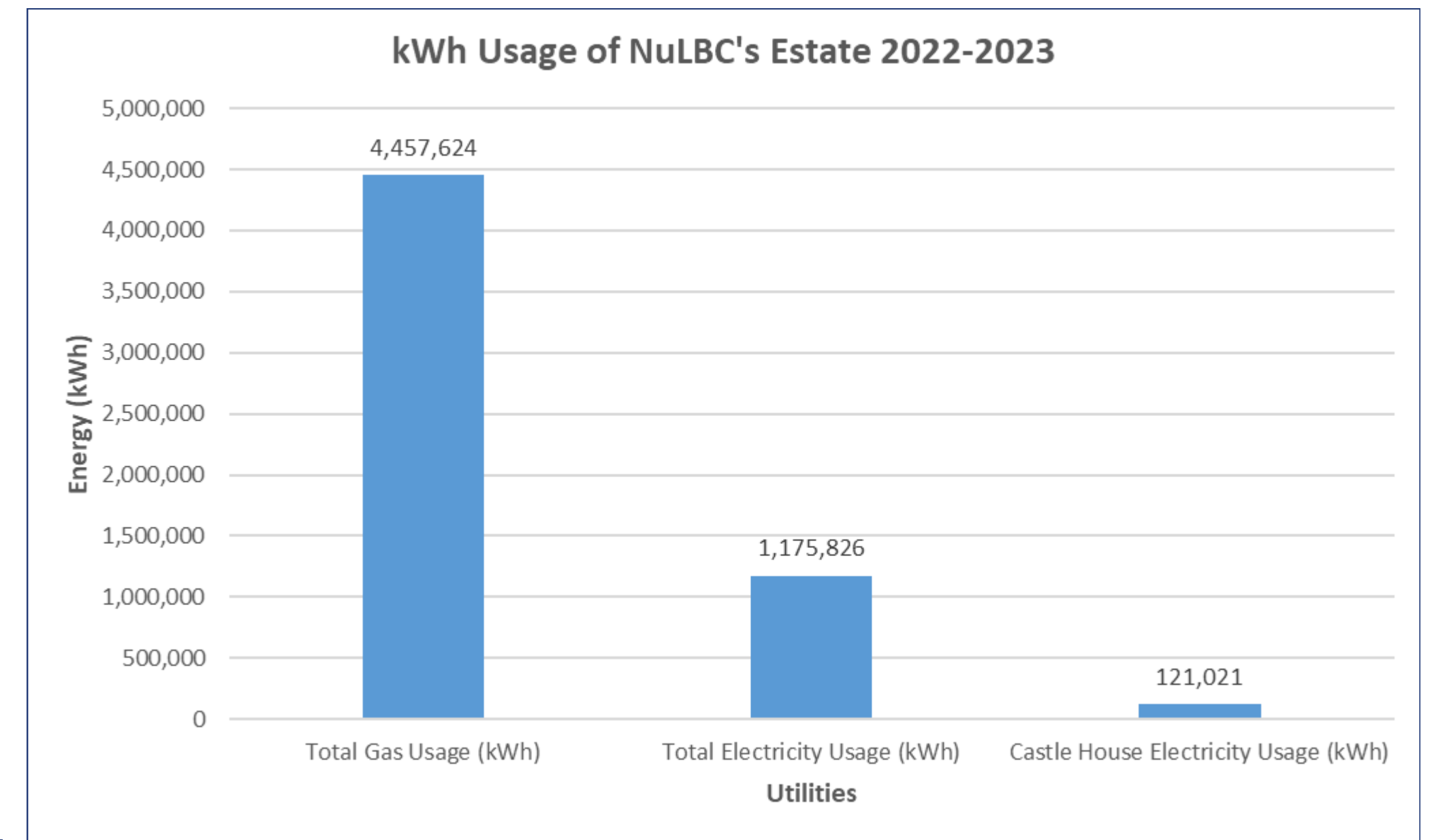




# Newcastle Council's Baseline

Currently, Newcastle-under-Lyme Borough Council has been making great strides towards a more sustainable future, especially in reducing its own emissions from its buildings and fleet.

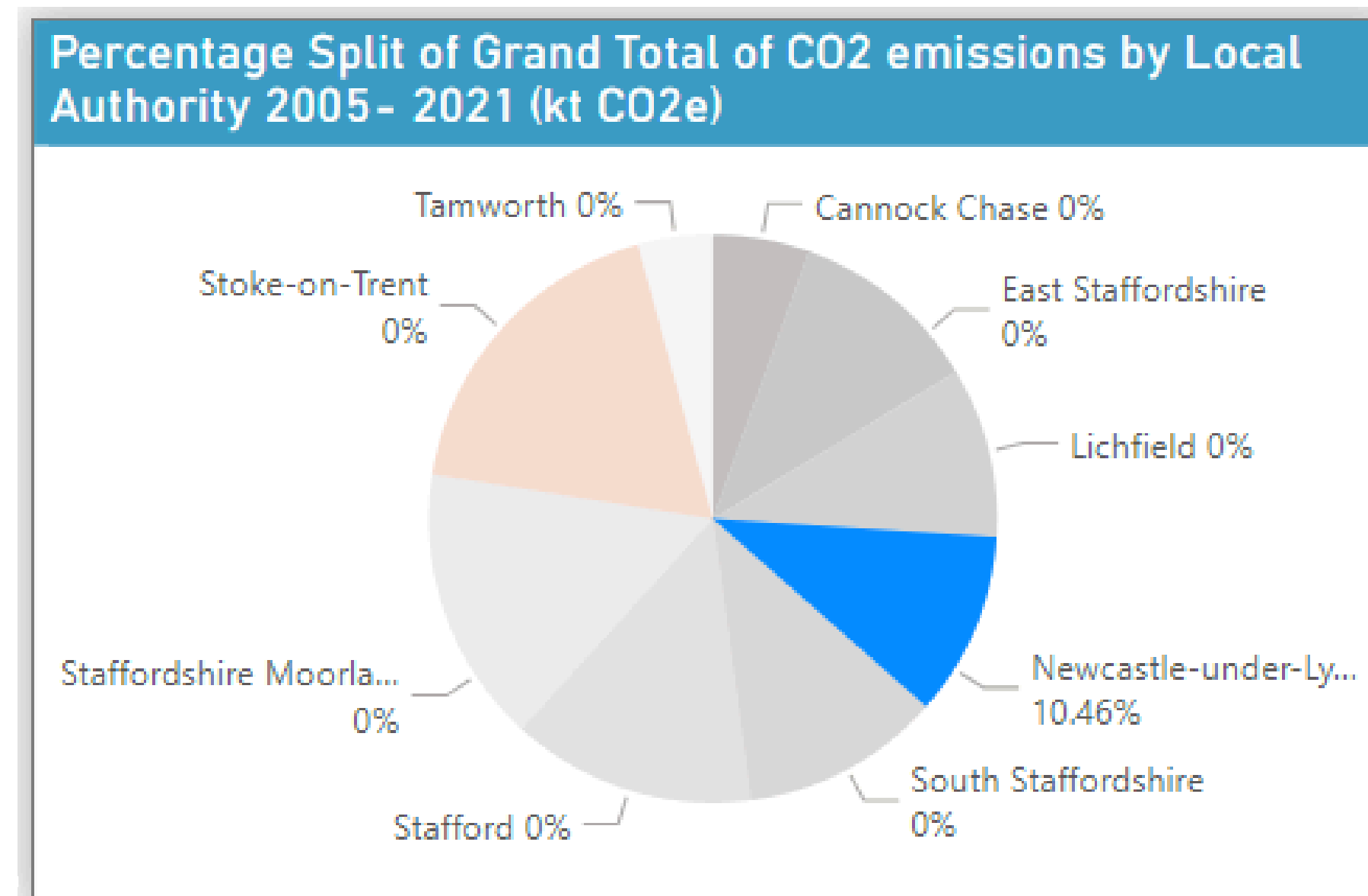
Since 2009 the Council has decreased our carbon footprint by around 50% from 4,136 tons of CO<sub>2</sub>e to around 2,011 tons of CO<sub>2</sub>e. This is due to electrification of some vehicles and the increased energy efficiency of new and redeveloped buildings in the Council's operations. Most of the Council's energy use comes from gas for buildings and fuel for the fleet, as shown this contributes a vast amount to our current annual carbon footprint. By reducing our use of fossil fuels the Council will be able to reduce the emissions it releases for the benefit of the environment and society. Additionally the Council has made great strides in the promotion of the local natural environment and biodiversity through a multitude of projects which will be discussed later in this strategy. The data provided is all internally generated and calculated within the Council.



# Newcastle Borough's Baseline

Compared to other local authorities in Staffordshire, Newcastle-under-Lyme borough is doing well in reducing its own emissions and makes up just 10.46% of all emissions in Staffordshire.

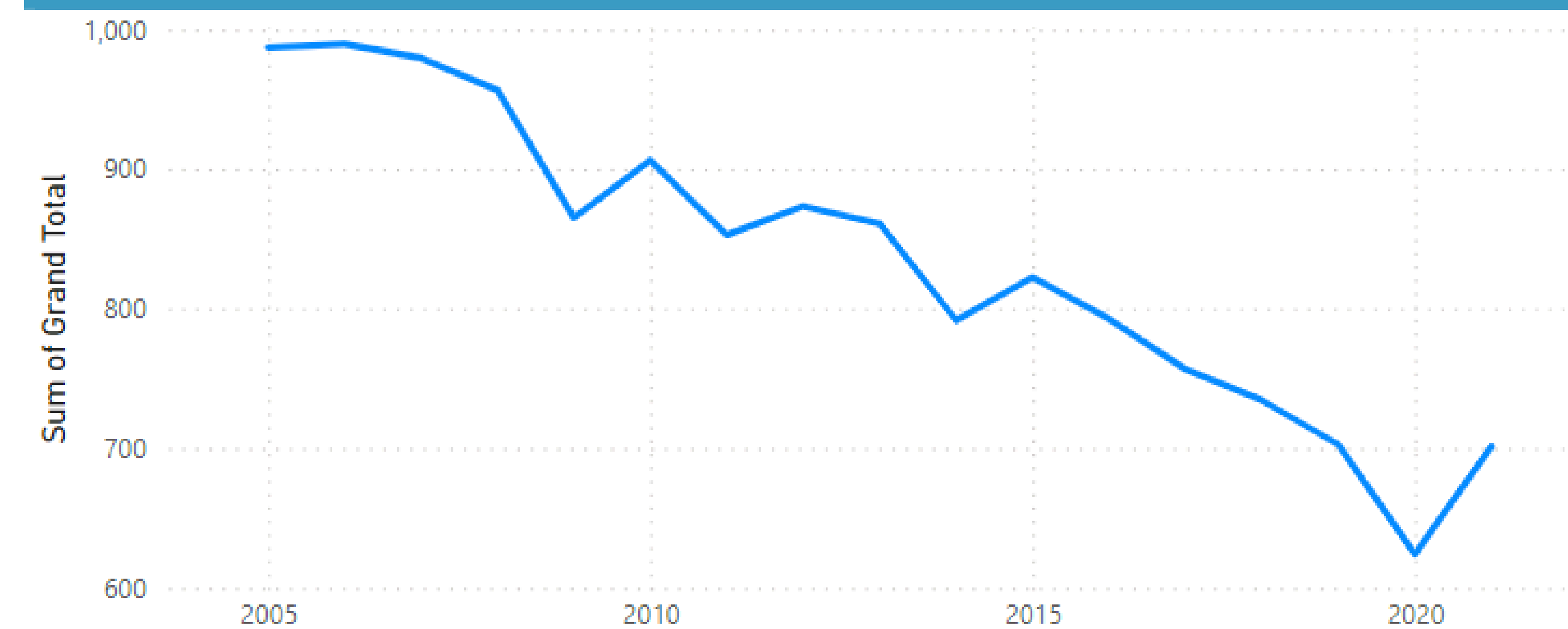
In 2021 the Borough contributed a total of 701.38 kt CO<sub>2</sub>e to the atmosphere, around 300 kt CO<sub>2</sub>e less than 2005 emissions. This emissions count continues to decrease every year except after the pandemic when operations began again. To reduce emissions and decarbonise our activities in the Borough we must collaboratively work together to electrify and make more efficient houses, businesses and transport as well as promote the local environment which can sequester carbon.



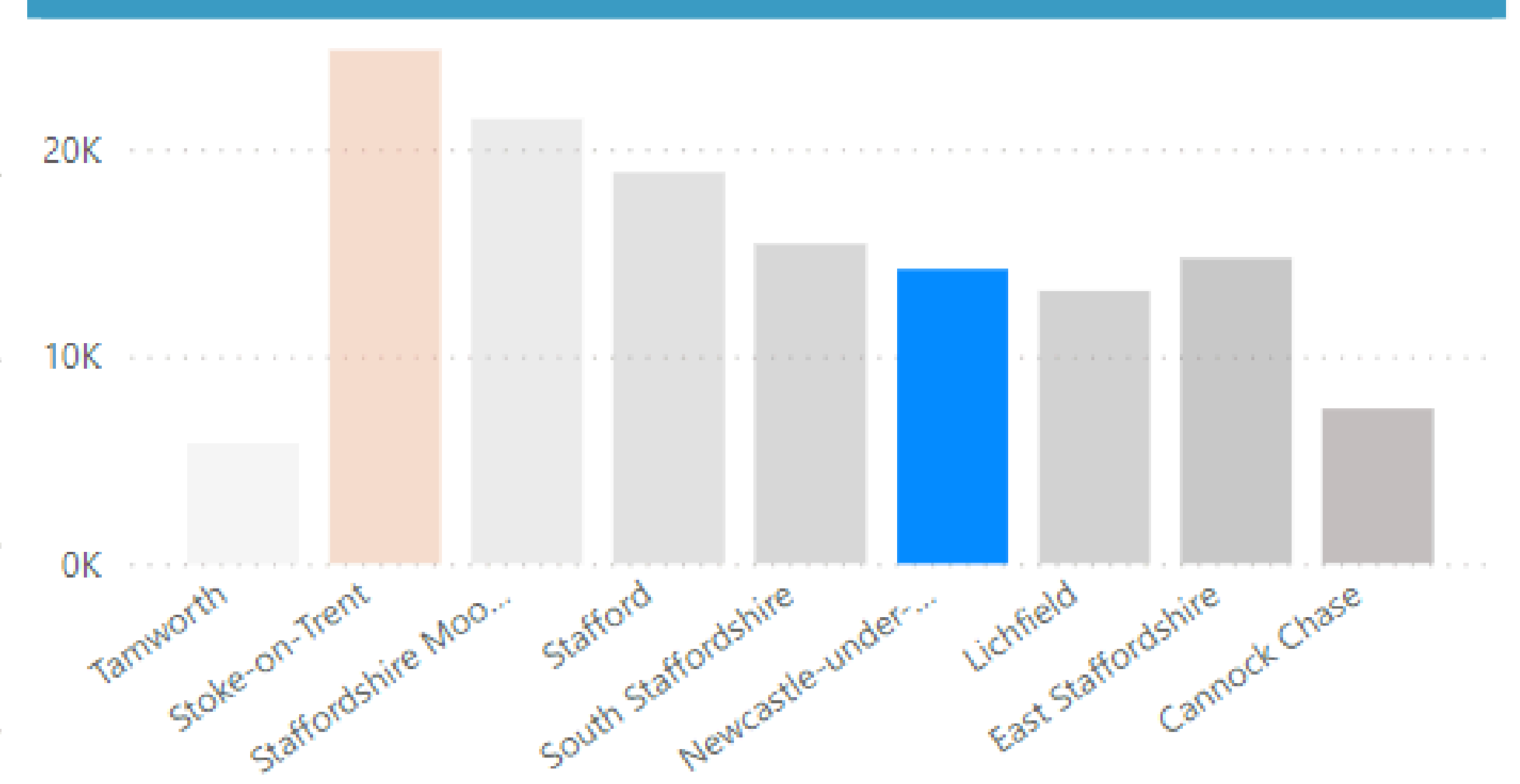
Grand Total of CO <sub>2</sub>	2005	2013	2014	2015	2016	2017	2018	2019	2020	2021
Tamworth	.27	366.34	329.95	316.09	291.32	273.26	272.92	250.30	221.55	239.89
Stoke-on-Trent	.13	1,467.55	1,504.04	1,452.40	1,400.63	1,153.66	1,119.33	1,050.46	932.28	1,023.14
Staffordshire Moorlands	.65	1,273.91	1,259.23	1,240.00	1,213.40	1,119.58	1,186.66	1,106.06	1,006.88	1,069.55
Stafford	.95	1,177.28	1,097.97	1,081.97	1,058.19	999.55	979.19	929.08	785.66	868.80
South Staffordshire	.58	925.90	881.34	855.86	855.00	874.89	843.18	820.47	735.17	816.94
<b>Newcastle-under-Lyme</b>	<b>.44</b>	<b>860.83</b>	<b>791.75</b>	<b>822.40</b>	<b>792.68</b>	<b>756.49</b>	<b>734.35</b>	<b>702.67</b>	<b>624.00</b>	<b>701.38</b>
Lichfield	.70	802.47	751.99	740.17	723.01	711.82	694.65	672.91	572.87	643.63
East Staffordshire	.44	913.24	829.20	794.72	768.54	746.38	737.27	679.59	602.64	655.99
Cannock Chase	.56	466.32	420.68	404.53	385.56	377.94	366.75	340.42	308.90	323.78

11

**Grand Total of CO<sub>2</sub> emissions by Calendar Year and Local Authority 2005 - 2021 (kt CO<sub>2</sub>e)**



**2021 Only - Grand Total of CO<sub>2</sub> emissions by Local Authority (kt CO<sub>2</sub>e)**



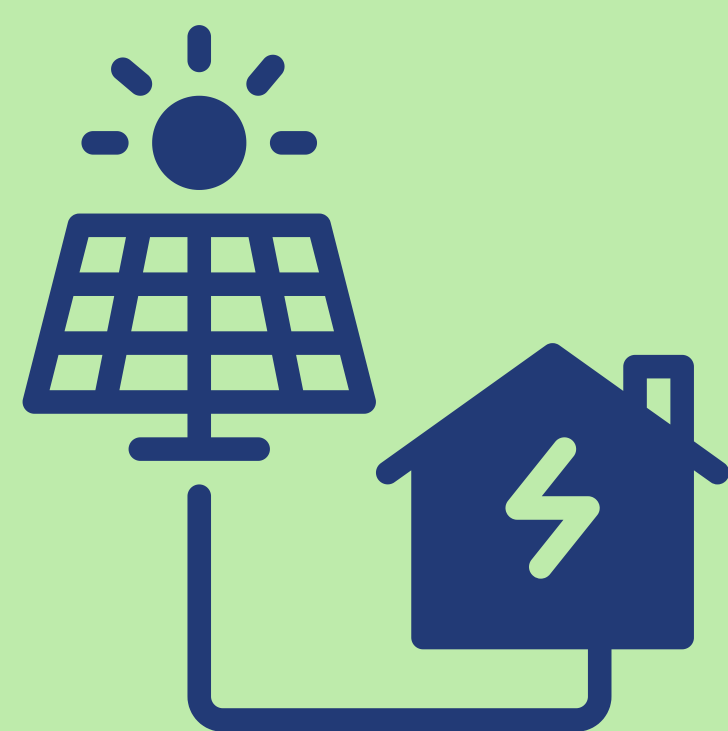
# Action Themes

This plan will cover 4 specific themes to ensure that all different sectors of the borough are developed in a more sustainable way. Through focusing on 4 key themes the Council can ensure a healthy, clean and biodiverse borough for residents, businesses and visitors by 2050.

These action themes are:

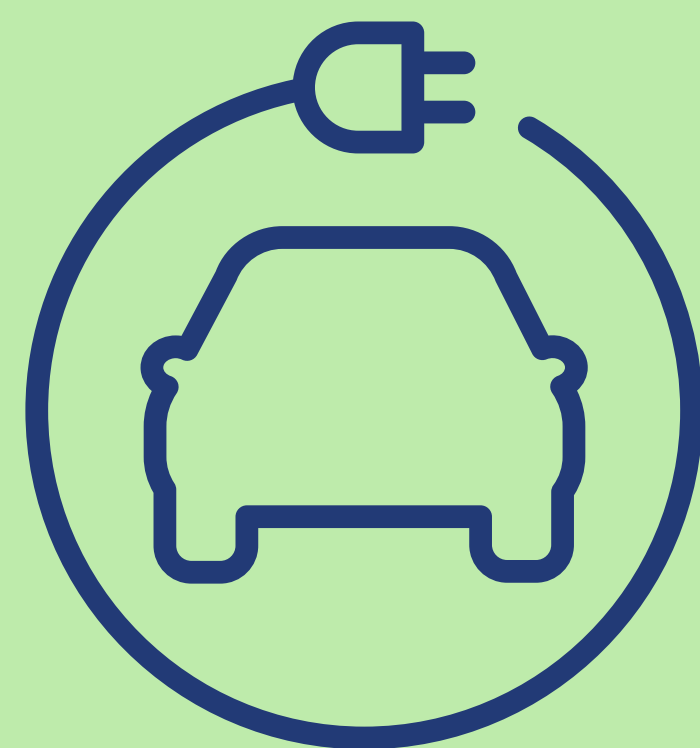
## Built Environment & Energy

The Built Environment is a range of different infrastructure that we use on a daily basis such as our homes, businesses, roads, etc. All these consume energy, which a significant amount still comes from fossil fuels. To develop a more sustainable built environment and energy system we must focus on decarbonising our energy consumers and producers. Any development in this sector must be from a fabric (insulation) first approach.



## Travel & Transport

We use different kinds of travel and transport every day from travelling by foot to travelling short and long distances by car, bus, train and plane. Transport and travel has one of the largest impacts on the planet so by converting vehicles to more sustainable energies like clean electric or green hydrogen we can stop the production of harmful greenhouse gases from the sector. Even better we can use more public and active travel.



## Natural Environment & Sequestration

The natural environment balances our planet and allows for a stable climate and environment for us to live in. Secondly our natural environment is very efficient at sequestering and storing greenhouse gases like carbon. The Council and borough have a responsibility to promote the local environment to increase biodiversity both for the recovery of local species and habitats as well as the removal of carbon from our atmosphere for a cleaner borough for all.



## Engagement & Behaviour Change

Most importantly is the collaboration between the Council and the borough through engagement and changing our behaviours to create a more sustainable future for everyone. To have any success in these core themes we must ensure all voices are involved in this process and that we work collaboratively for more sustainable infrastructure, energy, transport and environments.





# Governance

The governance and accountability of this strategy and plan will be dependent on the sustainable environment working groups that feed into and form the plan as well as a bi-annual review of the plan by Health, Wellbeing & Environment Scrutiny Committee and an annual review by Cabinet. Each service will have a sustainable environment working group to drive forward the actions in the delivery plan to ensure different services are responsible for the transition towards a more sustainable future in the borough. Upon review, the strategy and plan will be updated with new information, action progress and other additions to ensure it is a live document and always relevant.

In total there are 8 working groups, each focused on different services in the Council. These include:

- Commercial Delivery
- Regulatory Services
- Neighbourhood Delivery
- IT & Digital
- Sustainable Environment
- Legal & Governance
- Strategy, People & Performance
- Planning

These working groups will identify relevant actions from the main delivery and service plan for the working groups to progress and achieve in collaboration with relevant service leads and the Sustainable Environment Services. Once done these will be reported, with progress being updated in the delivery plan during the next occurring bi-annual review. Working groups will meet monthly for every different service. Service leads will also have their own quarterly working group together as well to ensure good communication between different services and the implementation of actions by their deadline. Each service has their own focused delivery plan in the documentation.



# Upholding a Live Strategy

To ensure this Strategy and Delivery Plan continues to stay relevant till 2050 it will be constantly updated and reviewed after being adopted by Cabinet. This includes updates to different actions as well as the addition of actions where the need is identified. This allows for an accountable and impactful document that can lead the Council and borough towards a more sustainable future.

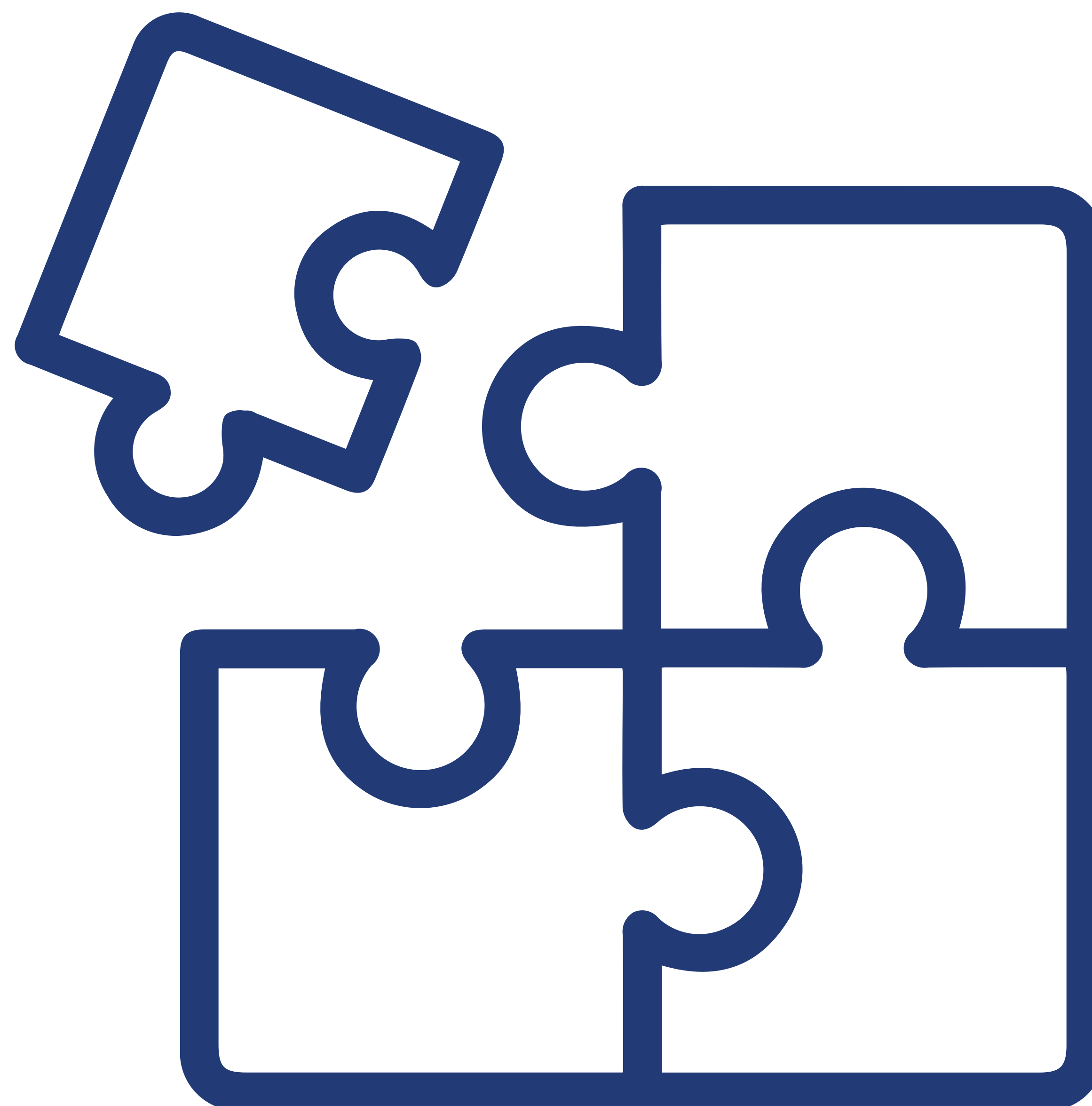
Just like a puzzle this strategy will have pieces continually added to it after publication to ensure its relevance and impactfulness. Below is a list of identified reasons why the Council may edit this strategy and delivery plan:

To update current actions with sub actions, new status/completion and leads for example.

To add new action to different sections of the delivery plan to keep relevance which may be brought up by Council staff or community members.

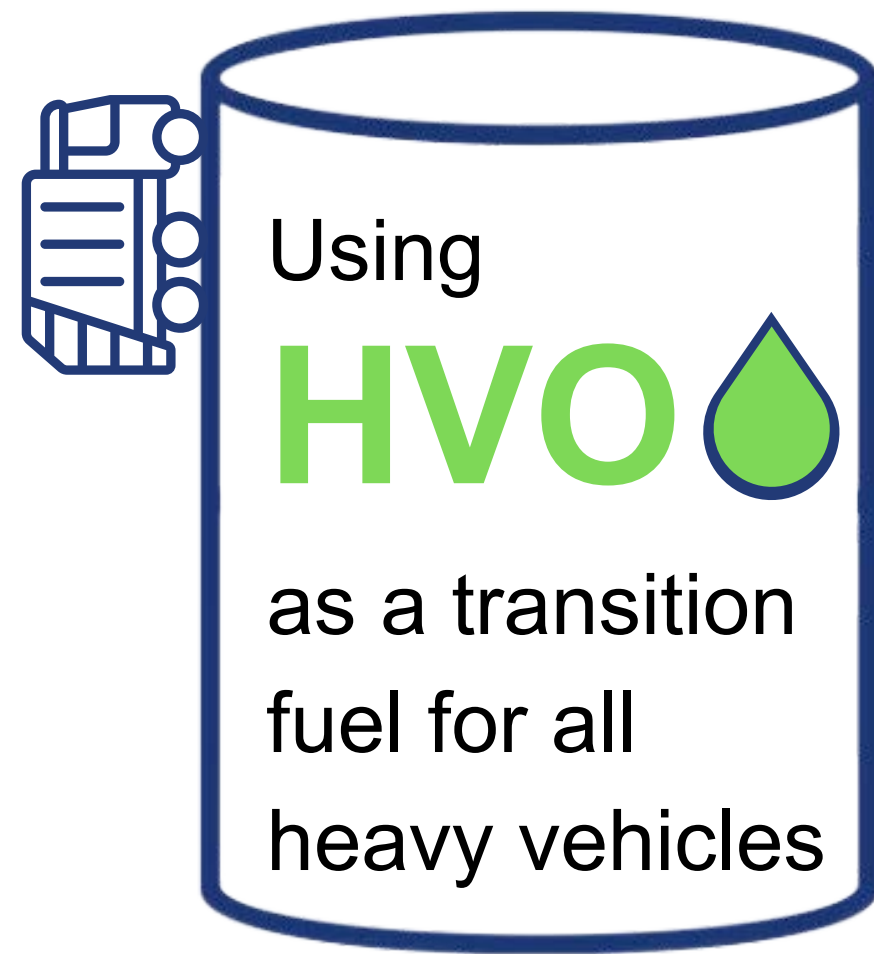
To update the strategy and delivery plan where information has changed such as different scientific advancements or current photos.

This way the Council's plans for a sustainable future are always relevant and updated for the public and will serve as a key tool in future development. Actions in this plan sit within each different of the 4 action themes. Additionally a Council service focused delivery plan will be adopted and actions from a network of service focused meetings on sustainability called the Sustainable Environment Workings Groups will have their own set of actions linked with the service plan. **The Strategy and Plan will be bi-annually reviewed and adopted by Scrutiny Committee and annually reviewed and adopted by Cabinet to ensure it continues to develop until 2050.**





# Some of our achievements...



Using **HVO** as a transition fuel for all heavy vehicles



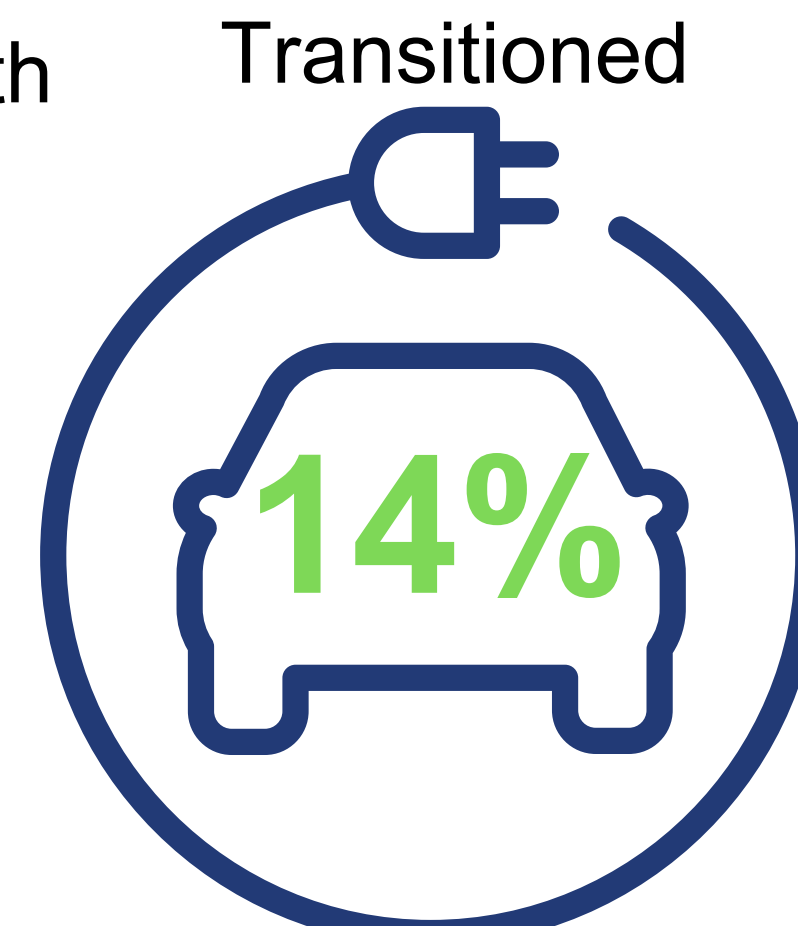
Provided **sustainability training** for all Council staff



Encouraging **meadows** in the borough with the Grassland Management Strategy

**10% BNG**

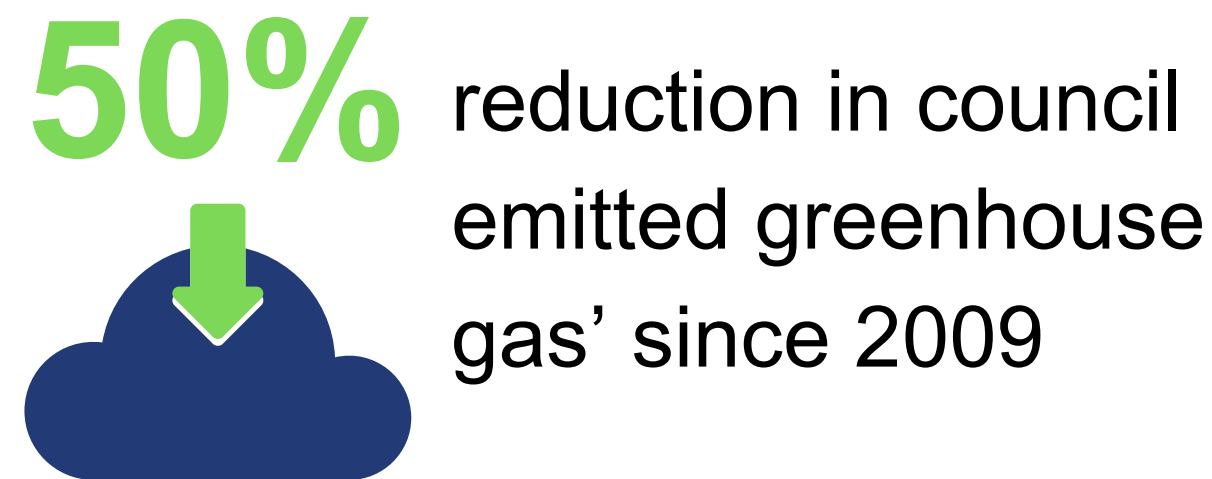
has been included in the Local plan as a requirement for all new developments

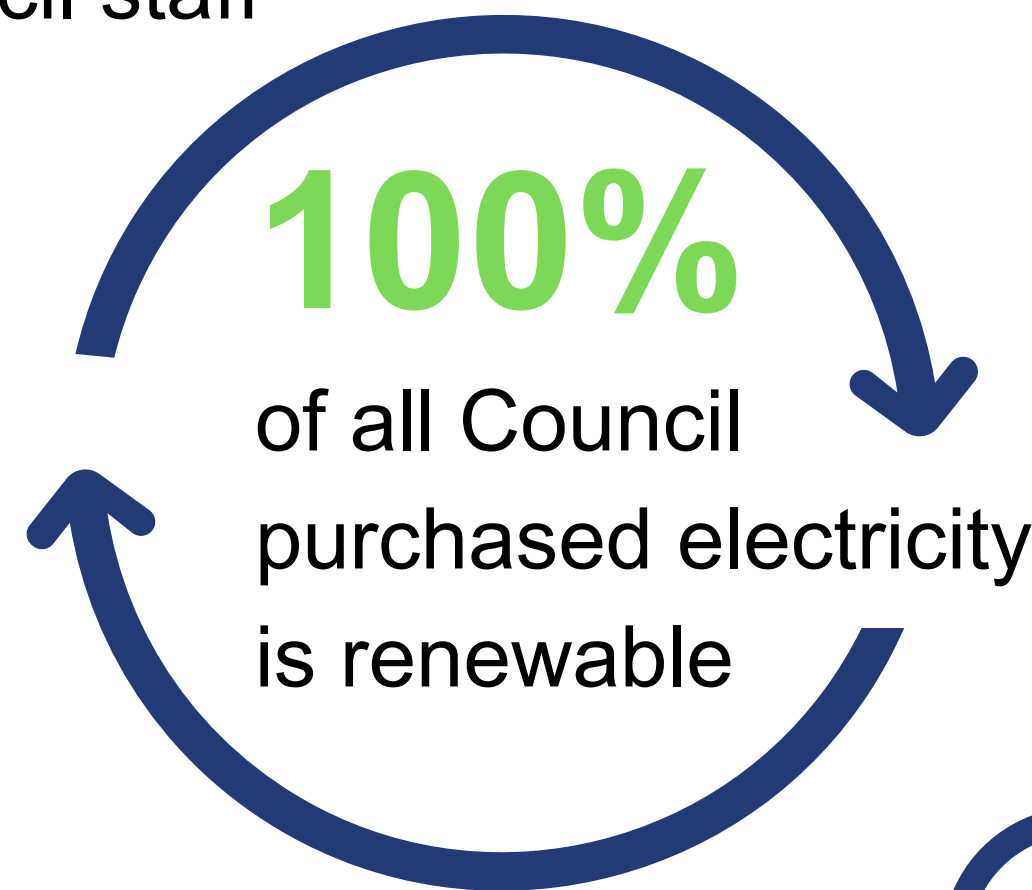
Transitioned **14%** of all light vehicles to electric



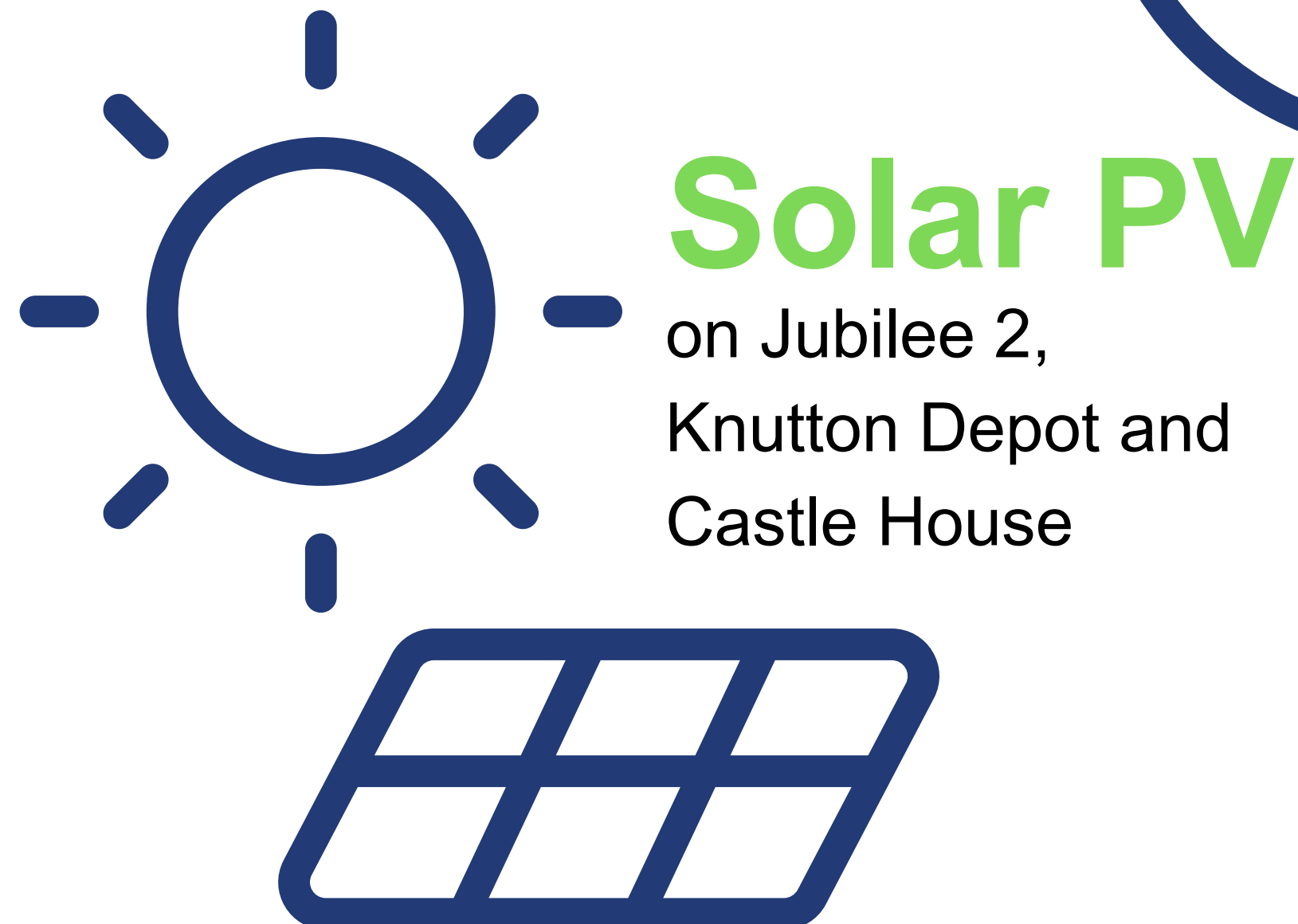
**36** houses have been decarbonised with external funding



**50%** reduction in council emitted greenhouse gas' since 2009



**100%** of all Council purchased electricity is renewable



**Solar PV** on Jubilee 2, Knutton Depot and Castle House



Planted over **15,000** trees in 21 green spaces as part of the Urban Tree Planting Strategy



Transitioned all streetlighting into **LEDs** and currently transitioning Council owned buildings



# Net Zero Council by 2030

## Introduction

**One of the Council's most ambitious targets is the development of a Net Zero Council, including buildings and fleet by 2030. To underpin this work and create a baseline for actionable developments, the Council had delivered a Net Zero Roadmap through multiple external consultancies. The findings and data from the Roadmap will be outlined in this section.**

To become Net Zero is to reduce greenhouse gas emissions to a net zero amount, which means the emission of little to no greenhouse gases by operations. The Council needs to decarbonise all of its operations from electrifying the fleet, electrifying buildings and making them more energy efficient and installing renewable energies like solar. These are all within scope 1 of the Council's emissions. Scope 2 is ensuring the energy sourced for buildings and the fleet is clean, and for scope 3 the Council will need to ensure that all staff travel and all production, distribution and disposal of resources we order in, is low or zero emissions. The Council's scope 3 emissions will be mapped for action, mostly through an independent service focused plan.

What happens if the Council cannot reach exactly net zero greenhouse gas emissions? Well one way to ensure that we can reduce the remaining emissions is through the sequestration and storage of carbon. This is done through promoting the natural environment which can take carbon out the atmosphere and store it. This will be outlined in more detail in section 7 Natural Environment.

The drive to create this strategy and delivery plan was adopted through Cabinet in October of 2023 which also included more in depth information regarding the Council's estate and fleet energy use and decarbonisation. Please go to the Review of Environment Strategy & Roadmap to Net Zero Cabinet Report<sup>8</sup> in the Glossary at the end of this document to view this data in more depth.



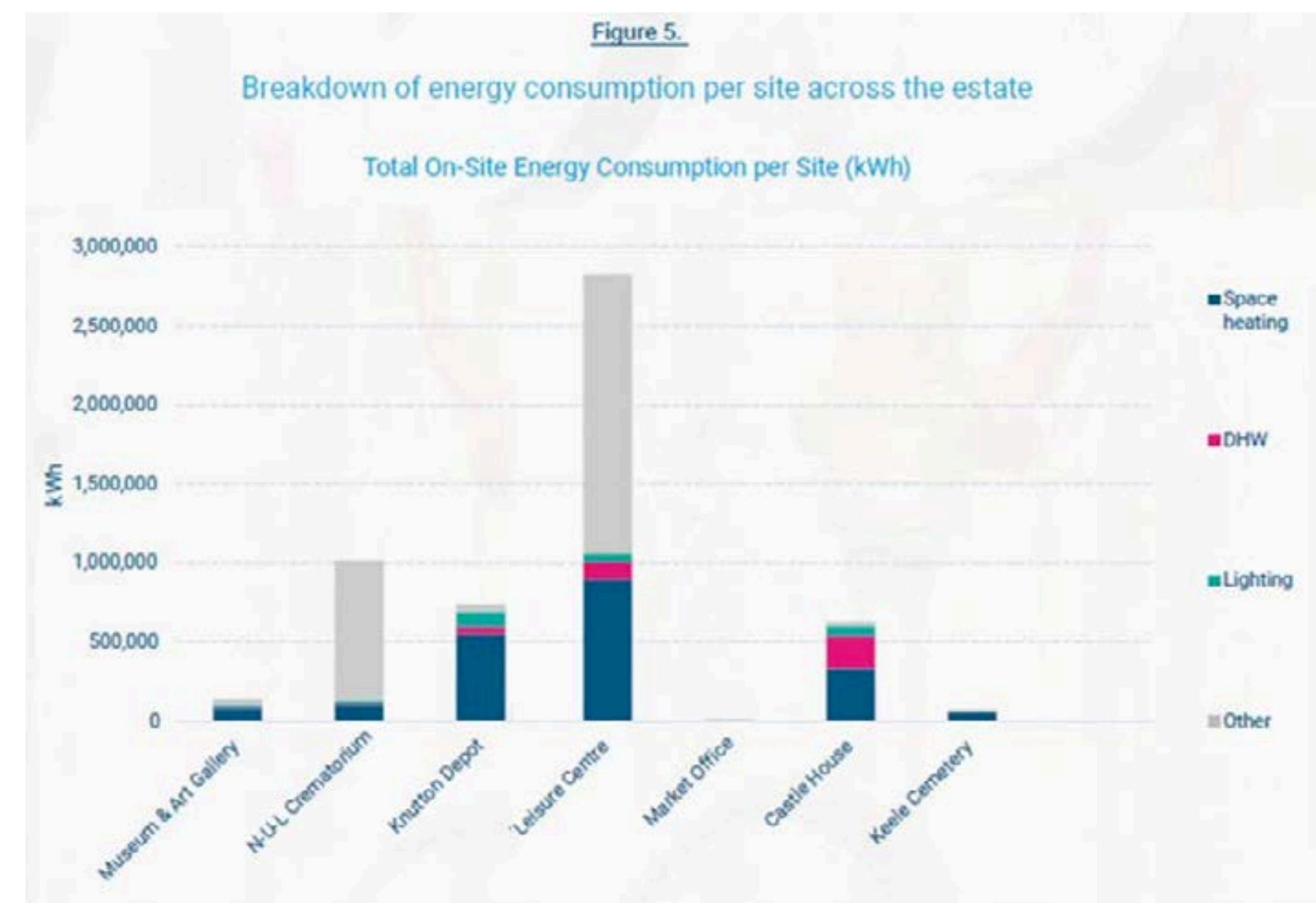
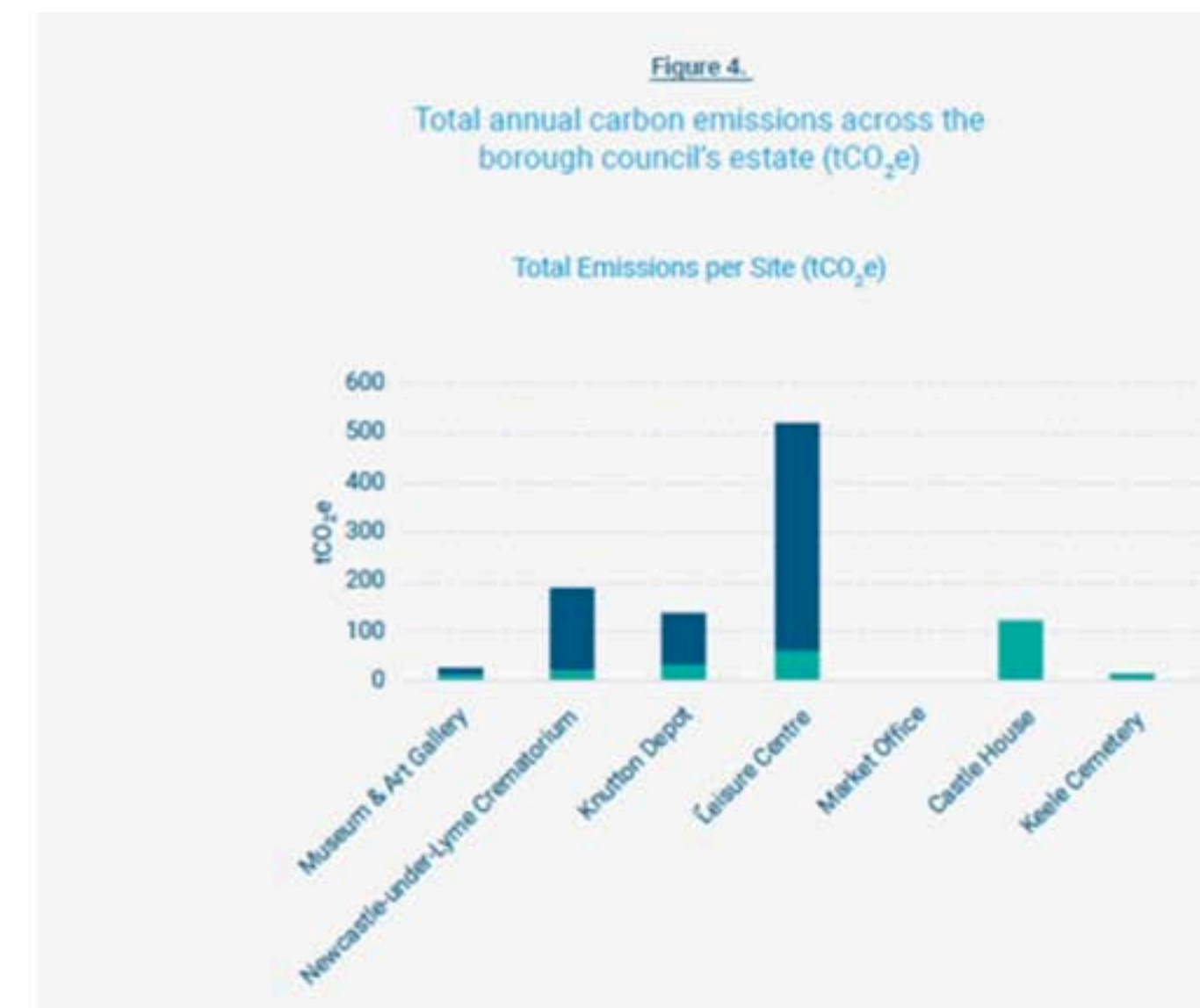
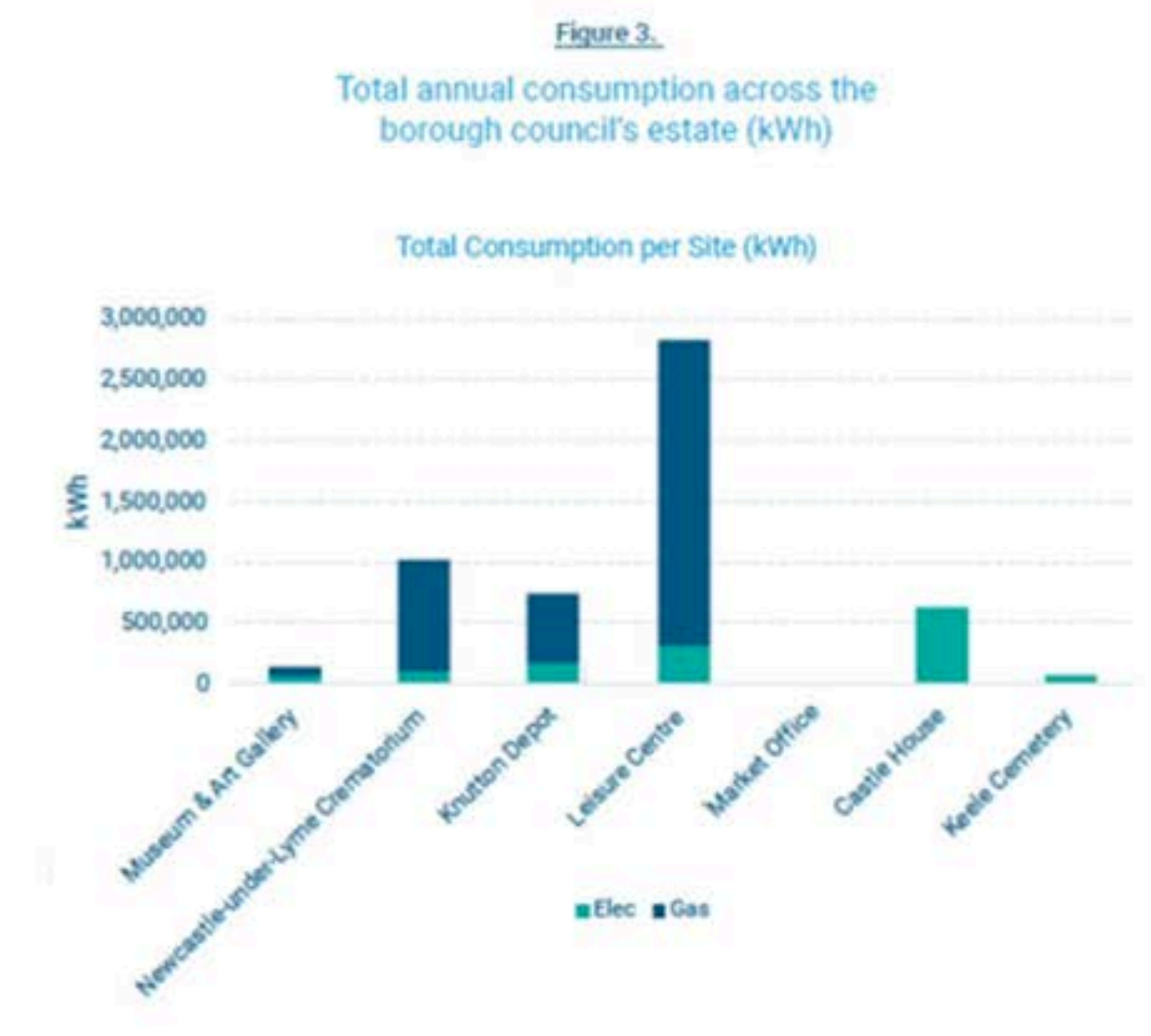


# Council Built Environment Baseline

The Council’s ambition for a net zero organisation by 2030 must include its buildings as they contribute to a significant amount of emissions that come from the operations of the Council. The data from Faithful and Gould presented in this report outlines the actions needed from Newcastle-under-Lyme Borough Council to decarbonise its entire stock of buildings.

In total, there were 7 sites that were examined as part of the consultancy: Brampton Museum, Bradwell Crematorium, Knutton Depot, J2 Leisure Centre, the Market Office, Castle House and Keele Cemetery. The technology, fabrics, energy efficiency, energy use and emissions of each site were evaluated by external consultants and summarised in a report.

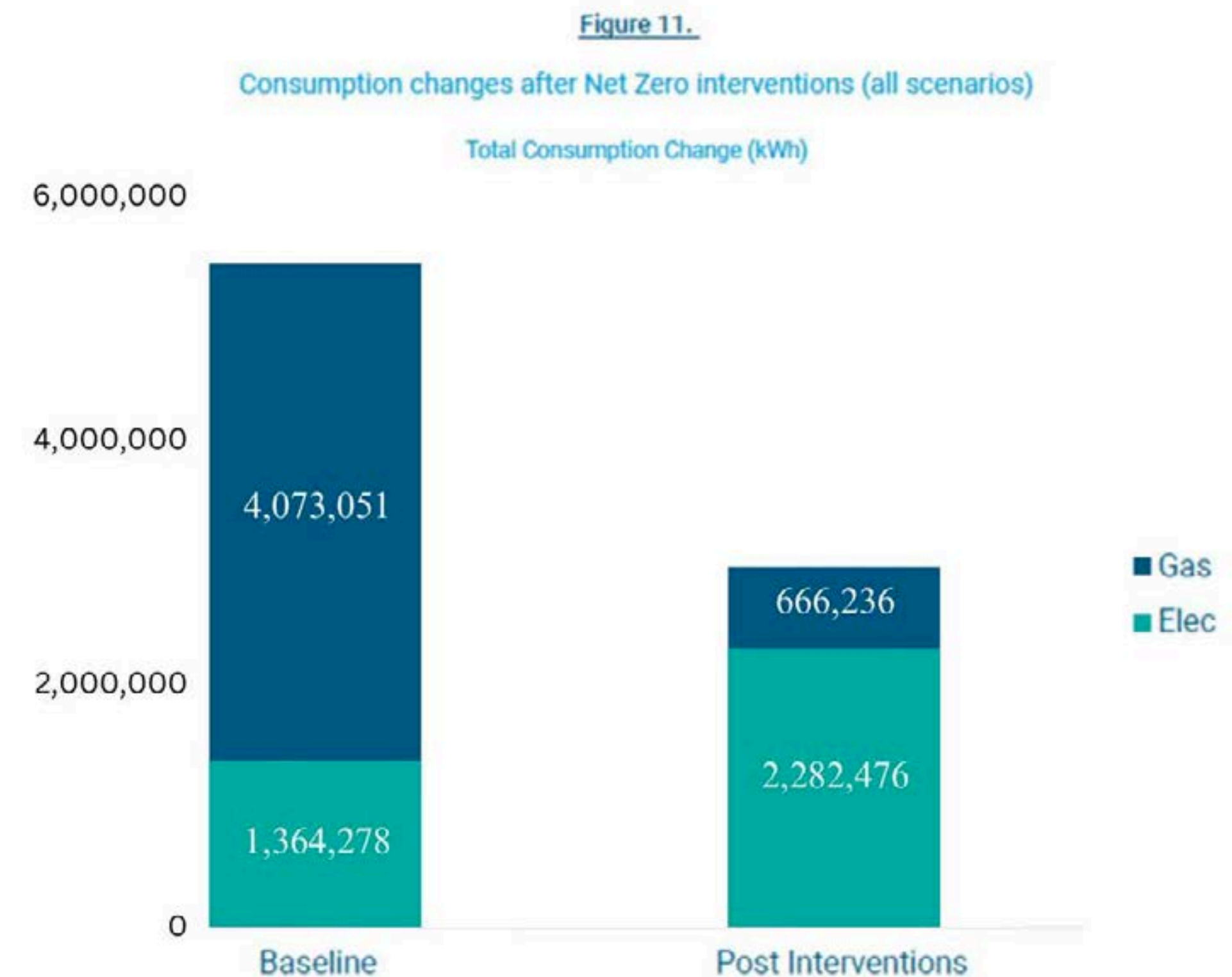
As seen in Figure 2, the Council, to achieve our 2030 goal in the most effective way must first upgrade site insulation and lighting to LEDs, then transition heating systems like boilers to heat pumps, then install renewable energy on or off site for the Council’s sites and finally offset any remaining emissions through offsite developments and green infrastructure. As seen in Figure 5 the largest consumers of energy are Jubilee 2 Leisure Centre (Pools) and Bradwell Crematorium (Furnaces). As the largest consumers they also emit the most carbon as they are majority powered by gas instead of renewable electricity.





# Council Built Environment Baseline

Through introducing net zero buildings the Council can greatly reduce our greenhouse gas emissions through the increase in energy efficiency and reduction in fossil fuel use as shown in Figure 11. For gas usage the Council used 4,073,051 kWh in the 2022-2023 economic year and estimates that with the introduction of more efficient and renewable technology a reduction to about 666,236 kWh for gas usage by 2030. For electricity the Council used 1,364,278 kWh during the year 2022-2023 and estimates an increase of usage to 2,282,476 kWh by 2030. Even though there is a perceived increase in electricity usage due to an increase in electrified technologies the overall energy being used and emissions generated reduces due to the elimination of almost all gas (fossil fuelled) powered systems and the installation of more energy efficient and renewable technologies. In total the current energy consumption of the Council's buildings is reduced by 2,488,617 kWh, from 5,437,329 kWh to 2,948,712 kWh which will continue to reduce as technology develops and becomes more efficient. Figure 17 shows the individual and total costs of each technology at each site as well as the carbon savings by 2030 after installation. The significant cost of the installations to become net zero will be fabric upgrades and heating and DHW installations which will cost more than three-quarters of the total needed to decarbonise these sites. The most costly however also most carbon saving and impactful developments will be the decarbonisation of the Leisure Centre and Knutton Lane Depot. The sites studied in this consultation will be used as case studies to decarbonise the rest of the Council's built environment.



**Table 17. Site and Cost Breakdown of Recommendations**

Site Name	Behaviour Change	Fabric Upgrades	LED Install	Heating & DHW Install	PV (Solar) Install	BMS/Controls Upgrade	Cooling Upgrade	Vent Upgrade	Total Cost (£)	Total Carbon Saved (tCO <sub>2e</sub> 2024 factors)
<b>Brampton Museum</b>	£178	£395,518	£17,056	£143,324	£0	£63,688	£0	£3,750	£622,514	14
<b>Bradwell Crematorium</b>	£626	£283,633	£32,755	£211,564	£36,700	£52,632	£0	£7,500	£625,411	31
<b>Knutton Lane Depot</b>	£632	£1,420,936	£44,664	£525,920	£42,000	£129,410	£0	£3,000	£2,166,561	96
<b>Jubilee 2 Leisure Centre</b>	£1,786	£0	£119,392	£3,438,300	£0	£106,600	£170,000	£10,000	£3,846,078	280
<b>Market Office</b>	£10	£1,335	£971	£4,853	£2,310	£607	£0	£750	£10,835	1
<b>Castle House</b>	£1,465	£0	£5,952	£0	£49,600	£0	£0	£0	£57,017	14
<b>Keele Cemetery</b>	£172	£0	£13,720	£0	£33,400	£20,580	£0	£0	£67,872	9
<b>Total</b>	<b>£4,869</b>	<b>£2,100,420</b>	<b>£234,510</b>	<b>£4,323,961</b>	<b>£164,010</b>	<b>£373,517</b>	<b>£170,000</b>	<b>£25,000</b>	<b>£7,396,287</b>	<b>445 tCO<sub>2e</sub></b>




# 2030 Built Environment Delivery Plan

To ensure the Council are able to decarbonise their own built environment, the Council will have set out a delivery plan for 2030 with actions assigned by a certain deadline, to different staff and services and finally with a summary of the action and its cost. This will allow an accountable process for the decarbonisation of the Council’s built environment. See the relevant actions below for the Council to achieve a net zero built environment by 2030:

### Scope 1

### Scope 2

### Scope 3

<p>To assign £7,396,287 of Council capital to the decarbonisation of flagship sites.</p> <p>£7,396,287 (£££)</p> <p>February 2024</p> 	<p>To deliver the decarbonisation of all Council owned flagship sites which includes:</p> <ul style="list-style-type: none"> <li>• Brampton Museum &amp; Park</li> <li>• Bradwell Crematorium</li> <li>• Knutton Lane Depot</li> <li>• Jubilee 2 leisure Centre</li> <li>• Newcastle Market Office</li> <li>• Castle House</li> <li>• Keele Cemetery</li> </ul> <p>£7,396,287 (£££)</p> <p>December 2030</p>
<p>Assign appropriate capital for remaining Council owned sites.</p> <p>£££££</p> <p>January 2026</p>	<p>Consult on the decarbonisation of remaining Council owned sites in the borough according to the flagship sites.</p> <p>£££</p> <p>December 2030</p>

To power the uncovered demand of the Council’s built environment on 100% clean/renewable electricity

££

August 2024

To ensure all contractors and resources used in decarbonising the Council’s built environment are net zero and ethical or have plans in place to be so by 2030.

£££

April 2026

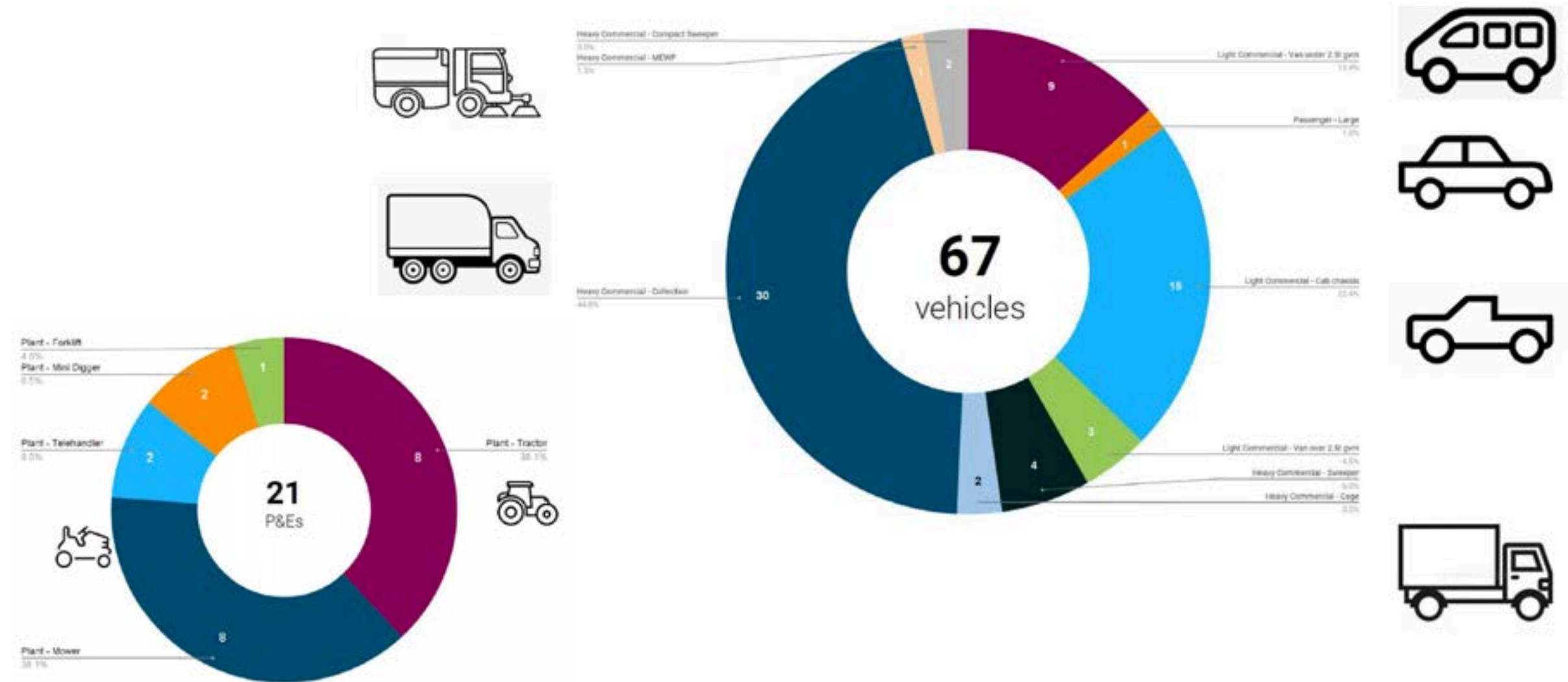
By decarbonising the Council by 2030 the organisation can reduce its carbon emissions and reduce costs of energy significantly. The actions on this page reflect what needs to be achieved and by when to be able to create these significant savings. To ensure accountability and the free flow of this document there is an additional SESDP Actions Policy Document located on the Council’s website which details all actions in more depth and has updates on each action, such as if they have been achieved. To achieve these goals the Council have set aside £7.4M in capital until 2030 for flagship buildings in the estate.



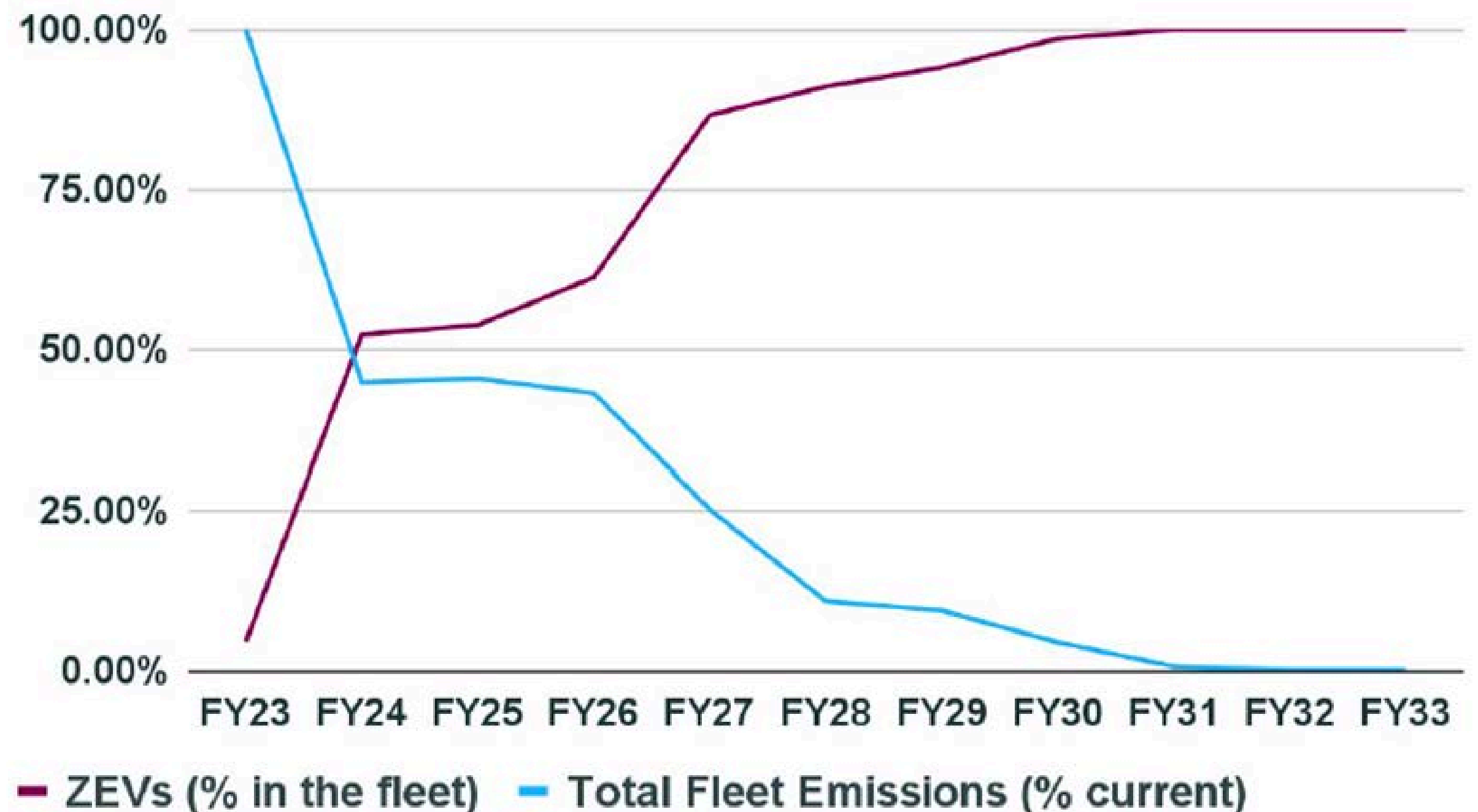
# Council Fleet Baseline

Additionally the Council must decarbonise its own fleet to become a net zero organisation by 2030. This entails the electrification of all light, heavy vehicles and assets. This will ensure the Council's fleet is powered from clean energy sources. Hydrogen and other clean energies may be used where electrification is not a viable option. Everergi have provided the fleet decarbonisation data present.

The Council has 67 vehicles and 21 assets in their fleet. The 67 vehicles consist of 39 heavy vehicles and 28 light vehicles. Most of the Council's emissions from the fleet come from our Heavy Commercial Vehicles (84% of total fleet emissions), especially the vehicles used to collect recycling and waste from the Borough (71% of total fleet emissions). For light vehicles cab chassis are the most impactful in emissions. This gives us an idea about what should be prioritised to be decarbonised or as the report mentions seek transition fuels until they are decarbonised, for example using Hydrotreated Vegetable Oil (HVO) instead of fossil fuels. As seen in the leadership transition graph as the Council increases the transition of fossil fuelled vehicles to Zero Emission Vehicles (ZEVs) the total amount of emissions from the fleet will drastically decrease as they will release no emissions and be powered by clean energy from the Council's energy supply and external energy supply.



## LEADERSHIP TRANSITION



### Carbon emissions combined

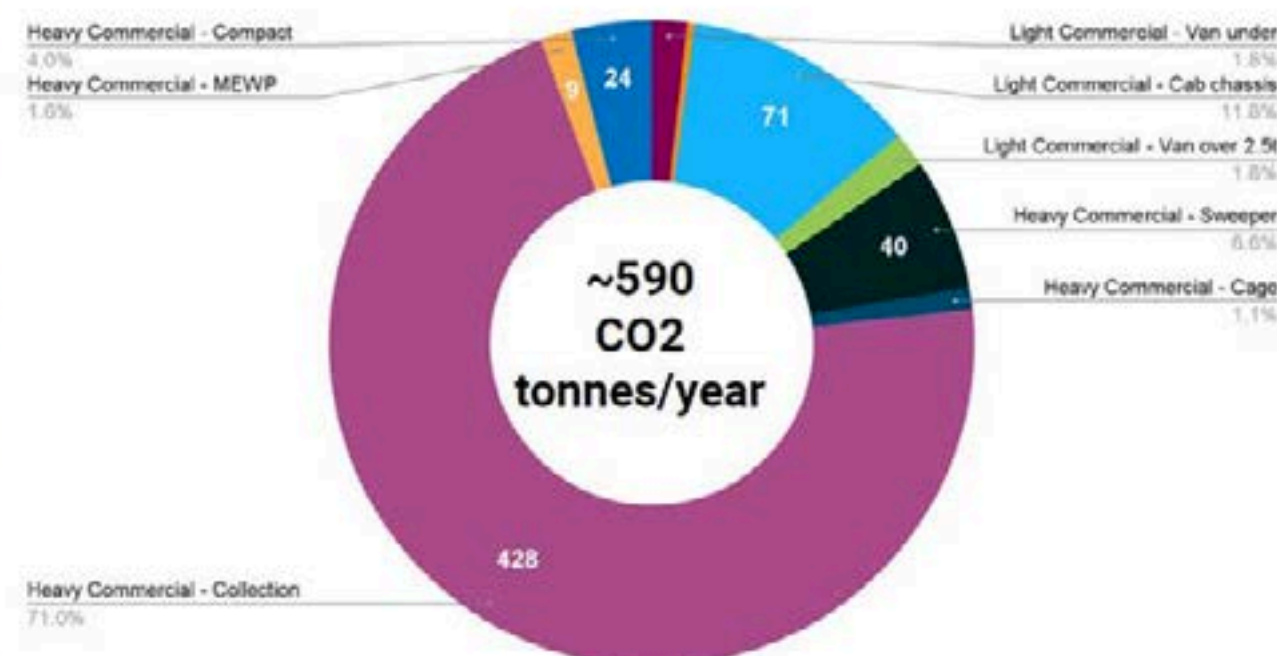
Collection freighters, Sweepers and Cab Chassis collectively account for around 89% of the Council's fleet CO<sub>2</sub> emissions.

Collection freighters, Sweepers and Light commercial cab chassis are the largest emitters of CO<sub>2</sub> emissions in the Council's fleet, collectively contributing around 89% of total emissions as seen on the chart. This is due to their predominance in the share of total vehicles and their relatively higher levels of utilisation.

Transitioning these three vehicle types to EVs will therefore be key for the Council to mitigate a large share of the fleet's CO<sub>2</sub> emissions.

Looking at the share between light and heavy vehicles, it is seen that heavy vehicles are contributing to around 84% of total fleet emissions (~496 tonnes out of ~590 tonnes of total fleet CO<sub>2</sub> emissions annually).

It should be noted that 23 heavy vehicles are indicated to use HVO as the main fuel. The carbon emissions of HVO can be up to 90% lower than diesel.





# Council Fleet Baseline

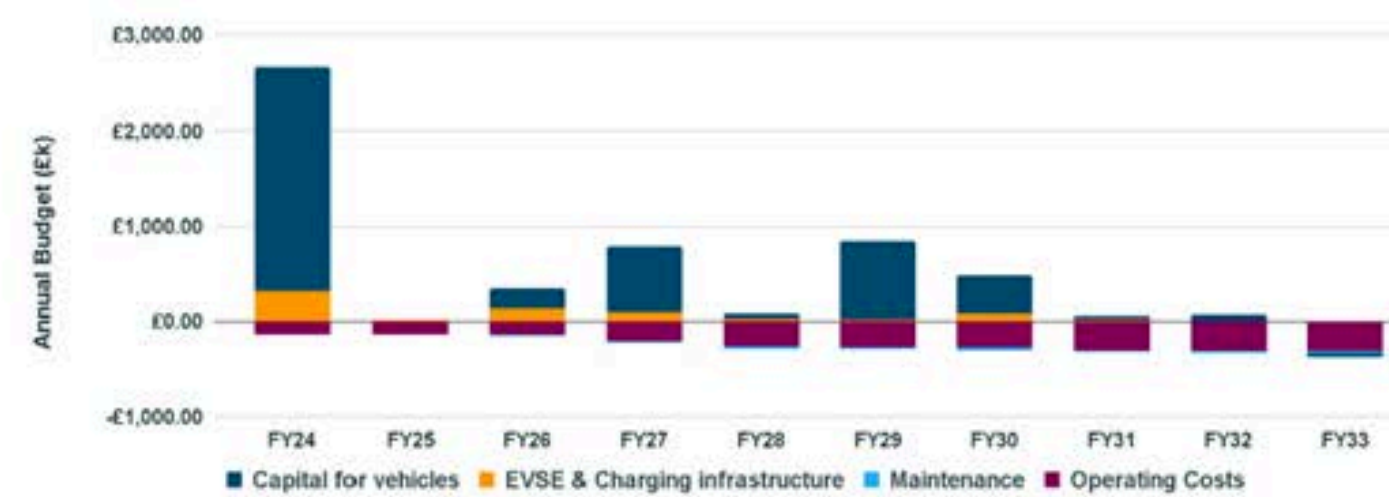
The total cost in a leadership scenario in decarbonising the Council’s fleet will cost around £10.76M which includes the operating costs, maintenance, capital expenses and capital expenses. As seen in the figure on this page, most of the charging infrastructure and new ZEVs will be purchased in 2024 where other vehicles like many of the Council’s heavy fleet will be purchased in later years before 2030. Most of the infrastructural upgrades will be done over the first couple years of this strategy, however the electrical upgrades to ensure that the clean energy the Council’s installed can be freely transmitted throughout different sites to charge vehicles.



## Scenario Analysis - Leadership transition FY 24 to FY33

The leadership scenario requires £2.86M extra over the period to FY33. Higher upfront vehicle purchases and the need to deploy infrastructure are only partially offset by operating and maintenance savings during the period to FY33.

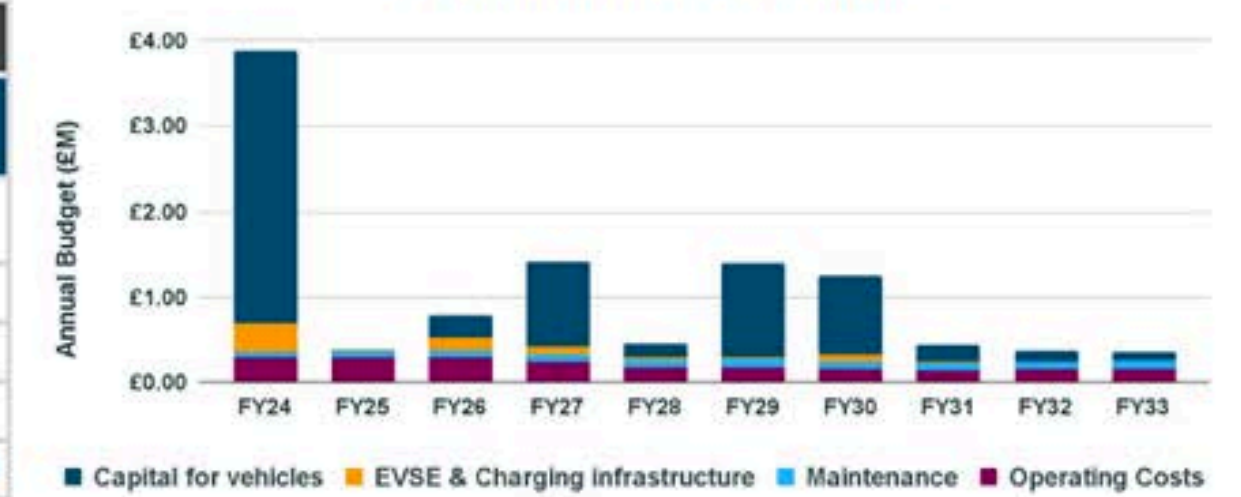
YEAR ON YEAR COST DIFFERENCE COMPARED TO BAU



BUSINESS AS USUAL



LEADERSHIP TRANSITION



Overall financial summary NPV 2023 to 2032			
Capital costs	BAU (£M)	Leadership transition (£M)	Difference
Vehicle operating costs	£4.41	£2.08	£2.34 M savings
Vehicle maintenance	£1.00	£0.84	£0.15 M savings
Vehicle capital expenses	£2.49	£7.11	£4.62 M additional
EVSE & charging capital expenses	£0	£0.73	£0.73 M additional
<b>Total</b>	<b>~£7.90</b>	<b>~£10.76</b>	<b>~£2.86 M additional</b>

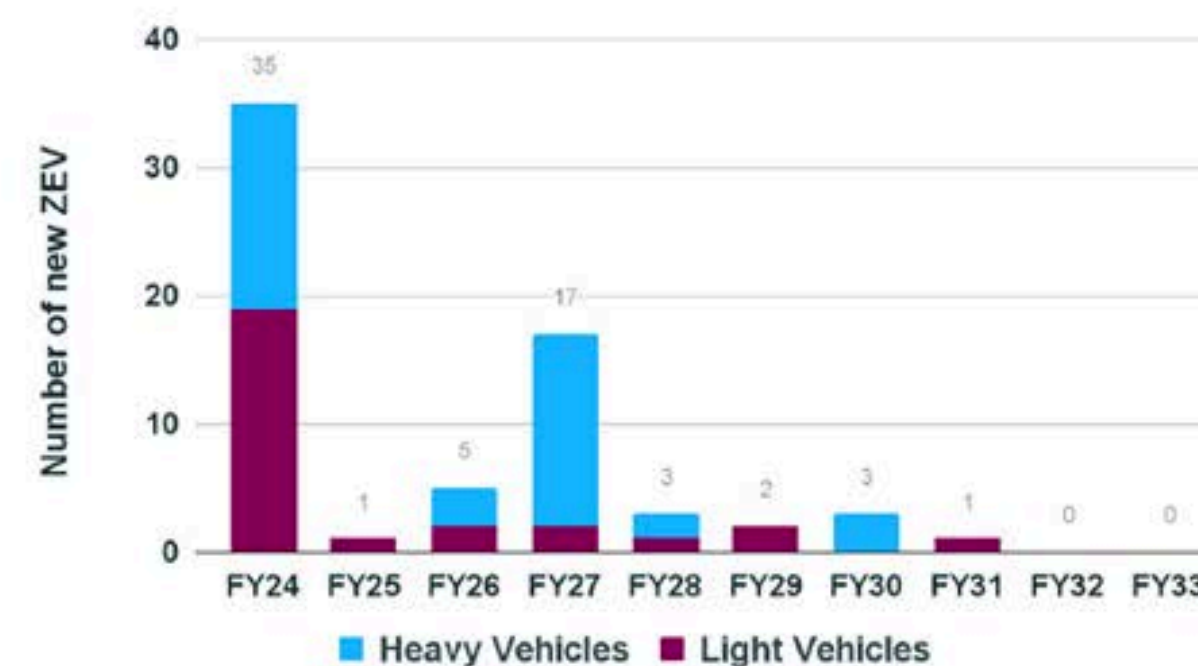
## Scenario Analysis - A leadership transition

Under a leadership scenario all of the light and heavy vehicle fleets will transition by 2033 and this will require sites to be ready in 2024. Many more light vehicles transition in this scenario.

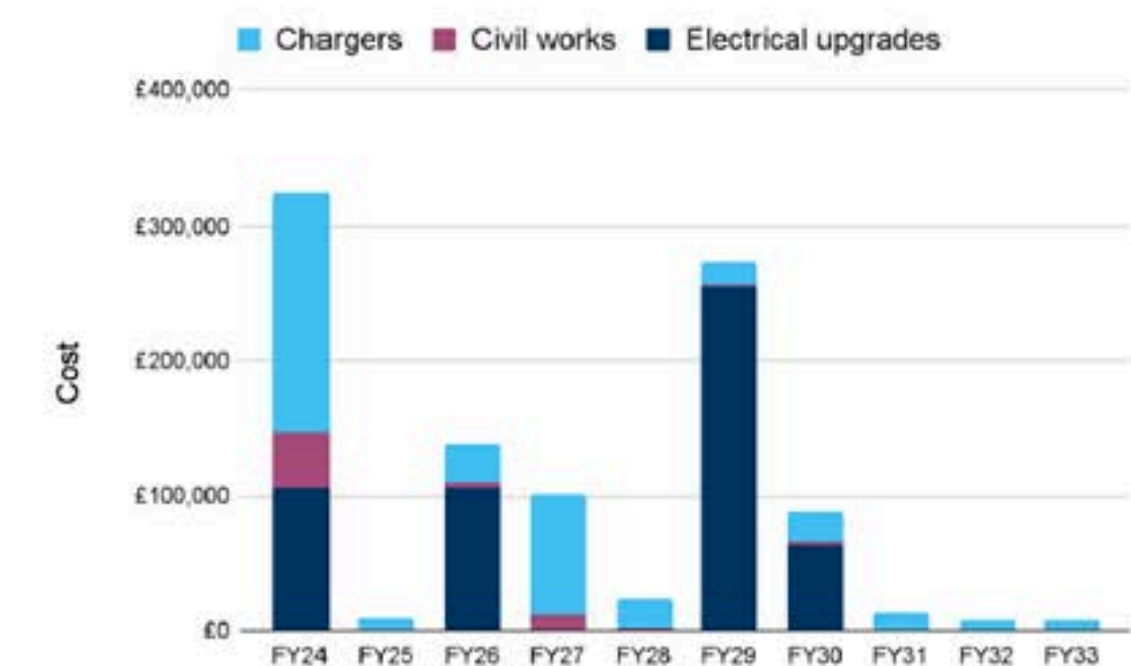
In this scenario EVs are selected based on a superior TCO or forced at the last transition prior to 2030. As in the previous scenario a fitness for purpose check rules out vehicles that can not meet the duty requirements from transitioning.

In this scenario all 67 vehicles (28 light vehicles and 39 heavy vehicles) are electrified before 2033. This scenarios sees many more light vehicles transitioning than in the economic scenario. Many of the early transitions between FY24 and FY27 are light commercial cab chassis. Major infrastructure upgrades at the depot site are required from 2024 to support the increase of EVs in the same year. The spillover to 2033 is due to the replacing period of vehicles, where some vehicles only see their first (suitable) replacement after 2030.

TRANSITION OF FLEET TO ZEV



INFRASTRUCTURE UPGRADES





# 2030 Fleet Delivery Plan

To ensure the Council are able to decarbonise their own fleet, the Council will have set out a delivery plan for 2030 with actions assigned by a certain deadline, to different staff and services and finally with a summary of the action and it's cost. This will allow an accountable process for the decarbonisation of the Council's fleet. See the relevant actions below for the Council to achieve a net zero fleet by 2030:

### Scope 1

To assign £10.76M of Council capital to the decarbonisation of the Council's fleet.

£10.76M (££££)

February 2024



To deliver the decarbonisation of all Council owned vehicles and equipment through the fleet transition plan.

£10.76M (££££)

December 2030

### Scope 2

To power the uncovered demand of the Council's fleet on 100% clean/renewable electricity

££

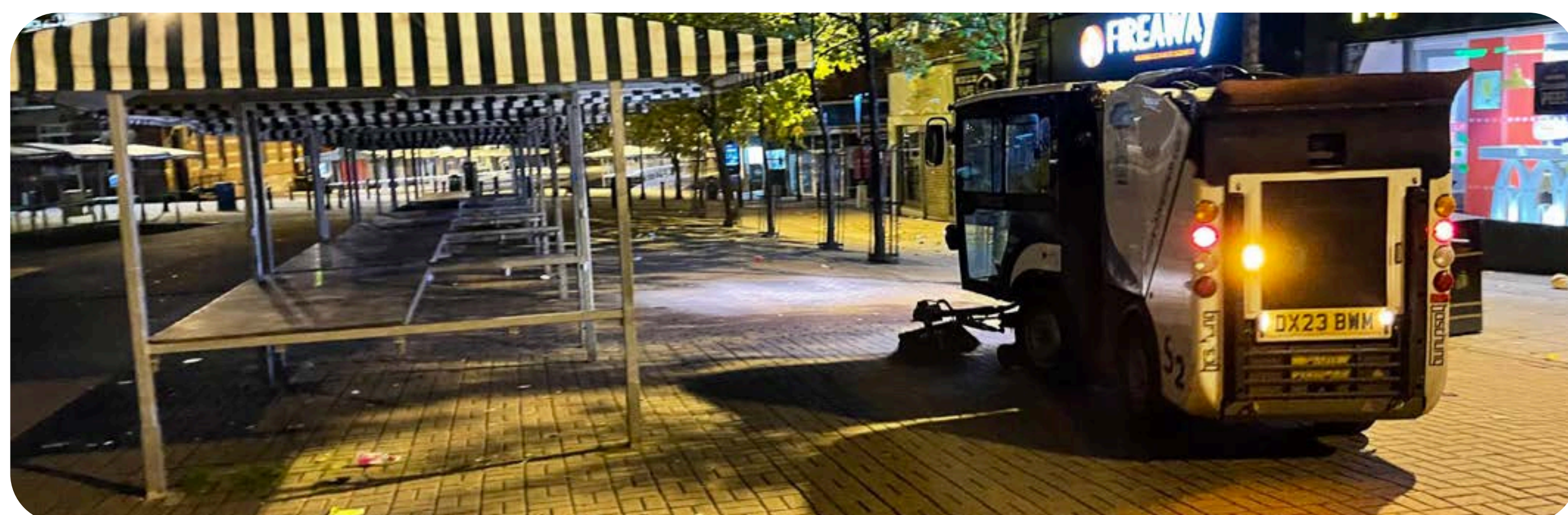
August 2024

### Scope 3

To ensure all contractors and resources used in decarbonising the Council's fleet are net zero and ethical or have plans in place to be so by 2030.

£££

April 2026



By decarbonising the Council's fleet by 2030, the organisation can reduce its carbon emissions and reduce costs of energy significantly. The actions on this page reflect what needs to be achieved and by when to be able to create these significant savings. To ensure accountability and the free flow of this document there is an additional SESDP Actions Policy Document located on the Council's website which details all actions in more depth and has updates on each action such as if they have been achieved. To achieve these goals the Council have set aside £10.76M in capital until 2030.



# Net Zero Borough by 2050

## Introduction

The Council has a duty to facilitate the creation of a net zero borough by 2050. This includes the evolution of our homes, businesses, travel and transport, agriculture, industry, waste and infrastructure to produce and consume renewable energy like solar, as well as develop interventions (insulation, heating, ventilation, cooling, lighting and smart controls) to increase their energy efficiencies. A net zero borough means the decrease in air pollution, decrease in energy costs and increase in social, economic and environmental sustainability.

Not only do we have to ensure all our built environment and transport systems are net zero but also the energy that powers them as a scope 2 emission and the waste, emissions, transport and the production and distribution of products that may come into the borough as scope 3 emissions. The problem may seem vast, however the Council, as well as many other local authorities, have the drive to achieve this goal and will be conducting consultations to inform actions that will be able to begin work towards a sustainable 2050.

What happens if the borough cannot reach exactly net zero greenhouse gas emissions? Well one way to ensure that we can reduce the remaining emissions is through the sequestration and storage of carbon. This is done through promoting the natural environment which can take carbon out the atmosphere and store it. This will be outlined in more detail in section 7 Natural Environment & Sequestration.

As we move closer to 2050, this strategy and plan will continue to develop as the Council and borough work together to create and implement action that will aid in achieving our 2050 net zero ambitions.





# Net Zero Borough by 2050 Baseline

## Built Environment & Energy

**Our Built Environment and Energy are responsible for a significant amount of the emissions from the borough and includes everything from our buildings, travel infrastructure, industry, waste, agriculture and of course the energy we generate.**

In the UK our built environment and the energy we use is responsible for around 70% of all Greenhouse Gas Emissions. This is a tremendous amount of emissions with our building and product use being the largest emitter in this category, which means our focus must be on the transition to buildings that are smarter and more energy efficient whilst also ensuring the energy they use is renewable. To achieve net zero it is incredibly important to decarbonise the built environment and energy that we use everyday.



## Travel & Transport

**Our Travel & Transport are responsible for the highest increase in emissions and emissions intensity. This continues to increase as we continue to burn fossil fuels to travel and can contribute significantly to a range of different issues.**

The various vehicles we use to travel around the UK and the borough contribute to more than 25% of the UK's total Greenhouse Gas Emissions. Just through the vehicles that we use to travel we produce a significant amount of air pollution that contributes to the acceleration of climate change. Travel and transport is just as important to decarbonise as well as the fuel used for our vehicles, to ensure the system is completely sustainable.





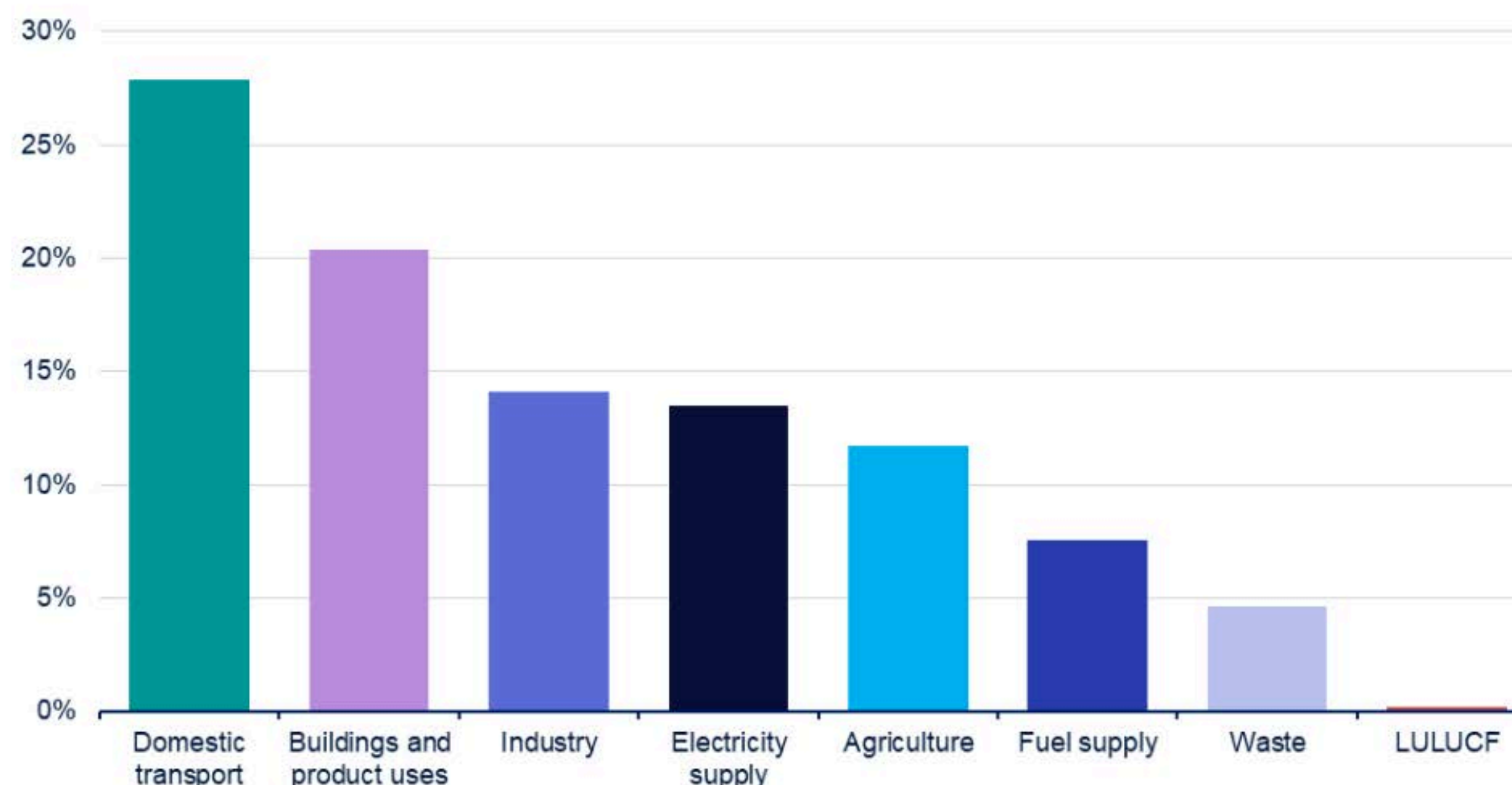
# Net Zero Borough by 2050 Baseline

In the UK domestic transport is responsible for the majority of our emissions, over 25% of all UK emissions. These are from the cars, trains, planes and other vehicles we use to travel. Otherwise our highest emissions value also come from the buildings and products we use on the daily from the things we buy, our workplace and our homes.

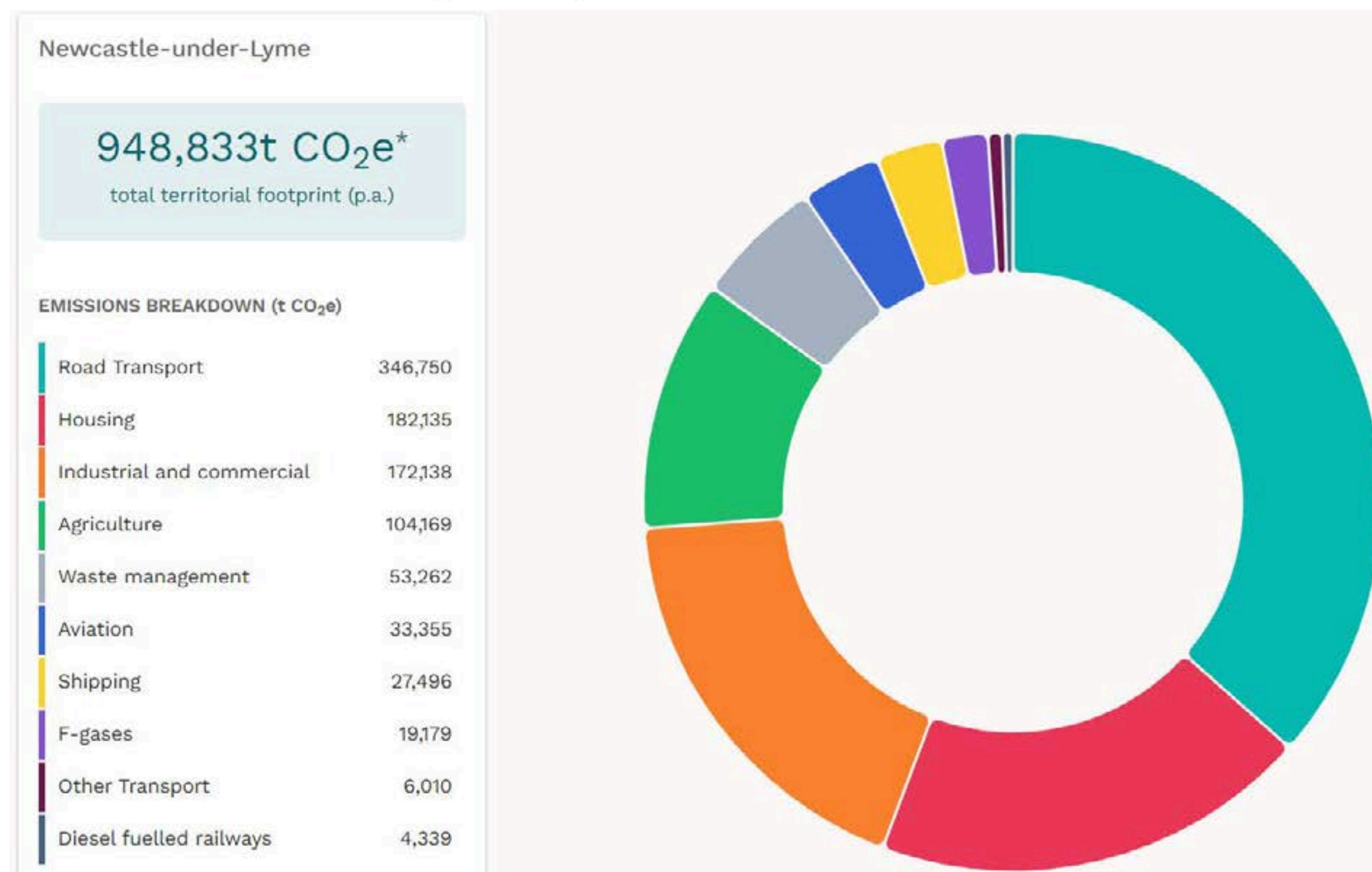
Table 1.2 produced from the Footprint Impact Tool shows the UK baseline however averaged for the borough of Newcastle-under-Lyme. Similarly to the UK total emissions, road transport significantly contributes to the emissions from the borough contributing to around 37% of the borough's total emissions plus another 8% from out-of-boundary transport like aviation and shipping. The built environment and energy systems in the borough make up around 54% of all our emissions. Even though this number is higher than travel and transport, this is broken down into different sectors that need tailored actions. These sectors are broken down to housing which is the largest emitter, industry and commercial, agriculture and waste.

We know where our emissions are coming from in the borough. Next steps will be to understand these better and study different sectors to identify tailored actions for each to bring about a net zero and more nature-based future. This can only be done with the public and local organisations which is why the Council will ensure their engagement in this process.

Figure 5: Net territorial UK greenhouse gas emissions by TES sector, 2022 (%)



Source: Table 1.2, Final UK greenhouse gas emissions national statistics 1990-2022 Excel data tables  
 Note: LULUCF is land use, land use change and forestry.





# 2050 Built Environment & Energy Delivery Plan

With the majority of our emissions originating from the built environment and energy, it is vastly important to deliver decarbonisation efforts as a Council and borough to reduce the greenhouse gases that are produced from this sector and create innovative solutions. Many of these actions have yet to be consulted, which will be addressed by this plan and strategy. However there are actions that the Council have already progressed or will do in the near future to begin decarbonising Newcastle-under-Lyme's built environment and energy systems to achieve a net zero borough by 2050.

## Scope 1

To develop and achieve a net zero built environment and energy system in Newcastle-under-Lyme borough by 2050.

Cost and achievement date to be identified through consultation.

To develop a consultation on the borough's agriculture, housing stock, and industrial and commercial stock to develop actions for 2050

Cost and achievement date to be identified through consultation.

To identify and implement areas for renewable energy generation.

Cost and achievement date to be identified through consultation.

To create and implement a waste reduction strategy.

Cost and achievement date to be identified through consultation.

## Scope 2

To power the energy demand of the borough's built environment on 100% clean/renewable energy/electricity.

Cost and achievement date to be identified through consultation.

## Scope 3

To ensure all contractors and resources used in decarbonising the borough's built environment are net zero and ethical or have plans in place to be so by 2050.

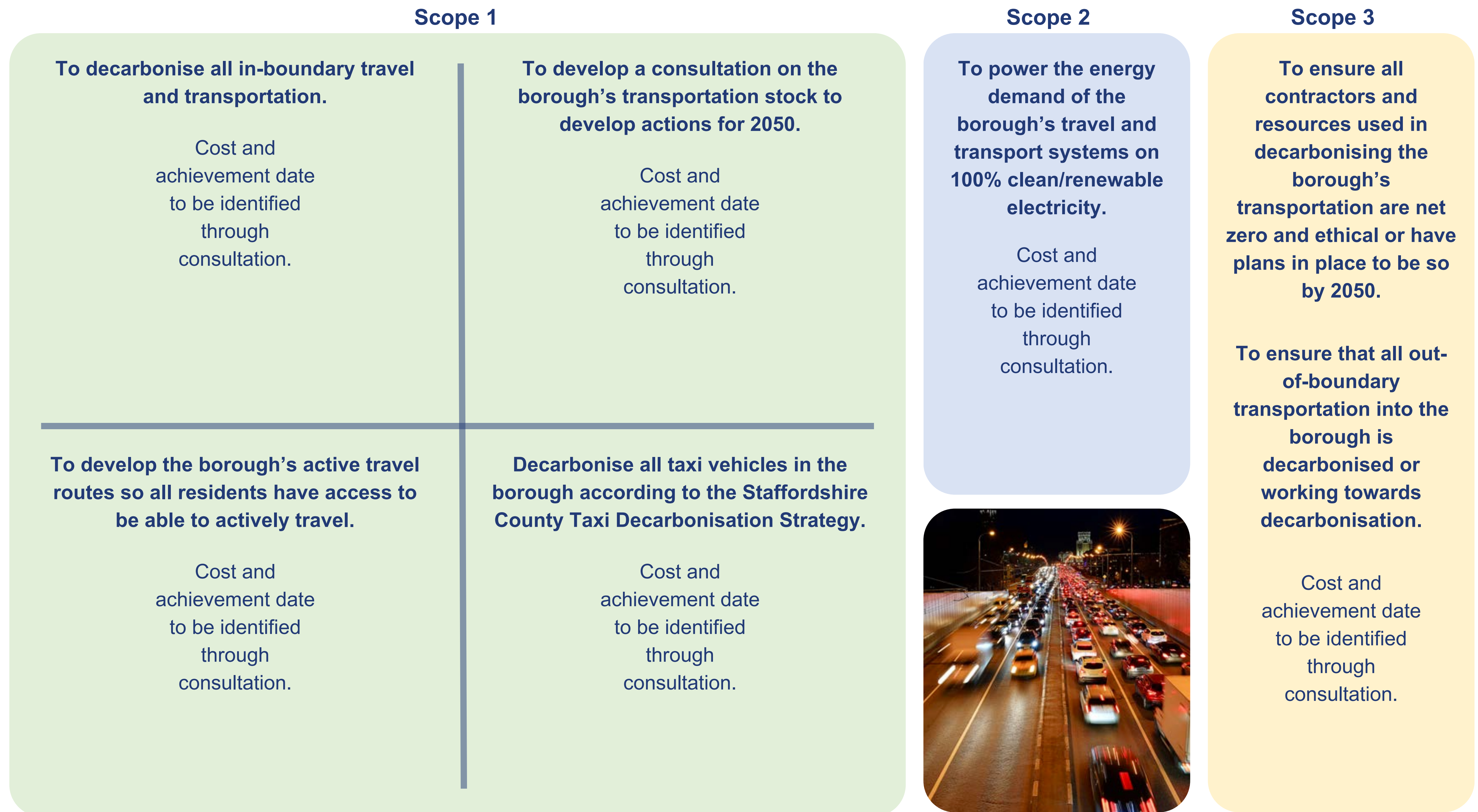
Cost and achievement date to be identified through consultation.





# 2050 Travel & Transport Delivery Plan

To ensure the Council and borough are able to decarbonise the borough’s own travel and transport, the Council will have set out a delivery plan for 2050 with actions assigned by a certain deadline, to different staff and services and finally with a summary of the action and its cost. This will allow an accountable process for the decarbonisation of the borough’s travel and transport systems. See some of the relevant actions from the Delivery Plan the Council has achieved or is currently working on to achieve a net zero borough by 2050:





# Natural Environment & Sequestration Introduction

The Council has the duty to facilitate the promotion of our natural environment for local biodiversity and the sequestration and storage of atmospheric carbon. This includes the creation and promotion of grasslands, woodlands, rivers, lakes and any other green and blue spaces in the borough. You may be asking yourself why it's important for us to protect and promote the natural environment in the borough. By ensuring the natural environment is healthy we can increase the amount of local species and biodiversity in the area, which can help store more carbon, make the borough more resilient to flooding and adverse climate, cool areas of high density, provide great spaces for personal health and wellbeing, and overall is of great value to the borough socially, economically and environmentally.

The natural environment is especially important for the Council's 2030 and 2050 net zero goals as more diverse expanses of natural environment in the borough can increase the rate and amount of carbon sequestration and storage which can greatly aid in reducing the Council's and borough's emissions.

As we move closer to 2030 and 2050, this strategy and plan will continue to develop as the Council and borough work together to create and implement action that will aid in creating a more diverse and prosperous natural environment in the borough.





# Natural Environment & Sequestration Delivery Plan

To ensure the Council and borough will be able to protect the natural environment and offset any remaining carbon emissions from the borough, we must set out a delivery plan for the natural environment and sequestration to be achieved by 2050. This includes promoting biodiverse habitats to flourish in the borough whilst ensuring they are accessible by the local public to use and enjoy at the same time. These biodiverse habitats can also very effectively act as carbon sinks to help us achieve our 2030 and 2050 net zero goals within the built environment, energy, and travel and transport. Some of the main actions from the Delivery Plan are shown below.

<p><b>To develop Newcastle-under-Lyme Borough into a natural rich area that is biodiverse and resilient.</b></p> <p>Cost to be identified through consultation.</p> <p>2050</p>	<p><b>To develop and adopt a long-term forestry and tree management plan for Council owned resources.</b></p> <p>Cost to be identified through consultation.</p> <p>2026</p>	<p><b>To decarbonise the borough's land use operations.</b></p> <p>Cost to be identified through consultation.</p> <p>2050</p>	<p><b>To partner with the County wide Local Nature Recovery Strategy and deliver their objectives.</b></p> <p>Cost and achievement date to be identified through consultation.</p>
<p><b>To work with the County Council, District Councils and the Midlands Net Zero Hub (MNZH) to commission the creation of a carbon sequestration and storage tool for natural resources.</b></p> <p>Cost to be identified through consultation.</p> <p>2026</p>	<p><b>To partner with Staffordshire Wildlife Trust and other natural environment experts in Staffordshire.</b></p> <p>Cost to be identified through consultation.</p> <p>2024 - Ongoing</p>	<p><b>To ensure out-of-boundary waste and wastewater is contained to outside the borough or treated upon entry.</b></p> <p>Cost and achievement date to be identified through consultation.</p>	<p><b>To adopt a Grassland Management Strategy</b></p> <p>No Associated Cost</p> <p>April 2024</p> 



# Engagement & Behaviour Change Introduction

How will everything set out in this strategy and delivery plan actually be achieved? Through the engagement with staff, the public and the professional sector is the answer to that question, all in collaboration to achieve these goals in a way that benefits society, the economy and the environment. The only way we can achieve a net zero, more biodiverse and resilient society is through working together, which is why this strategy has a whole section focused on engaging with key people like yourselves and introducing changes in behaviours in the borough through education and action.

The Council aims to consult professional partners to ensure the action being taken and implemented is best practice. However most importantly the Council will be consulting the public on this strategy and delivery plan to reflect the issues you face that relate to sustainability in the actions we take. That way the actions we take are the best they can be and will positively benefit the borough socially, economically and environmentally.

Additionally in this action theme the Council aims to work with local and national organisations and groups to facilitate awareness and implementation campaigns to inform the borough about sustainable change and supply opportunities to create change.

As we move closer to 2030 and 2050, this strategy and plan will continue to develop as the Council and borough work together to create and implement action that will aid in achieving our sustainable ambitions.





# Engagement & Behaviour Change Delivery Plan

To ensure all actions are well informed and to ensure we involve yourselves, one of our biggest priorities is engagement and behaviour change. This ensures that all actions taken throughout the timeline of this plan are well informed by expert organisations and the public so they reflect best practice and what you want. As a Council we will also aim to raise awareness around these issues and engage members of the public in different campaigns, projects and initiatives to create sustainable behaviour change and implement sustainable solutions in our borough's homes, businesses and environment by 2050. Some of the main actions from the Delivery Plan are shown below.

<p><b>To create and publish social media networks for the environment and sustainability for the Council.</b></p> <p>No Associated Cost</p> <p>June 2024</p>	<p><b>To create and publish a new webpage for the environment and sustainability for the Council.</b></p> <p>No Associated Cost</p> <p>June 2024</p>	<p><b>To consult the public and relevant Council staff with all upcoming strategies and plans.</b></p> <p>Cost to be identified through consultation.</p> <p>June 2024 - Ongoing</p>
<p><b>Create a quarterly sustainability people's assembly for public consultation of the SESDP.</b></p> <p>Cost to be identified through consultation.</p> <p>June 2024 - Ongoing</p>	<p><b>To campaign online and in person on various subjects in the SESDP to raise awareness and facilitate action with local communities.</b></p> <p>Cost to be identified through consultation.</p> <p>June 2024 - Ongoing</p>	<p><b>To facilitate an EV and Net Zero Workshop Event for residents and businesses to support their fleet and site net zero transition.</b></p> <p>Cost to be identified through consultation.</p> <p>2026</p>





# Conclusion

The Sustainable Environment Strategy and Delivery Plan drives forward key changes that Newcastle-under-Lyme Borough Council and the borough need to reduce the impacts of climate change and to be resilient and healthy in a future that will be significantly impacted by climate change. This Strategy and Plan isn't the solution to only environmental issues that we face as residents, businesses and as a borough but also solves issues faced within our economy and society by creating more efficient and healthier action through the built environment and energy, travel and transport, the natural environment and sequestration, and engagement and behaviour change.

Climate Change and its various social, economic and environmental impacts are vast and are felt by all in the borough however with a plan that is accountable, ever evolving and realistic we can achieve anything.





# References

1. About the IPCC <https://www.ipcc.ch/about/>
2. What is Climate Change?  
<https://www.un.org/en/climatechange/what-is-climate-change>
3. Effects of climate change  
<https://www.metoffice.gov.uk/weather/climate-change/effects-of-climate-change>
4. The Greenhouse Gas Protocol A Corporate Accounting and Reporting Standard  
<https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf>
5. Global Protocol for Community-Scale Greenhouse Gas Inventories  
[https://ghgprotocol.org/sites/default/files/standards/GPC\\_Full\\_MASTER\\_RW\\_v7.pdf](https://ghgprotocol.org/sites/default/files/standards/GPC_Full_MASTER_RW_v7.pdf)
6. United Nations The 17 Goals  
<https://sdgs.un.org/goals>
7. About Doughnut Economics  
<https://doughnuteconomics.org/about-doughnut-economics>
8. Review of Environment Strategy & Roadmap to Net Zero Cabinet Report  
<https://moderngov.newcastle-staffs.gov.uk/ieListDocuments.aspx?CId=118&MIId=4237&Ver=4>
9. Department for Energy Security & Net Zero 2022 UK greenhouse gas emissions: Final figures.  
<https://assets.publishing.service.gov.uk/media/65c0d15863a23d0013c821e9/2022-final-greenhouse-gas-emissions-statistical-release.pdf>
10. Footprint Impact Tool  
<https://impact-tool.org.uk/footprint/footprint?regionId=E07000195&geography=local-authority&footprintType=territorial&scale=absolute>
11. UK Local Authority GHG Emissions  
<https://www.gov.uk/government/statistics/uk-local-authority-and-regional-greenhouse-gas-emissions-national-statistics-2005-to-2021>



This page is intentionally left blank



Last Updated: May 14<sup>th</sup> 2024

Newcastle-under-Lyme Borough Council



# Sustainable Environment Delivery Plan

---

This document will outline the actions needed to become a net zero Council by 2030, a net zero Borough by 2050, and a more biodiverse and engaged Borough. The decarbonisation actions below are all mapped by different scope emissions and all actions will include summary information, cost, staff or service leads, and a deadline. The actions will be updated by the Sustainable Environment Team bi-annually during their Working Group after the adoption by Cabinet to ensure the document stays fluid and relevant. This includes, but isn't limited to updating action progress or information and adding actions to different sections. For more detail on 2030 actions, please see [The Site Heat and Fleet Decarbonisation Background](#) documents. Please find the Sustainable Environment Strategy & Delivery Plan on our website here.

## Aims & Objectives

---

**The aim of the Sustainable Environment Strategy and Delivery Plan is to drive forward a sustainable society, economy and environment in Newcastle-under-Lyme Borough for the benefit of residents, businesses, visitors and the natural environment by 2050, focusing on the built environment and energy, travel and transport, natural environment and sequestration, and engagement and behaviour change.**

The objectives listed below will drive the action needed to achieve the main aim of this strategy and delivery plan, Newcastle Borough Council will:

1. **Facilitate the development into a Net Zero Council by 2030** through the decarbonisation of the Council's built environment and fleet.



## Appendix 2.

2. **Facilitate the development into a Net Zero borough by 2050** through the decarbonisation of housing, businesses and transport.
3. **Promote the natural environment** in the borough to increase biodiversity, carbon sequestration, and storage.
4. **Develop a service-focused strategy and delivery plan** in the Council to engage Council staff and deliver service owned actions.
5. **Engage with residents, businesses and visitors** through online and physical communication networks to create sustainable behaviour change within the borough.

## Governance

---

**The governance and accountability of this strategy and plan will be dependent on the sustainable environment working groups that feed into and form the plan as well as a bi-annual review of the plan by Health, Wellbeing & Environment Scrutiny Committee and an annual review by Cabinet. Each service will have a sustainable environment working group to drive forward the actions in the delivery plan to ensure different services are responsible for the transition towards a more sustainable future in the borough. Upon a bi-annual review by the Scrutiny Committee, the strategy and plan will be updated with new information, action progress and other additions to ensure it is a live document and always relevant.**

In total there are 8 working groups, each focused on different services in the Council. These are:

- Commercial Delivery
- Regulatory Services
- Neighbourhood Delivery
- Sustainable Environment
- IT & Digital
- Legal & Governance
- Strategy, People & Performance
- Planning



**Appendix 2.**

These working groups will identify relevant actions from the main delivery and service plan for the working groups to progress and achieve in collaboration with relevant service leads and the Sustainable Environment Services. Once done these will be reported, with progress being updated in the main strategy and plan during the next occurring quarterly review. Working groups will meet monthly with a service lead working group that meets quarterly to ensure good communication between services and the implementation of actions by their deadline.

Progress Tracker	Cost Tracker
<p><b>Blue</b> = Action Achieved &amp; Ongoing  <b>Green</b> = Action Achieved  <b>Yellow</b> = Progress Underway  <b>Red</b> = No Progress</p>	<p>£ = £0 - £10,000                      ££ = £10,000 - £100,000                      £££ = £100,000 - £1,000,000                      ££££ = £1,000,000 - £10,000,000                      £££££ = £10,000,000 - £100,000,000</p>

## 2030 Built Environment & Energy Delivery Plan

To ensure the Council are able to decarbonise their own built environment, the Council has set out a delivery plan for 2030 with actions assigned by a certain deadline, to different staff and services and finally with a summary of the action and its cost. This will allow an accountable process for the decarbonisation of the Council's built environment. See the relevant actions below for the Council to achieve a net zero built environment by 2030:

Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
Scope 1 Emissions							



Appendix 2.

BE301	To assign £7,396,287 of Council capital to the decarbonisation of flagship sites.	The amount needed to decarbonise flagship sites was generated by Faithful & Gould who reviewed these sites.	Finance & Sustainable Environment	£7,396,287 (££££)	February 2024	N/A	£7.4M of capital was adopted for decarbonisation in Council February 2024
BE302	To deliver the decarbonisation of all Council owned flagship sites.	The Flagship sites of the Council include: <ul style="list-style-type: none"> <li>- Brampton Museum &amp; Park</li> <li>- Bradwell Crematorium</li> <li>- Knutton Lane Depot</li> <li>- Jubilee 2 Leisure Centre</li> <li>- Newcastle Market Office</li> <li>- Castle House</li> <li>- Keele Cemetery</li> </ul> See below for detailed summaries of each site.	Facilities Management, Regeneration & Sustainable Environment	£7,396,287 (££££)	December 2030	445 tCO2e	
BE303	To deliver the decarbonisation of Brampton Museum & Park.	Behaviour Change - £178 Fabric Upgrades (Roof & Glazing) - £395,518	Facilities Management, Regeneration &	£622,514 (£££)	2030	14 tCO2e	



Appendix 2.

		LED Lighting - £17,056 Heating & DHW Install - £143,324 BMS/Controls Upgrade - £63,688 Vent Upgrade - £3,750	Sustainable Environment				
BE304	To deliver the decarbonisation of Bradwell Crematorium.	Behaviour Change - £626 Fabric Upgrades (Wall & Roof) - £283,633 LED Lighting - £32,755 Heating & DHW Install - £211,564 PV Install - £36,700 BMS/Controls Upgrade - £52,632 Vent Upgrade - £7,500  Due to the lack of current electrified technology to replace the two furnaces in the Crematorium, this action be left until the technology is developed. Until	Facilities Management, Regeneration & Sustainable Environment	£625,411 (£££)	January 2026	31 tCO2e	



Appendix 2.

		then the emissions from their operations will be offset.					
BE305	To deliver the decarbonisation of Knutton Lane Depot.	Behaviour Change - £632 Fabric Upgrades (Wall, Roof, Glazing) - £1,420,936 LED Lighting - £44,664 Heating & DHW Install - £525,920 PV Install - £42,000 BMS/Controls Upgrade - £129,410 Vent Upgrade - £3,000	Facilities Management, Regeneration & Sustainable Environment	£2,166,561 (££££)	January 2027	96 tCO2e	Works to electrify and decarbonise the Depot are underway through a partnership with the County and UK Power Networks Services.
BE306	To deliver the decarbonisation of Jubilee 2 Leisure Centre.	Behaviour Change - £1,786 LED Lighting - £119,392 Heating & DHW Install - £3,438,300 PV Install - £280,000 BMS/Controls Upgrade - £106,600 Cooling Upgrade - £170,000 Vent Upgrade - £10,000	Facilities Management, Regeneration & Sustainable Environment	£4,126,078 (££££)	January 2029	280 tCO2e	
BE307	To deliver the decarbonisation	The Market Office is a small office in	Facilities Management,	£10,835 (££)	August 2024	1 tCO2e	The market Office has been



Appendix 2.

	of Newcastle Market Office.	<p>Town used for the markets staff. However the site is now only being used as a warehouse. Facilities are being removed except for lighting. However full installations are being left in in case of capacity change.</p> <p>Behaviour Change - £10          Fabric Upgrades (Roof) - £1,335          LED Lighting - £971          Heating &amp; DHW Install - £4,335          PV Install - £2,310          BMS/Controls Upgrade - £607          Vent Upgrade - £750</p>	Regeneration & Sustainable Environment				transitioned into a warehouse for the markets and will no longer need certain interventions.
BE308	To deliver the decarbonisation of Castle House.	Castle House is owned by Staffordshire County Council however houses the corporate offices of NBC. The building requires mostly behaviour change	Facilities Management, Regeneration & Sustainable Environment	£57,017 (££)	August 2024	14 tCO2e	Upon discussing the subject of PV Solar on Castle House the County Council have already undertaken consultation and



Appendix 2.

		action however does need some LED install and PV.  Behaviour Change - £1,465 LED Lighting - £5,952 PV Install - £49,600					the roof structure available for PV is not strong enough for additional solar installations, meaning PV install should be excluded from this action.
BE309	To deliver the decarbonisation of Keele Cemetery.	Behaviour Change - £172 LED Lighting - £13,720 PV Install - £33,400 BMS/Controls Upgrade - £20,580	Facilities Management, Regeneration & Sustainable Environment	£67,872 (££)	January 2026	9 tCO2e	
BE3010	To facilitate a consultation on the decarbonisation of remaining Council owned sites in the borough.	This will identify if this is achievable by 2030, the cost, and necessary interventions of decarbonising all Council owned sites such as leased and rented spaces.	Facilities Management, Regeneration & Sustainable Environment	£££	December 2030	To be identified through consultation	
Scope 2 Emissions							
BE3011	To power the energy demand of the Council's built	To achieve this action the Council must ensure their supplier of electricity	Facilities Management &	££	August 2024	N/A	The Council's built environment is completely



**Appendix 2.**

	environment on 100% clean/renewable electricity	generates electricity solely from renewable energy.	Sustainable Environment				powered by clean electricity.
Scope 3 Emissions							
BE3012	To ensure all contractors and resources used in decarbonising the Council's built environment are net zero and ethical or have plans in place to be so by 2030.	All transmission and distribution the Council partakes in must be or planning to be ethical and sustainable to ensure the organisations scope 3 emissions from external activities become decarbonised.	Procurement, Facilities Management, Regeneration & Sustainable Environment	£££	April 2026	N/A	This action will directly relate to the introduction of a sustainable procurement plan.



**Appendix 2.**

To learn more about the energy savings and time it takes for these energy efficiency measure to pay themselves back for the consulted flagship sites please consult the table below created through the Site Heat Decarbonisation Roadmap:

Table 20.

## Payback periods for each intervention (2030 payback)

Cost of Install			
Site	Cost of Install	Annual Energy Spend Saving (today's rates)	Payback (yrs.)
Behaviour Change	£5,455	£36,369	0.2
Fabric Upgrades	£3,099,491	£28,557	108.5
LED Install	£303,383	£31,085	9.8
PV Install	£191,310	£50,410	3.8
BMS Upgrade	£520,307	£38,005	13.7
Chiller Upgrade	£175,000	£6,754	25.9
Vent Upgrade	£34,000	£11,129	3.1

Simple Payback means the number of years after which an investment has paid for itself. Table 20 shows the payback periods for each intervention using today's rates, which have been predicted through a Simple Payback calculation. This is calculated by dividing the initial cost of the retrofit by the energy savings per year. Typically, interventions with the shortest paybacks are assumed to be the most cost effective. The current cost of intervention for Heating and DHW will cause an increase in energy costs rather than savings and hence has been excluded from the payback calculations. As highlighted above, focus should be initially targeted at interventions with the shortest payback period. The emergence of new systems and technologies could offer better alternatives for heating system replacements.



## 2030 Fleet Delivery Plan

To ensure the Council are able to decarbonise their own fleet, the Council will have set out a delivery plan for 2030 with actions assigned by a certain deadline, to different staff and services and finally with a summary of the action and it's cost. This will allow an accountable process for the decarbonisation of the Council's fleet. The full transition and timeline of actions is located in the Council's Fleet Replacement Matrix. See the relevant actions below for the Council to achieve a net zero fleet by 2030:

Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
Scope 1 Emissions							
F301	To assign £10.76M of Council capital to the decarbonisation of the Council's fleet.	The amount needed to decarbonise the fleet was generated by Evenergi who reviewed these sites.	Finance & Sustainable Environment	£10.76M (££££)	February 2024	N/A	£10.76M of capital was adopted for decarbonisation in Fleet Transition Plan 2024
F302	To deliver the decarbonisation of all Council owned vehicles and equipment through the fleet transition plan.	The fleet of the Council include: <ul style="list-style-type: none"> <li>- 67 light and heavy vehicles (vans, street cleaners, etc.)</li> <li>- 21 assets (tractors, mowers, etc.)</li> </ul>	Facilities Management, Regeneration & Sustainable Environment	£10.76M (££££)	December 2030	590 tCO2e	Work to electrify and decarbonise the fleet has begun with 7 new operational electric vans replacing fossil fuelled vehicles and the trailing of electric bin lifts for



Appendix 2.

		This will follow the fleet transition plan.					collections vehicles.  As a transitional fuel the Councils is using Hydrotreated Vegetable Oil (HVO) to reduce fleet emissions until vehicles are electrified, especially heavy commercial vehicles.
Scope 2 Emissions							
F303	To power the energy demand of the Council's fleet on 100% clean/renewable electricity	To achieve this action the Council must ensure their supplier of electricity generates electricity solely from renewable energy and must completely remove the use of fossil fuels.	Facilities Management & Sustainable Environment	££	August 2024	N/A	The Council's EV fleet is completely powered by clean electricity.
Scope 3 Emissions							
F304	To ensure all contractors and resources used in decarbonising	All transmission and distribution the Council partakes in must be or planning	Procurement, Facilities Management, Regeneration	£££	April 2026	N/A	This action will directly relate to the introduction of a sustainable



**Appendix 2.**

	the Council's fleet are net zero and ethical or have plans in place to be so by 2030.	to be ethical and sustainable to ensure the organisations scope 3 emissions from external activities become decarbonised.	& Sustainable Environment				procurement plan.
--	---	---	---------------------------	--	--	--	-------------------

For the specific actions for transitioning vehicles in the Council's fleet please consult the timeline of actions from Everergi which are located below. These actions are also in the Council's Fleet Replacement Matrix:

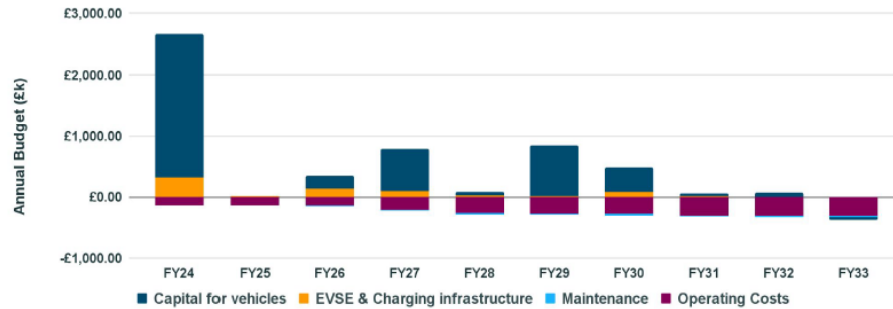


Appendix 2.

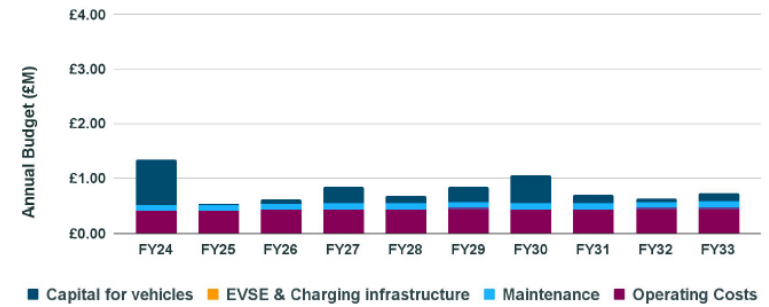
# Scenario Analysis - Leadership transition FY 24 to FY33

The leadership scenario requires £2.86M extra over the period to FY33. Higher upfront vehicle purchases and the need to deploy infrastructure are only partially offset by operating and maintenance savings during the period to FY33.

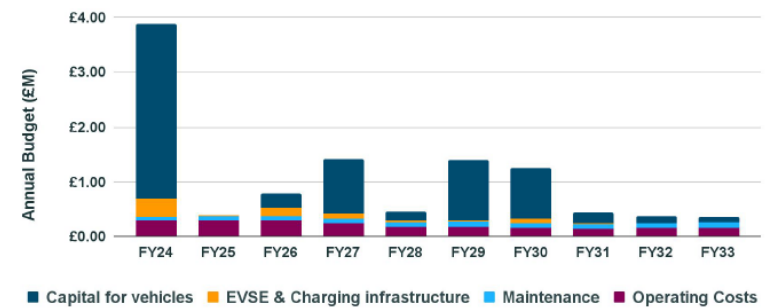
YEAR ON YEAR COST DIFFERENCE COMPARED TO BAU



BUSINESS AS USUAL



LEADERSHIP TRANSITION



Overall financial summary NPV 2023 to 2032			
Capital costs	BAU (£M)	Leadership transition (£M)	Difference
Vehicle operating costs	£4.41	£2.08	£2.34 M savings
Vehicle maintenance	£1.00	£0.84	£0.15 M savings
Vehicle capital expenses	£2.49	£7.11	£4.62 M additional
EVSE & charging capital expenses	£0	£0.73	£0.73 M additional
<b>Total</b>	<b>~£7.90</b>	<b>~£10.76</b>	<b>~£2.86 M additional</b>

Commercial in Confidence

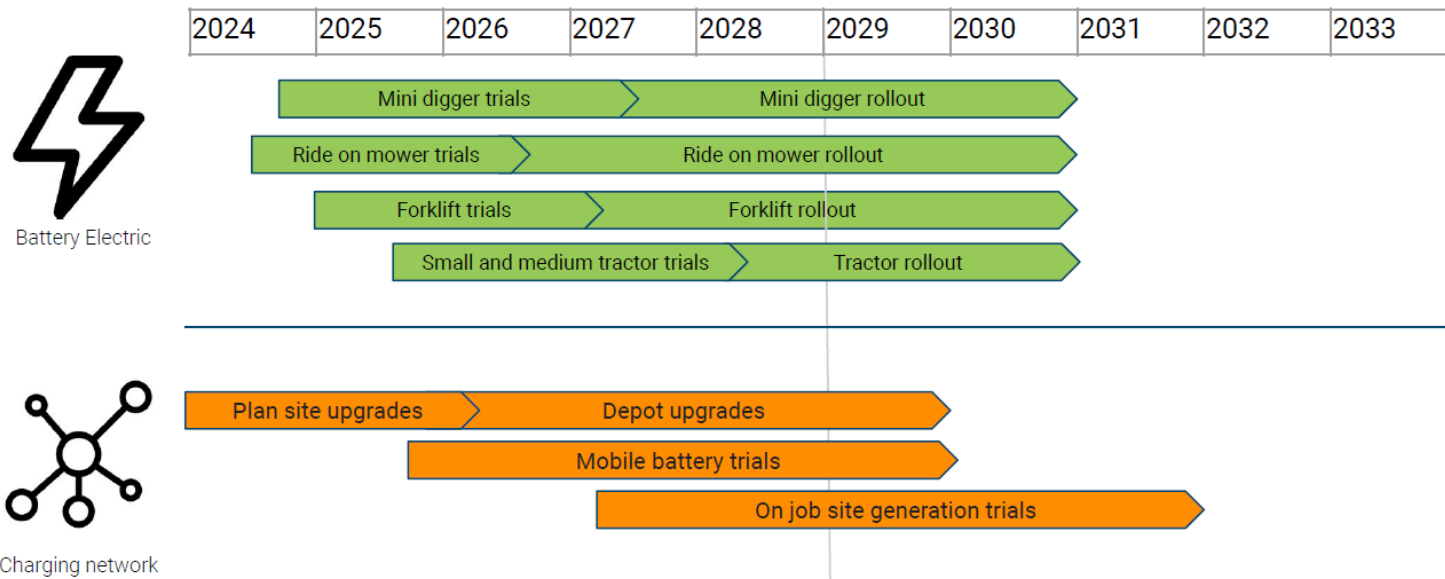




## Next steps to transition plant and equipment

A staged approach to the transition is recommended for NULBC focusing current fit-for-purpose market availability and total cost of ownership suitability. Periodic reevaluation will be required to update the plan.

The NULBC plat equipment fleet of 21 vehicles currently show low utilisation which typically does not show an optimal transition scenario from a total cost of ownership perspective. Below is an indicative suggested timeline for replacing NULBC plant equipment vehicles, starting with Ride on Mowers.



Commercial in Confidence



Appendix 2.

## 2050 Built Environment & Energy Delivery Plan

---

To ensure the energy efficiency and emissions reduction of the entire borough, the Council plan to create a net zero borough by 2050. This includes our built environment and energy which will need to have extensive decarbonisation efforts to be completed. Below are some of the actions the Council and borough need to take today to begin our journey towards a net zero built environment and energy system by 2050.

Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO <sub>2</sub> e)	Progress
<b>Scope 1 Emissions</b>							
BE501	To develop and achieve a net zero built environment and energy system in Newcastle-under-Lyme borough by 2050.	This includes the borough's agriculture, housing, industry, commercial, energy, waste and infrastructure sectors.	Sustainable Environment, Regeneration & Planning	To be identified through consultation	To be identified through consultation	To be identified through consultation	
BE502	Assign appropriate capital and external funding for remaining Council owned sites and emissions.	Upon consultation the Council will be able to identify the entire cost of decarbonising all Council owned site assets.	Finance & Sustainable Environment	£££££	January 2026	N/A	
BE503	Decarbonise remaining	This includes all offices, owned	Facilities Management,	£££££	December 2030	N/A	The Philip Astley Centre



**Appendix 2.**

	Council owned sites in the borough according to the flagship sites	buildings, business rented spaces however not leased spaces, and these are the responsibility of the organisation residing.	Regeneration & Sustainable Environment				has been decarbonised.
BE504	To develop a consultation on the borough's housing stock to develop actions for 2050.	This consultation on the borough's housing stock will help identify actions for a net zero housing sector through identifying its carbon footprint, what actions need priority and what interventions need to be implemented.	Sustainable Environment, Regeneration & Planning	To be identified through consultation	To be identified through consultation	To be identified through consultation	
BE505	To partner with Aspire Housing to decarbonise all social housing in the borough.	To partner and support Aspire Housing in decarbonising their social housing stock to ensure social housing is net zero and more affordable for residents.	Sustainable Environment, Regeneration & Planning	To be identified through consultation	To be identified through consultation	To be identified through consultation	36 social housing developments have been decarbonised to date.



Appendix 2.

BE506	To partner with Staffordshire Business & Environment Network (SBEN) to begin decarbonisation schemes for local businesses and industry.	To partner and support SBEN in a scheme to help decarbonise businesses and industry through funding and advice.	Sustainable Environment, Regeneration & Planning	To be identified through consultation	To be identified through consultation	To be identified through consultation	
BE507	To develop a consultation on the borough's industrial & commercial stock to develop actions for 2050.	This consultation on the borough's business and industry stock will help identify actions for a net zero economic sector through identifying its carbon footprint, what actions need priority and what interventions need to be implemented.	Sustainable Environment, Regeneration & Planning	To be identified through consultation	To be identified through consultation	To be identified through consultation	
BE508	To create and implement a waste reduction strategy.	By implementing a comprehensive waste reductions strategy the Council will be able to reduce waste and	Sustainable Environment & Collections	To be identified through consultation	To be identified through consultation	To be identified through consultation	



**Appendix 2.**

		increase recycling, with the end goal to develop a circular economy in Newcastle-under-Lyme borough.					
BE509	To identify and implement areas for renewable energy generation.	By developing more sites of renewable energy generation in the borough the borough will not need to source it from elsewhere.	Sustainable Environment, Regeneration & Leadership	To be identified through consultation	To be identified through consultation	To be identified through consultation	
BE5010	To develop the Keele Sustainable Solar Energy Park	To develop a solar energy generation park on a site allocated next to Keele Cemetery and operate it until the area is needed for burials.	Sustainable Environment, Planning & Leadership	To be identified through consultation	2030	To be identified through consultation	Resolved to produce a detailed feasibility study and business case for the site.  Resolved to submit a planning application and further report progress.
BE5011	To partner with and help advise Capital & Centric	Capital & Centric are redeveloping multiple sites and	Sustainable Environment	To be identified	To be identified	To be identified	A meeting between the Council and



Appendix 2.

	in developing more sustainable and net zero sites at the Midway, Ryecroft and York Place.	we need to make sure they are as sustainable as possible.	& Regeneration	through consultation	through consultation	through consultation	C&C will be held soon.
Scope 2 Emissions							
BE5012	To power the energy demand of the borough's built environment on 100% clean/renewable energy/electricity.	To achieve this action the Council must ensure their supplier and any suppliers of the built environment in the borough generates electricity solely from renewable energy and must completely remove the use of fossil fuels.	Facilities Management & Sustainable Environment	To be identified through consultation	2050	To be identified through consultation	
Scope 3 Emissions							
BE5013	To ensure all contractors and resources used in decarbonising the borough's built environment are net zero and ethical or have plans in place to be so by 2050.	All transmission and distribution the borough partakes in must be or planning to be ethical and sustainable to ensure that scope 3 emissions from external activities	Procurement, Facilities Management, Regeneration & Sustainable Environment	To be identified through consultation	April 2026	To be identified through consultation	This action will directly relate to the introduction of a sustainable procurement plan.



**Appendix 2.**

		become decarbonised.  This includes the transmission and distribution of products for the built environment and energy.					
--	--	---	--	--	--	--	--

## 2050 Travel & Transport Delivery Plan

---

To ensure the energy efficiency and emissions reduction of the entire borough the Council plan to create a net zero borough by 2050. This includes our travel and transport systems which will have to have extensive decarbonisation efforts to be completed. Below are some of the actions the Council and borough need to take to begin our journey towards a net zero travel and transport system by 2050.

Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
Scope 1 Emissions							
TT501	To decarbonise all in-boundary travel and transportation.	This includes the decarbonisation of all public transport, personal transport,	Sustainable Environment & Regeneration	To be identified through consultation	To be identified through consultation	To be identified through consultation	



Appendix 2.

		business transport and privately owned equipment/assets such as mowers when they are end-of-life. Decarbonisation of transport and travel may involve transitioning to electrification, hydrogen and other renewable energies.					
TT502	To develop a consultation on the borough's transportation stock to develop actions for 2050.	This consultation on the borough's transportation stock will help identify actions for a net zero transport sector through identifying its carbon footprint, what actions need priority and what interventions need to be implemented.	Sustainable Environment & Regeneration	To be identified through consultation	To be identified through consultation	To be identified through consultation	
TT503	To develop a consultation on the borough's active travel infrastructure to	This consultation on the borough's active travel infrastructure will help identify actions	Sustainable Environment & Regeneration	To be identified through consultation	To be identified through consultation	To be identified through consultation	



**Appendix 2.**

	develop actions for 2050.	for a net zero transportation sector through identifying its carbon footprint, what actions need priority and what interventions need to be implemented.					
TT504	Decarbonise all taxi vehicles in the borough according to the Staffordshire County Taxi Decarbonisation Strategy.	Staffordshire County Council are leading an effort and strategy to decarbonise the taxi sector in Staffordshire. The Council will adhere to the aims and objectives of this strategy and work towards full decarbonisation of our taxis.	Licensing & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	The Council is currently working with the Council Council to develop the Taxi Decarbonisation Strategy.
TT505	To develop the borough's active travel routes so all residents have access to be able to actively travel.	This action ensures that all residents in the borough are able to actively travel from their homes, businesses and other areas of the borough to reduce the use of	Sustainable Environment & Regeneration	To be identified through consultation	To be identified through consultation	To be identified through consultation	Through the UK Shared Prosperity Fund the Council have developed areas of the borough to be more accessible for

Appendix 2.

		vehicle travel and therefore reduce emissions.					those actively travelling.
Scope 2 Emissions							
TT506	To power the energy demand of the borough's travel and transport systems on 100% clean/renewable electricity.	To achieve this action the Council must ensure their supplier and any suppliers of the built environment in the borough generates electricity solely from renewable energy and must completely remove the use of fossil fuels.	Facilities Management & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	
Scope 3 Emissions							
TT507	To ensure all contractors and resources used in decarbonising the borough's transportation are net zero and ethical or have plans in place to be so by 2050.	All transmission and distribution the borough partakes in must be or planning to be ethical and sustainable to ensure that scope 3 emissions from external activities become decarbonised.  This includes the transmission and	Procurement, Facilities Management, Regeneration & Sustainable Environment	To be identified through consultation	April 2026	To be identified through consultation	This action will directly relate to the introduction of a sustainable procurement plan.



**Appendix 2.**

		distribution of products for the transport and travel sector.					
TT508	To partner with the County Council to ensure that all out-of-boundary transportation into the borough is decarbonised or working towards decarbonisation.	Transportation that travels into and out of the borough that has not originated from the borough is considered out-of-boundary and contributes to our overall emissions as they produce greenhouse gases in the borough. To ensure these do not increase our overall footprint all transport coming into the borough must be decarbonised or working towards decarbonisation. This includes out-of-bounds shipping, aviation, public transport and private vehicles.	Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	
TT509	To develop a consultation on	This consultation on the borough's out-	Sustainable Environment	To be identified	To be identified	To be identified	

**Appendix 2.**

	the borough's out-of-boundary transportation stock to develop actions for 2050.	of-boundary travel and transportation stock will help identify actions for a net zero transport sector through identifying its carbon footprint, what actions need priority and what interventions need to be implemented.		through consultation	through consultation	through consultation	
--	---	--	--	----------------------	----------------------	----------------------	--

## Natural Environment & Sequestration Delivery Plan

---

To ensure the borough is resilient against climate, storing carbon, beautiful and biodiverse we must focus on the promotion of the natural environment. Our natural environment keeps the borough healthy and stable. Without it, pollution would be worse, food systems would be unable to produce and we wouldn't be able to enjoy great natural spaces that support our wellbeing. This delivery plan focuses on the natural environment and sequestering carbon to help create a net zero borough by 2050 and keep our borough safe and healthy.

Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
NS1	To develop Newcastle-under-Lyme Borough into a	By creating a biodiverse and resilient borough there are a	Streetscene, Planning, Landscaping &	To be identified through consultation	2050	To be identified through consultation	



**Appendix 2.**

	natural rich area that is biodiverse and resilient.	relative amount of social, economic and environmental positive impacts that are seen.	Sustainable Environment				
NS2	To develop and adopt a long-term forestry and tree management plan for Council owned resources.	This strategy would aim to develop more woodlands in the borough and ensure their quality support and survival.	Streetscene, Planning, Landscaping & Sustainable Environment	To be identified through consultation	2026	To be identified through consultation	A tree risk management plan and biodiversity plan has been adopted which will need to be embedded in a long-term plan.
NS3	To decarbonise the borough's land use operations.	The land use operations in the borough contribute significantly to our emissions - through the release of carbon from the soil and natural resources when constructed on - and should be decarbonised to reduce emissions and protect biodiversity by 2050.	Streetscene, Planning, Landscaping & Sustainable Environment	To be identified through consultation	2050	To be identified through consultation	

Appendix 2.

NS4	To develop a consultation on the borough's land use to develop actions for 2050.	Upon consultation the Council can then decide what actions best decarbonise our current land use operations.	Streetscene, Planning, Landscaping & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	
NS5	To partner with the County-wide Local Nature Recovery Strategy and deliver their objectives.	By adhering to the County's LNRS actions and strategy the Council can embed those actions in this plan and enact them.	Streetscene, Planning, Landscaping & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	The Council is awaiting an update from the Staffordshire LNRS group regarding their strategy and related actions.
NS6	To work with the County Council, District Councils and the Midlands Net Zero Hub (MNZH) to commission the creation of a carbon sequestration and storage tool for natural resources.	This tool, once developed by a consultant would be used to generate the amount of carbon different natural resources sequester and store.	Sustainable Environment	To be identified through consultation	2026	To be identified through consultation	Consultants are currently being chosen for the development of this action.
NS7	To partner with Staffordshire Wildlife Trust	This action is to ensure all action relating to the	Planning	To be identified	2024 - ongoing	To be identified	



**Appendix 2.**

	and other natural environment experts in Staffordshire to deliver this plan.	natural environment is well informed and is backed by local experts.		through consultation		through consultation	
NS8	To partner with the County Council to ensure out-of-boundary waste and wastewater is contained to outside the borough or treated upon entry.	Out-of-boundary waste such as fly-tipping from other districts or waste water from sewage or industry can negatively impact the natural environment significantly.	Procurement & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	
NS9	To adopt a Grassland Management Strategy	This action will promote the development of more long meadows in green spaces in the borough to increase biodiversity and sequestration.	Sustainable Environment & Streetscene	No associated cost  The Council aims to reinvest savings from reduced mowing into high priority land	April 2024	Sequestration of developed grasslands will be mapped once a tool is available and consulted on.	A Grassland Management Strategy has been adopted by Cabinet April 2024. The Strategy will be implemented through 3 phases detailed here <a href="#">Agenda for Cabinet on Tuesday, 23rd</a>

**Appendix 2.**

				management jobs.			<a href="#">April 2024, 2.00 pm – Newcastle-under-Lyme Borough Council (newcastle-staffs.gov.uk).</a>
--	--	--	--	------------------	--	--	---

## Engagement & Behaviour Change Delivery Plan

---

To ensure all actions are well informed and to ensure we involved yourselves, one of our biggest priorities is engagement and behaviour change. This ensures that all actions taken throughout the timeline of this plan are well informed by expert organisations and the public so they reflect best practice and what you want. As a Council we will also aim to raise awareness around these issues and engage members of the public in different campaigns, projects and initiatives to create sustainable behaviour change and implement sustainable solutions in our borough's homes, businesses and environment by 2050.

Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
EB1	To create and publish social media networks for the environment and	By creating social media for the Council focused on sustainability, the Council can communicate better with the public and raise awareness.	Sustainable Environment & Media	No Associated Cost	June 2024	To be identified through consultation	Social media networks are created and are just waiting to be published with the SESDP



**Appendix 2.**

	sustainability for the Council.						
EB2	To create and publish a new webpage for the environment and sustainability for the Council.	By creating new webpages for the Council focused on sustainability, the Council can communicate better with the public and raise awareness.	Sustainable Environment & Digital	No Associated Cost	June 2024	To be identified through consultation	Webpages are created and are just waiting to be published with the SESDP
EB3	To consult the public and relevant Council staff with all upcoming strategies and plans.	By consulting the public on upcoming strategies and plans going through member approval through online and in person venues those documents can be well informed and cater to the public.	Sustainable Environment	To be identified through consultation	June 2024 - Ongoing	To be identified through consultation	Work with staff has begun with the implementation of monthly Sustainable Environment Working Groups for each service.  The public will be given a quarterly opportunity in People's Assemblies to feedback on the Strategy and Plan (EB5).
EB4	To campaign online and in person on	This includes events such as litter picks or campaigns that	Sustainable Environment	To be identified	June 2024 - Ongoing	To be identified	Spend Less, Save More was a campaign run

Appendix 2.

	various subjects in the SESDP to raise awareness and facilitate action with local communities.	occur in town to inform the public about new funding available for them or how to reduce energy bills by becoming more energy efficient.		through consultation		through consultation	to raise awareness about energy efficiency and saving money on bills that engaged more than 100 residents and gave away free guidance and LEDs.
EB5	Create a quarterly sustainability people's assembly for public consultation of the SESDP.	The quarterly sustainability peoples' assembly for Newcastle-under-Lyme will occur in accessible locations and will be free to join by all residents. It will act to receive feedback from residents from the last quarter and will aid in developing the SESDP to benefit all.	Sustainable Environment	To be identified through consultation	June 2024 - Ongoing	To be identified through consultation	
EB6	Consult local businesses on actions for the commercial sector to	To consult local businesses how the Council can better serve them through sustainable	Sustainable Environment	To be identified through consultation	2025	To be identified through consultation	At the Connects Meeting on the 10 <sup>th</sup> of June 2024 attending local businesses



**Appendix 2.**

	become net zero and promote the natural environment.	initiatives to help achieve a net zero and naturally diverse borough by 2050.					will be asked what the Council can help develop for our shared 2050 goals.
EB7	Consult local residents and housing associations on actions for the commercial sector to become net zero and promote the natural environment.	To consult local residents and housing associations on how the Council can better serve them through sustainable initiatives to help achieve a net zero and naturally diverse borough by 2050.	Sustainable Environment	To be identified through consultation	2025	To be identified through consultation	
EB8	To help support the creation of a UK Business Climate Hub in the County, through partnering with Staffordshire County, Chambers and district Councils to support	UK Finance has published a report covering the challenges smaller businesses are facing in the transition to a net zero economy. Small and medium-sized businesses are responsible for around half of UK greenhouse gas emissions. The	Regeneration, Economic & Development, & Sustainable Environment	To be identified through consultation	2030	To be identified through consultation	

**Appendix 2.**

	businesses with becoming net zero.	report includes recommendations to overcome the challenges, such as relaunching the UK Business Climate Hub and issuing businesses with Help to Green vouchers.					
EB9	To facilitate an EV and Net Zero Workshop Event for residents and businesses to support their fleet and site net zero transition.	This includes working with key stakeholders and organisations, the County and District Councils, and EV Companies all together at one event for the benefit of residents and businesses.	Staffordshire Chambers of Commerce, Staffordshire County & District authorities, & Sustainable Environment	To be identified through consultation	2026	To be identified through consultation	Attended a similar event in Cheshire West/Chester Authority to mirror in Newcastle/Staffordshire

## Service Delivery Plan

Rather than being separated by scopes, each service delivery plan will be divided by the teams that are present within different services to show clear ownership of different actions. Each different service has their own focused actions which may or may not directly link in with the 6 main delivery plans.



**Appendix 2.**

Grey = for service level delivery, see main delivery plan

Commercial Delivery Service Delivery Plan							
Commercial Services seeks to deliver services where there is a commercial aspect and deliver improvements through major regeneration schemes. The service includes the regeneration, property services including commercial lease and community uses, Bereavement services which is Bradwell Crematorium and cemeteries, plus J2 leisure services.							
Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
Regeneration & Facilities Management							
CDRF1	To deliver the relevant built environment and energy 2030 Net Zero Delivery Plan actions for flagship buildings.	Details are located in the 2030 Built Environment & Energy Delivery Plan.	Regeneration & Facilities Management				
CDRF2	To facilitate the creation of an energy manager post.	This role would focus on the energy generation and management of the Council's estate and borough. For the time being this role will sit	Regeneration, Facilities Management & Sustainable Environment	££	2030	To be identified through consultation	

Appendix 2.

		with Regeneration and FM.						
Property								
CDP1	To deliver the relevant built environment and energy 2030 and 2050 Net Zero Delivery Plan for Council property buildings.	Details are located in the 2030 and 2050 Built Environment & Energy Delivery Plan.	Regeneration, Facilities Management & Property					
Leisure & Bereavement								
CDLB1	To deliver a staff and customer behaviour change study with Keele University.	This will allow for the Council to know more about how to inform staff about sustainable initiatives and changing their behaviours.	Leisure & Bereavement	No Associated Cost	August 2025	To be identified through consultation	Currently underway with Keele to facilitate interviews for staff.	
CDLB2	To support with the 2030 Net Zero Delivery Plan for Bradwell Crematorium and Jubilee 2 Leisure Centre.	Details are located in the 2030 Built Environment & Energy Delivery Plan.						



**Appendix 2.**

CDLB3	To implement a Deep Green database heat generation system in Jubilee 2's Pool Facilities.	This will allow for the pool facilities at J2 to be powered by a renewable source instead of fossil fuel. Deep Green will cover all implementation, feasibility study and energy costs, if our application is successful.	Leisure	No Associated Cost  £80k in annual savings	2026	125 tCO2e in annual carbon savings	Currently submitting application <a href="#">Host a Deep Green Data Centre: Empower Your Community with Free Heat</a>
CDLB4	To support with the 2050 Natural Environment & Sequestration Delivery Plan through biodiverse developments at Bradwell Crematorium, Cemeteries & Closed Churchyards.	Details are located in the 2050 Natural Environment & Sequestration Delivery Plan.					
Museum							
CDM1	To support with the 2030 Net Zero Delivery Plan for Brampton	Details are located in the 2030 Built Environment & Energy Delivery Plan.					

**Appendix 2.**

	Museum and Art Gallery.						
CDM2	To introduce a sustainability related activity annually at the Museum.	This will help introduce sustainability to visitors and residents to support sustainable behaviour change and awareness.	Museum	To be identified through consultation	To be identified through consultation	To be identified through consultation	
CDM3	To install active travel infrastructure such as a bike rack.	This will encourage more visitor and staff to actively travel to the Brampton.	Museum	To be identified through consultation	To be identified through consultation	To be identified through consultation	
CDM4	To facilitate the continued perseveration of the Brampton's Pond.	This area is important for its biodiversity, community outreach potential and due to its protection of the Great crested Newt Species.	Museum, Community & Streetscene	To be identified through consultation	June 2024 - Ongoing	To be identified through consultation	

## Regulatory Service Delivery Plan

Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
Housing							



**Appendix 2.**

RGH1	To support the delivery of the decarbonisation of the borough's and Aspire's housing stock in the 2050 Net Zero Delivery Plan.	Details are located in the 2050 Built Environment & Energy Delivery Plan.	Housing & Sustainable Environment				
RGH2	To support the creation of digital powerplants on the boroughs housing stock.	Details are located in the 2050 Built Environment & Energy Delivery Plan on energy generation action BE509.	Housing & Sustainable Environment				
<b>Environmental Health</b>							
RGEH1	To develop an air pollution measuring strategy for the borough.	This will allow the Council to map the borough's emissions value, identify areas of high air pollution and develop actions based off of that.	Environmental Health & Sustainable Environment	To be identified through consultation	2026	To be identified through consultation	Currently working towards funding multiple air pollution meters.
<b>Licensing</b>							
RGL1	To undertake the taxi Decarbonisation action in the 2050 Built Environment	This follows the County's strategy and will be implemented into this strategy and delivery plan.	Licensing & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	Awaiting strategic oversight from the County Council.

Appendix 2.

	and Energy Delivery Plan.						
--	---------------------------	--	--	--	--	--	--

Neighbourhood Delivery Service Delivery Plan							
Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
Customer Hub							
NDCH1	To raise awareness of sustainable initiatives to customers.	By being trained on the SESDP and knowing about different initiatives when engaging with customers, staff can make them aware about different opportunities.	Customer Hub & Sustainable Environment	To be identified through consultation	2025	To be identified through consultation	
Landscape & Community							
NDLC1	Conduct monthly sustainability community outreach events.	Ensuring that our teams are out engaging the public in sustainability through events, activities and more!	Community & Sustainable Environment	To be identified through consultation	2024 - Ongoing	To be identified through consultation	Currently the Community Team lead weekly events with schools and organisations



**Appendix 2.**

							such as litter picks and gardening sessions.  Currently the Sustainable Environment Team lead school visits and awareness stalls about sustainability and waste.
NDLC2	To increase the amount and diversity of tree planting in the borough.	By using expertise from internal staff and external organisations the Council can plant more diverse tree species which can help local biodiversity and increase growth and carbon capture.	Landscaping & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	The Council grows a variety of different tree species and have started to diversify singular site plantations.
Mobile Multi-Functional (MMF)							
NDMMF1	Conduct environmental law outreach campaigns to raise local awareness.	By facilitating more outreach through events and communications with the public one environmental law we can raise awareness on	MMFT	To be identified through consultation	To be identified through consultation	To be identified through consultation	

Appendix 2.

		how people can promote the environment instead do harm which can also reduce enforcement of these laws.					
NDMMF2	To support the delivery of the decarbonisation of the Council's fleet by 2030 by decarbonising the vehicles used by MMFT.	Of the entire fleet MMFT use 6 vans to undertake their operations.  More detail is located in the 2030 fleet decarbonisation delivery plan.	MMFT & Sustainable Environment				The MMFT have had 5 out of 6 vehicles in their fleet electrified.  The 6th vehicle is a diesel van used for the dog warden which will be transitioned once there is adequate and up to specification electric dog warden van vans available on the market.



Sustainable Environment Service Delivery Plan							
Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
Recycling & Waste							
SERW1	Support the delivery of the 2030 Fleet Decarbonisation Delivery Plan for 2030 for Collections vehicles.	More detail is located in the 2030 Fleet Decarbonisation Delivery Plan.	Recycling & Waste				
SERW2	To create and implement a waste reduction strategy.	By creating a waste reduction strategy, the Council can decrease emissions and increase recycling rates.	Recycling & Waste	To be identified through consultation	2025	To be identified through consultation	
Sustainable Environment							
SE1	Report the Council's and borough's carbon emissions, annually.	This allows the Council to be transparent about its emissions and develop actions to reduce significant areas of emissions through data analysis.	Sustainable Environment	No associated cost	June 2024 - Ongoing	Carbon saved from this action will be delivered through the actions that come from	

Appendix 2.

						annual reports.	
SE2	Facilitate the development of the Sustainable Environment Strategy and Delivery Plan.	The service will be responsible for ensuring the development and facilitation of the SESDP until 2050.	Sustainable Environment	To be identified through consultation	June 2024 - Ongoing	To be identified through consultation	
SE3	Facilitate the development of the Sustainable Environment Working Groups.	The service will be responsible for ensuring the development and facilitation of the Sustainable Environment Working Groups until 2050.	Sustainable Environment	No associated cost	June 2024 - Ongoing	To be identified through consultation	All working groups for all services have been created and are ready to begin delivering the SESDP.
SE4	To facilitate the creation of an additional Sustainable Environment Officer focused on Sustainability.	By creating a larger Sustainable Environment Team the development of the SESDP can become more efficient.	Sustainable Environment	To be identified through consultation	2030	To be identified through consultation	
SE5	To train and certify all Council staff members in Carbon Literacy.	By training and certifying all members of staff and any new members of staff, the Council will have sustainability embedded in the entire organisation and staff	Sustainable Environment & People	£3,000 every 3 years and £10 per certified staff member.	June 2027	To be identified through consultation	The training has been sourced and the first training session will occur in



**Appendix 2.**

		will be well informed of the issues we face with climate change and how to solve it.					June - July 2024.
SE6	To seek additional funding for the funding actions in the SESDP.	This includes funding from Salix, Central Government and other opportunities.	Sustainable Environment	No associated cost	June 2024 - Ongoing	To be identified through consultation	Have applied for Salix LCSF for feasibility studies on Knutton lane Depot, Bradwell Crematorium & Jubilee 2.
Streetscene							
SES1	Support the delivery of the 2030 Fleet Decarbonisation Delivery Plan for Streetscene vehicles	More detail is located in the 2030 Fleet Decarbonisation Delivery Plan.	Streetscene				
SES2	Deliver fleet decarbonisation by 2030 for Streetscene assets and equipment.	More detail is located in the 2030 Fleet Decarbonisation Delivery Plan.	Streetscene				
Compliance							
SEC1							To be developed

## Appendix 2.

IT & Digital Service Delivery Plan							
Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
Digital Business							
IDDB1	To transition the Council to a completely digital system and paperless.	This would aid in reducing emissions and biodiversity loss. This includes supporting the elections team becoming paperless (see Legal & Governance Service Delivery Plan)	Digital Business	To be identified through consultation	To be identified through consultation	To be identified through consultation	The Council has begun to go paperless and digital especially through the use of more digital software such as Sharepoint.
IDDB2	Ensure that all Council used digital software and hardware suppliers are ethical and sustainable.	This will be included in the Sustainable Procurement Strategy however will need to be highly focused to ensure all digital services staff use align with our ambitions.	Digital Business, Procurement & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	
Desktop & Network Services							



**Appendix 2.**

IDDN1	Partner with TMT First to deliver a public mobile device recycling service and begin the use of their services as a supplier for Council owned devices.	This would allow for a circular economy for mobile devices in the borough whilst engaging with a great local business.	IT Services, Health & Safety & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	This project has been in discussion.
-------	---	--	--	---------------------------------------	---------------------------------------	---------------------------------------	--------------------------------------

<b>Legal &amp; Governance Service Delivery Plan</b>							
<b>Action Code</b>	<b>Action</b>	<b>Summary</b>	<b>Lead Service(s)</b>	<b>Cost (£)</b>	<b>Achievement Date</b>	<b>Carbon Saved (tCO2e)</b>	<b>Progress</b>
<b>Electoral Registration &amp; Elections</b>							
LGEE1	To work towards paperless and digital elections.	This can first start with the exception of the postal vote and voting ballot papers however to completely support biodiversity and carbon emissions this will have to be reduced by 100% in the end.	Electoral Registration, Elections & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	
<b>Information &amp; Solutions</b>							

Appendix 2.

LGIS1							To be developed
Contracts, Procurement, Insurance & Risk							
LGC1	To create a sustainable and ethical procurement strategy for Council suppliers, contractors and partners.	To ensure the Council reduces all its emissions including scope 3 the organisation must set standards for the organisations/services it uses. This includes the net zero and natural environment ambitions of externals, their production and extraction and their workers' rights standards. This will include for all suppliers of the Council to have some sort of ambition to become net zero by 2030 and promote the natural environment by 2050.	Contracts, Procurement, Insurance, Risk & Sustainable Environment	To be identified through consultation	2025	To be identified through consultation	

Strategy, People & Performance Service Delivery Plan							
Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress



**Appendix 2.**

People							
SP1	To implement an annually updated compulsory sustainability training session for all current and new staff members at the Council.	By implementing compulsory sustainability training for all staff we will be able to ensure all new and current staff have the knowledge to engage with sustainable initiatives and drive them forward.	People & Sustainable Environment	To be identified through consultation	June 2024 - Ongoing	To be identified through consultation	A new sustainability training module will be published soon alongside a new training service for staff.
SP2	Transition all business travel to decarbonised transportation methods.	This includes all travel to and from conferences, site visits and meetings. Instead staff may use EV's, public transport and active travel.	People & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	
SP3	Begin to collect detailed data of business and commuting travel for scope 3 carbon footprint generation.	By collecting more detailed data on staff commuting and business travel we will be able to more accurately generate the Council's scope 3 emissions as part of our annual carbon footprint report.	People & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	
SP4	To facilitate a sustainable staff travel initiative.	This would aim to facilitate the transition of commuting to and from	People & Sustainable Environment	To be identified through consultation	To be identified through consultation	To be identified through consultation	Sustainable staff travel initiatives have been trialled

Appendix 2.

		work places to decarbonised methods.					before at the Council.
Communications & Marketing							
SCM1	To support the creation of new social media networks for the Environment and Sustainability	By creating new social media such as Instagram and Facebook for our Streetscene and Sustainable Environment Services to engage different and new audiences in the borough.	Communications, Marketing & Sustainable Environment	No associated cost	June 2024	To be identified through consultation	A new Instagram and Facebook page are ready to publish when the SESDP is adopted.
SCM2	To share and publicise sustainable opportunities and social posts on corporate messages.	By sharing different sustainable initiatives on corporate pages when needed more of the public can engage with the subject.	Communications, Marketing & Sustainable Environment	No associated cost	June 2024 - Ongoing	To be identified through consultation	Corporate communications have begun to share sustainable initiatives with the public.
Policy & Strategy							
SPS1							To be developed
Health & Safety							
SHS1	Support the health and safety aspects of the implementation of a mobile device recycling collection for the	To ensure the collection of mobile devices is safe and adheres to regulations.	Health & Safety, Sustainable Environment & Facilities Management	No associated cost	2025	To be identified through consultation	This project has been in discussion.



**Appendix 2.**

	public with TMT First.						
--	------------------------	--	--	--	--	--	--

Planning Service Delivery Plan							
Action Code	Action	Summary	Lead Service(s)	Cost (£)	Achievement Date	Carbon Saved (tCO2e)	Progress
Planning Policy							
PPP1	To implement a 10% Biodiversity Net-Gain (BNG) Policy for new developments in the new Local Plan.	Certain new developments in the borough will have to have 10% Biodiversity Net-Gain according to new Government legislation.	Planning & Sustainable Environment	To be identified through consultation	2024	To be identified through consultation	Local Plan is soon to be adopted with this policy included.  Planning are currently working with Staffordshire Wildlife Trust (SWT) on BNG.
PPP2	To partner with Staffordshire Wildlife Trust and other	This action is to ensure all action relating to the natural environment is	Planning	To be identified through consultation	2025	To be identified through consultation	

Appendix 2.

	natural environment experts in Staffordshire on Local Planning for the Natural Environment.	well informed and is backed by local experts.					
PPP3	To adopt a new Local Plan that includes sustainable initiatives such as BNG.	The Local Plan can have a large impact on the local area and has included policy regarding biodiversity and more sustainable built environments.	Planning	To be identified through consultation	2024	To be identified through consultation	Local Plan is soon to be adopted with sustainable initiatives included.
Development Management							
PDM1	To ensure all new developments adhere to national environmental health, sustainable development and BNG regulations.	This action will be ongoing till 2050 as new regulations develop.	Planning	To be identified through consultation	2024 - Ongoing	To be identified through consultation	The Council currently ensure new developments are as sustainable as they can be and are up to national regulations.



# Salix Decarbonisation Schemes Statement

---

Salix is a non-departmental public body wholly owned by the Government under the sponsorship of the Department for Energy Security and Net Zero (DESNZ), the Welsh and Scottish Governments and the Scottish Funding Council with the aim to “enable and inspire organisations to achieve net zero and create better places to live and work.” Since its formation in 2004, Salix has delivered up to £3.3 billion of funding to the public sector, with projects saving 1.2 million tonnes of carbon dioxide annually from past phases of funding schemes. Salix delivers its funding through different annually launched funding schemes that are applied for by the public sector. Some may be more focused on a certain category of the sector such as social housing or heat decarbonisation. Applications historically have been awarded based on a first come first serve basis, however are now reviewed randomly and awarded fairly based on the quality of the application from different organisations. Newcastle-under-Lyme Borough Council are interested in 2 funding schemes that have just been recently announced to fund the costs of surveying and undertaking decarbonisation works of Jubilee 2 Leisure Centre, Bradwell Crematorium and Knutton Lane Depot as these are the Council’s significant emitters of greenhouse gases. The schemes the Council plan to apply for are the Low Carbon Skills Fund (LCSF) and the Public Sector Decarbonisation Fund (PSDS) which will be supported by supplemented data and advice from [Faithful & Gould](#) (F&G) and the [Midlands Net Zero Hub](#) (MNZH). To find out more information generally on Salix please find their homepage here at [www.salixfinance.co.uk](http://www.salixfinance.co.uk).

The first scheme that the Council will be applying for is Phase 5 of the Low Carbon Skills Fund (LCSF) which has just recently been announced on the 20<sup>th</sup> of March and will be closing on the 1<sup>st</sup> of May. DESNZ has made £16M of funding available through the LCSF for the public sector with a maximum grant value award of £1M. The funding is focused on boosting decarbonisation skills and unlocking decarbonisation in the public sector through 3 stages of funding which support 3 levels of differing actions to facilitate decarbonisation.

The 1<sup>st</sup> stage is the strategy stage to fund the development of heat decarbonisation strategies, desktop assessments and building audits which Newcastle-under-Lyme Borough Council has already undertaken with F&G for various flagship buildings, the 2<sup>nd</sup> stage is the feasibility stage which includes the funding for feasibility studies, building audits and specialist site surveys, and finally the 3<sup>rd</sup> stage funds detailed designing of interventions, specialist site surveys and investment grade auditing. The Council is interested in funding from stage 2 and 3 and is currently working towards creating a successful application with F&G and MNZH for the 3 sites mentioned in the introduction. Organisations will be notified by the end of July 2024 about their success in the LCSF fund, if you'd like to read more about this scheme please follow this link [Phase 5 Public Sector Low Carbon Skills Fund | Salix Finance](#).

Additionally the Council is interested, upon a successful LCSF application to apply for Phase 4 of the Public Sector Decarbonisation Scheme which has been predicted to be launched in autumn of this year, details of the scheme were announced on the 29<sup>th</sup> of February 2024. This scheme, provided with detailed and specific information about end of life sites will fund and support the implementation of interventions to decarbonise heat systems in identified sites to help accomplish organisations' net zero ambitions and targets. Phase 4 of the PSDS will provide organisations with £1.17 billion in funding for public sector decarbonisation projects following a profile of funding of £670M in 2025/2026, £3000M in 2026/2027 and £200M in 2027/2028. The Council plan to apply for this funding with support from F&G and MNZH for the 3 listed flagship sites in the introduction once the scheme is announced and accepting applications. To learn more about the PSDS please follow this link [Phase 4 Public Sector Decarbonisation Scheme | Salix Finance](#).



**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**CORPORATE LEADERSHIP TEAM'S  
REPORT TO CABINET**

**4<sup>th</sup> June 2024**

**Report Title:** Award of contract for the Castle Car Park Payment System

**Submitted by:** Interim Chief Executive

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

**Ward(s) affected:** Town

<b><u>Purpose of the Report</u></b>	<b><u>Key Decision</u></b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
To delegate the award of the contract for the provision of the payment system at Castle Car Park.			
<b><u>Recommendation</u></b>			
That Cabinet:			
<b>1. Authorises the Interim Chief Executive in consultation with the Portfolio Finance, Town Centres and Growth to award a contract for the installation, management and maintenance of payment systems at Castle Car Park.</b>			
<b><u>Reasons</u></b>			
To enable delivery of this key piece of infrastructure for the new Castle Car Park at Ryecroft.			

**1. Background**

- 1.1 Cabinet has previously considered construction of the multi storey car park at Ryecroft and at its meeting of 6 June 2023 approved the award of the main construction contract through the Pagabo framework to Morgan Sindall. Now that construction of the car park structure has progressed it is necessary to consider infrastructure items that will enable the car park to operate. One such item is the provision of a payment system which is the subject of this report.
- 1.2 A payment system is a piece of necessary infrastructure to enable drivers to pay for parking for their duration of stay. Whilst there is a significant change to customers preference to pay digital or via card there remains

customers who prefer cash payments. The procurement process is taking into account the different methods of payment to ensure it meets a wide range of customer needs. In addition to visitors to the town the car park is also likely to serve new residential development and the hotel development that are also proposed to be delivered at the Ryecroft site.

## **2. Issues**

- 2.1 The procurement schedule is intended to ensure that installation and commissioning of equipment can be completed in line with the build completion of the car park.
- 2.2 In procuring a payment system provider the availability of appropriate frameworks was reviewed by officers. This identified the use of the ESPO 509\_23 Parking Management Solutions Framework (Lot 2) as the preferred solution.
- 2.3 An initial expression of interest was issued to all 13 suppliers on this Lot with 9 positive responses received. A formal Invitation to Tender was sent to all 9 organisations that had expressed an interest. The closing date for receipt of bids is 21 May 2024 at 17:00.
- 2.4 Evaluation is planned to take place between 22 May 2024 and 28 May 2024. Officers will be assessing the returned tenders against 40% cost and 60% quality with the intent to make an award to the supplier who submits the most economically advantageous tender following evaluation of the bids received.
- 2.5 Subject to Cabinet approval for officers to proceed with appointment of a contractor, a contract award is scheduled on 11 June 2024, following a voluntary standstill period taking place.

## **3. Recommendation**

- 3.1 That Cabinet authorises the Interim Chief Executive in consultation with the Portfolio Finance, Town Centres and Growth to award the contract for the installation, management and maintenance of payment system at Castle Car Park.

## **4. Reasons**

- 4.1 To deliver on the Council Plan Objectives as they relate to Newcastle Town Centre.
- 4.2 To pursue actions in line with the Council's Car Parking Strategy.
- 4.3 To ensure proper management of payment systems at the new Castle Car Park.
- 4.4 To deliver projects in line with the Council's Future High Street Fund bid.

## **5. Options Considered**



- 5.1 In line with public sector procurement requirements in public procurement the contract opportunity has been competitively tendered to provide engagement with the car parking payment system market.

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

- 6.1 The Council will enter into a contract with the chosen provider to install and maintain the payment system.
- 6.2 The Council has an obligation to comply with relevant legislation on car park management and enforcement.

## **7. Equality Impact Assessment**

- 7.1 No differential impact has been identified. The payment options will be accessible to any driver using the car park and specific provision has been made for accessible parking bays.

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

- 8.1 Car users will pay for car parking fees as normal through the payment options offered.
- 8.2 The estimated cost of the payment system is £150,000 and this funding will need to be allocated to the project from the Council's capital programme for 2024/25.
- 8.3 As previously reported to Cabinet, the overall Castle Car Park is being funded from a combination of Future High Street Fund, Town Deal (which are funding separate elements) and a Council capital contribution.

## **9. Major Risks & Mitigation**

- 9.1 This proposal offers a low-risk option for the Council as the contractor will be responsible for the provision, management and maintenance for the machines and software.
- 9.2 The uptake of drivers choosing to pay by phone or using car transactions is increasing nationally and in the medium term the number of cash transactions are expected to fall. Should this happen the Council can in the future review the type of machines in use and the range of payment options available.

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

- 10.1 The proposal contributes to the following UNSDG



## 11. **Key Decision Information**

- 11.1 Castle Car Park is in Town Ward although users of the car park will be drawn from a wider area.

## 12. **Earlier Cabinet/Committee Resolutions**

- 12.1 October 2019, Cabinet concerning development of the second stage Future High Street Fund bid and procurement of consultancy support.
- 12.2 December 2019, Economy Environment & Place Overview and Scrutiny Committee Town Centre Funding Update (information item)
- 12.3 July 2020, Cabinet concerning approval for submission of bid into MHCLG
- 12.4 April 2021 Cabinet accepting Future High Street Fund Grant monies and grant conditions.
- 12.5 December 2021 Cabinet Contract Award to Morgan Sindall
- 12.6 March 22 Cabinet Ryecroft Update
- 12.7 January 2023 Cabinet update report on progress made on the multi-storey car park project.
- 12.8 June 2023 Cabinet, Castle Car Park Multi-Storey Car Park Contract Award.
- 12.9 March 24 Cabinet, award of Contract to Zest for the Electric Vehicle Charging points.

## 13. **List of Appendices**

- 13.1 None

## 14. **Background Papers**

- 14.1 Tender documentation is available on request.



**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**CORPORATE LEADERSHIP TEAM'S  
REPORT TO CABINET**

**4<sup>th</sup> June 2024**

**Report Title:** Crematorium and Cemeteries Rules and Regulations Update

**Submitted by:** Interim Chief Executive

**Portfolios:** Sustainable Environment

**Ward(s) affected:** Primarily Bradwell and Keele, although affects residents from all wards

<b><u>Purpose of the Report</u></b>	<b><u>Key Decision</u></b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
To enable Cabinet to review some key issues relating to the Bereavement Services to ensure the Council continues to meet customer expectations.	
<b><u>Recommendation</u></b>	
<p><b>That Cabinet:</b></p> <p><b>1. Adopts the following policies to be operated alongside the Crematorium and cemeteries Rules and Regulations:</b></p> <ul style="list-style-type: none"> <li>• <b>Scattering of Ashes Policy</b></li> <li>• <b>Welfare Funerals</b></li> </ul>	
<b><u>Reasons</u></b>	
The Council has adopted Crematorium and Cemeteries Rules and Regulations which set out the main ways in which the facilities are managed and the expected behaviour of those using the facilities. As part of this there are a number of issues that have been reviewed and it is appropriate for Cabinet to consider adopting additional policies.	

**1. Background**

**1.1** The Council operates a Crematorium at Bradwell and a number of cemeteries across the Borough. Residents expect high quality facilities when they attend for funerals and subsequent visits. When a cremation or burial is purchased the person agrees to what service they are buying and therefore the terms and conditions. It is then the responsibility of the Council to ensure the services are delivered in accordance with these conditions and that other users also comply. These expectations are set out in the Crematorium and Cemeteries Rules and Regulations.

- 1.2** The treatment of remains is an important part of the grieving process and “the scattering of ashes can bring a sense of peace and closure to families” ([www.safewill.com](http://www.safewill.com)). A greater choice of how the remains are laid to rest results in a greater choice of how the deceased is then remembered; “Psychologists say that remembrance practices, from the funeral or memorial service to permanent memorialisation, serve an important emotional function for survivors by helping to bring closure and allowing the healing process to begin” ([www.rfhr.com](http://www.rfhr.com)). This should be encouraged to allow the family to grieve and be able to get closure; grief is unique and the chosen disposal method should reflect the individuality and personality of the deceased as much as is possible.
- 1.3** Officers are continually reviewing customer feedback and seeking views to ensure the services we offer meet current customer expectations. There are a number of areas where improvements can be made to increase customer choice and understanding of our facilities.

## **2. Issues**

### **2.1 Scattering of Ashes Policy**

- 2.1.1** The Council does not currently offer scattering of ashes. Those choosing a cremation can currently decide if to take the ashes home, purchase a burial plot or bury within the monthly gardens. Scattering is a common occurrence and an increasing choice with people requesting it in their wills.
- 2.1.2** The introduction of a scattering area would provide an additional option for cremated remains. This option would be included in the cremation fee like the burial within the crematorium remembrance grounds is, and if cremated elsewhere then the cremated elsewhere fee would be applicable.
- 2.1.3** It is proposed that the new scattering area would be a natural burial area of meadowland and wildflowers; this will enhance the environment, support a range of wildlife and reduce the environmental impact of burial. The longer grass would also reduce the visibility of cremated remains in the area, thus commencement of this service from September is proposed.

### **2.2 Welfare Funeral Policy**

- 2.2.1** The Council has operated welfare funerals for many years, the attached policy seeks to confirm the approach toward this so that all customers understand the services provided.

### **2.3 Time sensitive burials procedure**

- 2.3.1** The Council occasionally, has requests for burials to be completed within a short period of time. The Council is able to work with Funeral Directors to seek to accommodate these requests. Officers are working together to develop the procedure to ensure that these requests are dealt with effectively and timely. Whilst the principle does not require Cabinet



approval it is appropriate that Cabinet are aware of the procedure being in place.

### **3. Recommendation**

**3.1** That Cabinet adopts the following policies to be operated alongside the Crematorium and cemeteries Rules and Regulations:

- Cremated remains scattering
- Welfare Funerals

### **4. Reasons**

**4.1** In order to support residents at the very difficult time of losing a loved one it is appropriate that the Council seeks to offer choices and has relevant policies in place to meet demands.

### **5. Options Considered**

**5.1** The Council has a choice over which services it provides in relation to bereavement services. As Gold Award members of the ICCM Charter for the Bereaved, the Council's targets are:

- to expand grave choice to enable the bereaved to obtain individuality and some element of choice
- to introduce services that directly enhance the environment, as an integral part of the bereavement experience; woodland and wildflower graves are an example of such initiatives.
- to promote cemetery and crematoria design that offers fair and equitable services to all members of the community
- to be sensitive to the psychological and therapeutic needs of the bereaved when they develop and manage the crematorium grounds

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

**6.1** There are no specific issues arising from this report.

### **7. Equality Impact Assessment**

**7.1** The services offered seek to meet the needs of all of our residents. The introduction of the time sensitive procedure supports the Council in meeting expectations from those with specific cultural needs.

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

**8.1** The existing charge for those bringing ashes to Bradwell Crematorium which relate to ashes produced elsewhere is £260. This fee will be used to facilitate those wishing to scatter in the proposed areas.

**8.2** There would be no memorial headstone or marker provided within the scattering area, however the lease of a memorial plaque could be popular.

## 9. **Major Risks & Mitigation**

9.1 There are no major risks associated with adopting these policies.

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

10.1 By operating the Bereavement services the Council seeks to offer customers choice and equality. A scattering area option eases the pressure on land requirement, again reducing the impact on the environment and the pressure of providing more cremated remains graves, in particular at the crematorium where space is now very limited.



## 11. **Key Decision Information**

11.1 This affects residents using our bereavement services in more than 2 wards.

## 12. **Earlier Cabinet/Committee Resolutions**

12.1 Crematorium and Cemeteries Rules and Regulations

## 13. **List of Appendices**

13.1 Scattering of Ashes Policy

13.2 Welfare Funerals Policy

## 14. **Background Papers**

14.1 None.





Newcastle-under-Lyme Borough Council  
Scattering of Ashes Policy

Bereavement Services  
2024

## **1. Introduction**

The aim of this policy is to provide a respectful and clear procedure that will facilitate the scattering of human ashes in the designated scattering areas at Newcastle Crematorium and Keele Cemetery. The scattering of ashes will not be permitted outside of these two locations.

The Cremation Regulations 2008 (last amended 2022) state that a cremation authority 'must dispose of the ashes in accordance with the applicant's instructions for ashes'; this information must be completed on the Application for Cremation form and confirmed on the Information Regarding Disposal form.

If this disposal information changes then a new Information Regarding Disposal form signed by the Applicant is required as a formal change of instruction to the crematorium; this should be submitted as soon as possible so that the correct arrangements can be made.

## **2. General**

The person who completed the Application for Cremation form is the rightful person to apply for and arrange the scattering of the ashes.

The option of scattering the ashes at either Keele Cemetery or Newcastle Crematorium will be included within the cremation fee. Cremated remains from elsewhere can be scattered but there will be a fee for this service.

The area for scattering the ashes will be agreed and confirmed in advance.

The designated scattering areas are natural areas of meadowland and wildflowers; this enhances the environment, supports a range of wildlife and reduces the environmental impact of burial.

The longer grass reduces the visibility of cremated remains in the area which helps to make the process less upsetting and confronting for those in attendance.

The grass cutting regime of the areas will be based on conservation principles with grass cuttings being left to enrich the soil.

Loose flowers may be left in the scattering areas but no plastic wrapping or other memorial items are allowed. Anything left will be removed and disposed of without notice.

Memorial options surrounding the scattering areas are available; these include remembrance benches, vases and plaques. Additional information regarding memorials is available from the crematorium or cemetery office.

## **3. Scattering of Ashes**

The scattering of ashes is available Monday to Friday between the hours of 10am and 3pm.

An appointment for a scattering must be booked in over the phone with the cemetery or crematorium office, depending on the site required. The booking should be made by a Funeral Director or the Applicant for cremation.



If the Applicant is not attending the scattering then a signed letter confirming that they have no objection to the scattering taking place in their absence will be required prior to the scattering taking place.

If a Funeral Director, officiant or celebrant is to attend then this will be arranged by the Applicant.

A member of Bereavement Services staff will attend every scattering of ashes.

The ashes will be transferred into the scattering urn prior to the appointment; if family are bringing ashes with them on the day then these will be transferred into the urn at the crematorium or cemetery office before the scattering takes place. Extra time will need to be allocated for this.

Care will be taken to scatter the ashes evenly over the scattering area, taking into consideration the weather, the direction of the wind and the proximity of those in attendance.

A scattering urn will be used to gently distribute the ashes. Ashes will be strewn from the urn by bending down as low as possible, sliding the lid back and moving the urn from side to side while stepping backwards until the urn is completely empty. A family member can strew the ashes if they wish; if not a member of Bereavement Services will complete the scattering.

Loose flowers may be left on the ground after a scattering has taken place but no plastic wrapping or other memorial items are allowed. Anything else left will be removed and disposed of without notice.

If the scattering option chosen is a non-witness scattering then this will be carried out following the non-attend cremated remains burials procedure; this allows a period of at least one calendar month in case a change of instruction is received.

The option of scattering the ashes at either Keele Cemetery or Newcastle Crematorium will be included in the cremation fee. If the cremation has taken place elsewhere then the 'Application for the burial or scattering of cremated remains where the cremation took place elsewhere' form will need to be completed, the cremation certificate will need to be provided and there will be a fee for the service.

#### **4. Records**

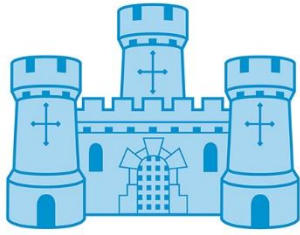
A record of the scattering of ashes will be recorded against the cremation record; detailing date, time and location.

If the cremation took place elsewhere the scattering of ashes will be recorded separately.

As areas change and develop over time it is recommended that family also keep a record of where the ashes were scattered for future reference. Photographs of the areas are allowed.

This page is intentionally left blank





# NEWCASTLE·UNDER·LYME

## BOROUGH COUNCIL

### **Welfare Funerals Policy**

When someone dies it can be a very distressing time for those arranging a funeral, especially if there are concerns about how the funeral is to be paid for. There is help available to assist with paying for a funeral and it is important that this is discussed with the Funeral Director during the arrangements, for once a contract with a Funeral Director has been entered the Applicant will be responsible for paying their costs.

If someone is receiving certain benefits; such as Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Pension Credit, Housing Benefit, Council Tax Benefit, Working Tax Credit or Child Tax Credit, they may be entitled to a funeral payment from the Social Fund. Further information about Funeral Payments, including an application form, can be found on the Direct Gov website at: [http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Beaved/DG\\_10018660](http://www.direct.gov.uk/en/MoneyTaxAndBenefits/BenefitsTaxCreditsAndOtherSupport/Beaved/DG_10018660)

### **Welfare Funerals**

Newcastle-under-Lyme Borough Council is responsible for making funeral arrangements for anybody who dies within their boundary where no other arrangements are being, or are likely to be made, e.g. when the deceased has no family and they haven't left a will. This responsibility is placed on the Council by S46 of the Public Health (Control of Disease) Act 1984. S46 of the Act also states that the Council may recover all their costs incurred in making the funeral arrangements from the estate of the deceased (i.e. their property and possessions).

If the deceased died outside of the Newcastle-under-Lyme Borough Council boundary, the funeral arrangements will be the responsibility of the local authority where they died, even if they had lived within the borough of Newcastle-under-Lyme.

Newcastle-under-Lyme Borough Council will not be involved if funeral arrangements have already been made or if the funeral has already taken place. The Council cannot provide any funding for funeral arrangements to families, whether the funeral has taken place or not. It is normally a partner, executor or other family member who would be responsible for making funeral arrangements for a deceased person, and they would also be responsible for the costs.

If there is no known next of kin or nobody willing or able to make the funeral arrangements the death will be referred to Newcastle-under-Lyme Borough Council, who will then be responsible for making the arrangements under S46 of the Public Health (Control of Disease) Act 1984.

If the deceased had known next of kin, the nearest surviving relative will be required to sign a non-involvement form stating that they are willing for the Council to make the funeral arrangements and understand that costs will be recovered from the deceased's estate if possible. If the family have already removed any possessions from where the deceased lived then these may need to be returned to the Council to help offset the funeral costs.

Once the Council has accepted a case, the Bereavement Services team will deal with all aspects of the organisation of a funeral; including registering the death, dealing with the Funeral Directors to make the arrangements and paying for the funeral.

A cremation service will normally be held at Newcastle Crematorium, unless it is established that the deceased would have chosen burial for religious, cultural or personal reasons, or if a check of the Council's burial records reveals that the deceased owned a grave in one of the borough cemeteries and there is room for them to be buried in it. If a burial is required and the deceased did not own a grave, burial will take place in an unmarked public grave within one of the borough cemeteries.

The Council's contracted Funeral Director will provide everything necessary for a simple but dignified service, including a coffin, transport of the deceased to the Crematorium or Cemetery in a hearse and sufficient bearers to transfer the coffin to the chapel/grave. The funeral director will also arrange for an officiant to lead the service and the funeral will be no different to a simple ceremony not arranged by the Council. Family and friends may attend the funeral service but they will have no choice as to where and when it is held.

Following the cremation the cremated remains will be interred in one of the monthly Gardens of Remembrance at Newcastle Crematorium; the month that corresponds to the month of death, and the burial will be recorded against the cremation record. If there is next of kin the cremated remains may be given into the care of a close family member or friend for disposal.

#### Property Search

Prior to making the funeral arrangements, Bereavement Services Officers will search the last known address of the deceased. The search will focus on finding a will, evidence of family or friends and any money or items that may be used to offset the funeral costs. This will entail removing personal possessions from the property, including address books, correspondence, legal documents, financial paperwork and personal possessions.

Any items removed from the property will be retained under secure conditions at the Crematorium or Cemetery Office for a minimum of 12 months following the funeral.

Bereavement Services Officers are not responsible for clearing or cleaning the property.

Following the completion of the search the property will be secured and the keys returned to the landlord. If the property was owned by the deceased, the case will be referred to the Treasury Solicitor and their instructions regarding the property will be followed.

#### Executors of a Will

The Council will not be able to make funeral arrangements in cases where the deceased left a will and the executor is traced; in these circumstances the executor would be expected to organise the funeral. If the executor wishes to revoke their duties, they must make a formal renunciation of the will and declare that they wish to have no further involvement in the funeral arrangements by signing a non-involvement form.

#### Estate Administration

Newcastle-under-Lyme Borough Council is entitled to recover its costs when making funeral arrangements under Section 46 of the Public Health (Control of Disease) Act 1984. The Council is not, however, empowered to administer the estate. Where there is a surplus of over £500.00 once all costs incurred in making the funeral arrangements have been reimbursed, the Council will refer the case to the Treasury Solicitor under Bona Vacantia.



Where there are known family, however, the case cannot be referred to the Treasury Solicitor. Under such circumstances, the Council will hold all monies until a legally entitled person demonstrates their suitability to administer the estate through the holding of letters of administration from the courts.

Under no circumstances will money or property from the estate be given to any family member without proper lawful authority.

#### Death in a Hospital

If the deceased died as an in-patient in a hospital managed by an NHS Trust and there are no relatives, the NHS Trust will assume responsibility for the funeral arrangements and recover their expenses from the deceased's estate.

This page is intentionally left blank



## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### CORPORATE LEADERSHIP TEAM'S REPORT TO CABINET

04 June 2024

**Report Title:** Taxi Tariffs – Proposed Increase

**Submitted by:** Service Director - Regulatory Services & Licensing Administration  
Team Manager

**Portfolios:** Finance, Town Centre & Growth

**Ward(s) affected:** All

<u>Purpose of the Report</u>	<u>Key Decision</u>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
For Cabinet Members to ratify the Licensing & Public Protection Committee decision to amend the Council set maximum metered tariffs for Hackney Carriages.			
<b><u>Recommendation</u></b>			
1. That Members approve or amend the proposed variation of the Table of metered fares charged by Hackney Carriages;			
<b><u>Reasons</u></b>			
A request has been received from the Hackney Carriage Trade Association to increase the Council set maximum metered tariffs and amend the times for the proposed tariffs. On 29 <sup>th</sup> April 2024 the Licensing & Public Protection Committee agreed the proposed tariffs, however the setting of these is an Executive function and requires Cabinet approval.			

#### 1. **Background**

- 1.1 Section 65 of the Local Government (Miscellaneous Provisions) Act, 1976 provides that a District Council may fix the rates or fares within the district in connection with the hire of a Hackney Carriage providing the proposed increase is published in at least one local newspaper, setting out the proposed variation and allowing a period no less than 14 days, from the first date of publication, for objections. The District Council must also deposit a copy of this notice at the offices of the Council and make it available for public inspection at all reasonable hours when open without payment. This consultation has taken place, ending on 18<sup>th</sup> May 2024. No comments were received.
- 1.2 The current table of fares approved by the Council was set in 2019 and has not been varied since. A copy can be found at **Appendix A**. On 29<sup>th</sup> April 2024 the Licensing & Public Protection Committee agreed a set of proposed tariffs submitted by the Hackney Carriage Trade Association. The setting of these is an Executive function and requires Cabinet approval.

#### 2. **Issues**

- 2.1 In 2023, the Trade association submitted a proposed table of fares. Following subsequent meetings and correspondence Officers drafted a new proposed table of

fares which has the agreement of the Trade Association Committee and their members. It is this set of fares that have been approved by the Licensing & Public Protection Committee.

- 2.2** There is a national fares league table compiled by the Private Hire and Taxi Monthly Magazine (PHTM) every month with places based on the cost to a customer to travel two miles on the local authorities' cheapest tariff. NULBC currently sit in 328th place from 344 local authorities. The bottom four Local Authorities in the league table do not set tariffs. These four Councils allow their Hackney Carriages to set prices for each individual journey. A copy of the April 2024 table is attached at **Appendix B**.
- 2.3** A review has been carried out against the table of fares for Stoke-on-Trent City Council who last amended their fares in March 2022. Table 1 below shows the comparison between the Council's current set of fares, the proposed set of fares and for Stoke-on-Trent City Council for 1 mile and 2 miles under tariffs 1 and 2.

Table1:

<u>Council and place in PHTM table</u>	<u>Tariff 1</u>	<b><u>Tariff 1</u></b>	<u>Tariff 2</u>	<u>Tariff 2</u>
	<u>1 mile</u>	<b><u>2 mile</u></b>	<u>1 mile</u>	<u>2 mile</u>
NuLBC (current) - 328/344	3.90	<b>5.55</b>	5.20	7.40
Stoke CC – 313/344	4.10	<b>5.90</b>	5.30	7.70
<b>NuLBC (Proposed) – 184/344</b>	4.70	<b>6.90</b>	6.00	8.75
Proposed Percentage Increase	20.5%	<b>24.3%</b>	15.4%	18.2%

- 2.4** A number of changes were put forward as part of the proposal:
- Increasing the flag fares on each tariff;
  - Increase the additional distance charges on each tariff;
  - Amending the start time of tariff 2 from midnight to 22:00;
  - Increasing the soiling charge fee;
  - Additional notes for customers.
- 2.5** The Licensing & Public Protection Committee agreed with all of the proposed amendments with the exception of the time that tariff 2 would start. Instead of starting at 22:00 hours are proposed the decision was to start it at 23:00 hours instead.
- 2.6** The proposed changes to the Table of Fares, if approved, would apply to all Hackney Carriages licensed by Newcastle-under-Lyme BC and would come into force from 10<sup>th</sup> June 2024. A copy of the tariffs to be determined by Cabinet is attached as **Appendix C**.
- 2.7** Where a journey starts and ends within the Borough it is an offence to charge more than the maximum metered fare for the time/distance approved by the Council. A fixed price can be agreed before the journey commences but it cannot exceed the maximum metered fare.
- 2.8** Where a journey ends outside of the Borough it is an offence to charge more than the maximum metered fare for the journey unless an agreement to pay more has been made in advance of the hiring. If there is no pre-agreement then the driver must not charge more than the maximum metered fare for that journey.



### 3. **Recommendation**

3.1 That Cabinet Members approve the proposed variation of the Table of metered fares charged by Hackney Carriages as detailed in Appendix C;

### 4. **Reasons**

4.1 The table of fares have not been increased since 2019 and the Council's tariffs in the bottom 6% of all UK local authorities.

### 5. **Options Considered**

5.1 That if Cabinet do not wish to approve the proposed table of fares, then they can:

- Amend the proposed fares; or
- Reject the proposed fares with a view that an amended proposal be submitted for consideration at a future meeting.

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

6.1 There are no statutory requirements on the Council to have a Table of metered fares for Hackney Carriages however once in place it forms the basis of the maximum fares that drivers of Hackney Carriages are permitted to charge.

### 7. **Equality Impact Assessment**

7.1 Not applicable

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

8.1 Not applicable

### 9. **Major Risks & Mitigation**

9.1 Not applicable

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

10.1



### 11. **Key Decision Information**

11.1 Not applicable

### 12. **Earlier Cabinet/Committee Resolutions**

12.1 Public Protection Committee – 3<sup>rd</sup> November 2015

12.2 Public Protection Committee – 20<sup>th</sup> August 2019

12.3 Licensing & Public Protection Committee – 29<sup>th</sup> April 2024

**13. List of Appendices**

- 13.1** Appendix A – Current Table of Metered Fares  
Appendix B – Private Hire and Taxi Monthly Magazine league table for April 2024  
Appendix C – Proposed Table of Metered Fares

**14. Background Papers**

- 14.1** Current Hackney Carriage Table of metered fares (Appendix A)





**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**HACKNEY CARRIAGE FARES 2019**

**MAXIMUM FARES**

**Tariff 1**

**All journeys with 1-4 passengers on below days and times**

**1. Days/Times**

06:00 – 00:00 on Mondays to Saturdays

**2. Distance**

If the distance does not exceed 800 yards (5/11ths of a mile) £3.00

For each subsequent 160 yards (1/11<sup>th</sup> of a mile) or part thereof 15p

**3. Waiting time**

Throughout the journey for each period of 60 seconds or uncompleted part thereof 20p

**Tariff 2**

**1. Days/Times**

06:00 – 00:00 on Mondays to Saturdays – **5 or more passengers only**

00.01 – 05:59 on Mondays to Saturdays – **1-4 passengers only**

00.01 to 00.00 on Sundays - **1-4 passengers only**

00.01 on all Public and Bank Holidays to 05:59 the next day (except Christmas and New Years Eve, see Tariffs 3 and 4) - **1-4**

**passengers only**

**2. Distance**

If the distance does not exceed 800 yards (5/11ths of a mile) £4.00

For each subsequent 160 yards (1/11<sup>th</sup> of a mile) or part thereof 20p

**3. Waiting time**

Throughout the journey for each period of 60 seconds or uncompleted part thereof 20p

**Tariff 3**

**1. Days/Times**

00:01- 05:59 on Mondays to Saturdays – **5 or more passengers only**

00.01 to 00.00 on Sundays - **5 or more passengers only**

00.01 on all Public and Bank Holidays to 05:59 the next day (except Christmas and New Years Eve, see Tariffs 3 and 4) – **5 or more passengers only**

20.00 on 24<sup>th</sup> December to 05:59 on 26<sup>th</sup> December – **1-4 passengers only**

20.00 on 31<sup>st</sup> December to 05:59 on 1<sup>st</sup> January – **1-4 passengers only**

**2. Distance**

If the distance does not exceed 800 yards (5/11ths of a mile) £5.00

For each subsequent 160 yards (1/11<sup>th</sup> of a mile) or part thereof 30p

**3. Waiting time**

Throughout the journey for each period of 60 seconds or uncompleted part thereof 20p

**Tariff 4**

**All journeys with 5 or more passengers on below days and times**

**1. Days/Times**

20.00 on 24<sup>th</sup> December to 05:59 on 26<sup>th</sup> December

20.00 on 31<sup>st</sup> December to 05:59 on 1<sup>st</sup> January

**2. Distance**

If the distance does not exceed 800 yards (5/11ths of a mile) £6.00

For each subsequent 160 yards (1/11<sup>th</sup> of a mile) or part thereof 30p

**3. Waiting time**

Throughout the journey for each period of 60 seconds or uncompleted part thereof 20p

**ALL JOURNEYS - EXTRA CHARGES**

Soiling Charge (not applicable to children or disabled persons) £60.00

This page is intentionally left blank





NEWSPAPER

**PHTM EXPO 2024**

CONTACT

TRADE IN

# NATIONAL HACKNEY FARE TABLES FOR 2 MILE FARE TARIFF 1 - UPDATED DAILY

CLICK TO SEE WHERE YOUR LICENSING AREA IS POSITIONED

### NOTES:

- Scroll down OR click on a letter to find your Council
- Councils 341-344 do not impose a compulsory hackney fare tariff. Individual drivers charge an agreed fare prior to the journey
- Heathrow and Luton Airport hackney fares are also listed

Choose a month:

Compared to prev month

April 2024

DECREASE INCREASE NO CHANGE

Filter by Council:

**All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

Filter by last rise:

2024 2023 **2022** 2021 2020 2019 2018 2017 2016 2015 2014 2013 2012 2011 2010

POS	COUNCIL	2 ML. FARE	+ / -
1	LONDON (HEATHROW)	£13.00	£1.20
2	LUTON AIRPORT	£12.60	
3	TFL	£11.00	£0.40

POS	COUNCIL	2 ML. FARE	+ / -
4	EPSOM & EWELL	£10.60	●
5	GUILDFORD	<b>£10.00</b>	●
6	CARADON	£9.60	●
7	NORTH CORNWALL	<b>£9.60</b>	●
8	ELMBRIDGE	£9.50	●
9	JERSEY	£9.26	●
10	CARRICK	£9.20	●
11	ST ALBANS	£9.15	●
12	READING	£9.00	●
13	MIDLOTHIAN	<b>£8.80</b>	●
14	BRIGHTON & HOVE	£8.70	●
15	GUERNSEY	£8.70	●
16	SEVENOAKS	<b>£8.70</b>	●
17	WOKING	<b>£8.70</b>	●
18	WEST BERKSHIRE	£8.60	●
19	PENWITH	<b>£8.52</b>	●
20	ARUN	£8.50	●
21	CLACKMANNAN	£8.50	●
22	GREAT YARMOUTH	<b>£8.50</b>	●
23	STROUD	£8.50	●
24	CHELTENHAM	£8.40	●
25	EAST LoTHIAN	£8.40	●
26	EAST SUFFOLK (NORTH)	<b>£8.40</b>	●
27	EDINBURGH	£8.40	●
28	LEEDS	<b>£8.40</b>	●





POS	COUNCIL	2 ML. FARE	+ / -
29	MID SUSSEX	<b>£8.40</b>	●
30	SOUTHAMPTON	<b>£8.40</b>	●
31	TONBRIDGE & MALLING	<b>£8.40</b>	●
32	WATFORD	<b>£8.40</b>	●
33	HUNTINGDONSHIRE	<b>£8.30</b>	●
34	LINCOLN	<b>£8.30</b>	●
35	RUNNYMEDE	<b>£8.30</b>	↑ £1.20
36	SWALE	<b>£8.30</b>	●
37	UTTLESFORD	<b>£8.30</b>	●
38	BCP	<b>£8.20</b>	●
39	BROXBOURNE	<b>£8.20</b>	●
40	EAST HERTS	<b>£8.20</b>	●
41	GLASGOW	<b>£8.20</b>	●
42	GRAVESHAM	<b>£8.20</b>	●
43	HART	<b>£8.20</b>	●
44	MANCHESTER	<b>£8.20</b>	●
45	RESTORMEL	<b>£8.20</b>	●
46	WOKINGHAM	<b>£8.20</b>	●
47	WORTHING	<b>£8.20</b>	●
48	FOREST OF DEAN	<b>£8.13</b>	●
49	BRENTWOOD	<b>£8.10</b>	●
50	OXFORD CITY	<b>£8.10</b>	↑ £0.60
51	PLYMOUTH	<b>£8.10</b>	●
52	SOUTH OXFORDSHIRE	<b>£8.10</b>	●
53	VALE OF WHITE HORSE	<b>£8.10</b>	●



0  
WA



POS	COUNCIL	2 ML. FARE	+ / -
54	MOLE VALLEY	<b>£8.08</b>	●
55	CENTRAL BEDFORDSHIRE	<b>£8.05</b>	●
56	BRECKLAND	<b>£8.00</b>	●
57	COVENTRY	<b>£8.00</b>	●
58	MAIDSTONE	<b>£8.00</b>	●
59	NOTTINGHAM	<b>£8.00</b>	●
60	RIBBLE VALLEY	<b>£8.00</b>	●
61	RUSHCLIFFE	<b>£8.00</b>	●
62	SOUTH GLOUCESTER	<b>£8.00</b>	●
63	TANDRIDGE	<b>£8.00</b>	●
64	TORRIDGE	<b>£8.00</b>	●
65	TUNBRIDGE WELLS	<b>£8.00</b>	●
66	YORK	<b>£8.00</b>	●
67	ISLE OF MAN	<b>£7.90</b>	↓ £0.40
68	ROTHER	<b>£7.90</b>	●
69	ADUR	<b>£7.80</b>	●
70	BRACKNELL FOREST	<b>£7.80</b>	●
71	EASTBOURNE	<b>£7.80</b>	●
72	HASTINGS	<b>£7.80</b>	●
73	NORTH SOMERSET	<b>£7.80</b>	●
74	NORTH YORKSHIRE	<b>£7.80</b>	●
75	RUSHMOOR	<b>£7.80</b>	●
76	SOUTH HAMS	<b>£7.80</b>	●
77	SOUTHEND ON SEA	<b>£7.80</b>	↑ £1.00
78	SURREY HEATH	<b>£7.80</b>	●





POS	COUNCIL	2 ML. FARE	+ / -
79	WAVERLEY	<b>£7.80</b>	●
80	CHELMSFORD	<b>£7.70</b>	●
81	DACORUM	<b>£7.70</b>	●
82	HIGH PEAK	<b>£7.70</b>	●
83	SWINDON	<b>£7.70</b>	●
84	WEALDON	<b>£7.70</b>	●
85	EAST DEVON	<b>£7.68</b>	●
86	WILTSHIRE	<b>£7.68</b>	●
87	SHETLAND ISLES	<b>£7.62</b>	●
88	BASINGSTOKE & DEANE	<b>£7.60</b>	●
89	BRISTOL	<b>£7.60</b>	●
90	EAST AYRSHIRE	<b>£7.60</b>	●
91	FIFE	<b>£7.60</b>	●
92	KERRIER	<b>£7.60</b>	●
93	LEICESTER	<b>£7.60</b>	●
94	MONMOUTHSHIRE	<b>£7.60</b>	●
95	SOUTH SOMERSET	<b>£7.60</b>	●
96	STEVENAGE	<b>£7.60</b>	●
97	TEST VALLEY	<b>£7.60</b>	●
98	THREE RIVERS	<b>£7.60</b>	●
99	WEYMOUTH & PORTLAND	<b>£7.60</b>	●
100	WINCHESTER	<b>£7.60</b>	●
101	TORBAY	<b>£7.51</b>	●
102	BATH & N. E. SOMERSET	<b>£7.50</b>	●
103	CARDIFF	<b>£7.50</b>	●



Mul  
bod  
solk

Lea



POS	COUNCIL	2 ML. FARE	+ / -
104	CHESTER	<b>£7.50</b>	●
105	EPPING FOREST	<b>£7.50</b>	●
106	EXETER	<b>£7.50</b>	●
107	IPSWICH	<b>£7.50</b>	●
108	MID SUFFOLK	<b>£7.50</b>	●
109	MILTON KEYNES	<b>£7.50</b>	●
110	NORTH HERTS	<b>£7.50</b>	●
111	SOUTH NORFOLK	<b>£7.50</b>	●
112	TAMESIDE	<b>£7.50</b>	●
113	BIRMINGHAM	<b>£7.40</b>	●
114	CANTERBURY	<b>£7.40</b>	●
115	EAST HAMPSHIRE	<b>£7.40</b>	●
116	EAST RENFREW	<b>£7.40</b>	●
117	EASTLEIGH	<b>£7.40</b>	●
118	GLOUCESTER	<b>£7.40</b>	●
119	LEWES	<b>£7.40</b>	●
120	NORTH TYNESIDE	<b>£7.40</b>	●
121	PORTSMOUTH UA	<b>£7.40</b>	●
122	SOLIHULL	<b>£7.40</b>	●
123	SOUTH AYRSHIRE	<b>£7.40</b>	●
124	TEWKESBURY	<b>£7.40</b>	●
125	WEST OXFORD	<b>£7.40</b>	●
126	NEWARK & SHERWOOD	<b>£7.37</b>	●
127	NEW FOREST	<b>£7.35</b>	●
128	ASHFORD	<b>£7.30</b>	●



POS	COUNCIL	2 ML. FARE	+ / -
129	BLACKBURN	£7.30	●
130	CAMBRIDGE CITY	£7.30	●
131	DARTFORD	£7.30	●
132	DURHAM COUNTY COUNCIL	£7.30	●
133	NORTH DEVON	£7.30	●
134	NORWICH	£7.30	●
135	SHROPSHIRE	£7.30	●
136	SOUTH CAMBRIDGE	£7.30	●
137	MORAY	£7.26	●
138	TEIGNBRIDGE	£7.26	●
139	NUNEATON & BEDWORTH	£7.25	●
140	BASILDON	£7.20	●
141	DERBY	£7.20	●
142	DORSET	£7.20	●
143	GOSPORT	£7.20	●
144	HARLOW	£7.20	●
145	LUTON	£7.20	●
146	NORTH EAST LINCOLNSHIRE	£7.20	●
147	REIGATE & BANSTEAD	£7.20	●
148	SLOUGH	£7.20	●
149	SOUTH LAKELAND	£7.20	●
150	STOCKPORT	£7.20	●
151	WEST NORTHANTS	£7.20	●
152	WEST SUFFOLK	£7.20	●
153	CHESTERFIELD	£7.16	●

POS	COUNCIL	2 ML. FARE	+ / -
154	TAMWORTH	<b>£7.14</b>	●
155	ARGYLL & BUTE	<b>£7.13</b>	●
156	CANNOCK CHASE	<b>£7.10</b>	●
157	COTSWOLD	<b>£7.10</b>	●
158	CRAWLEY	<b>£7.10</b>	●
159	DOVER	<b>£7.10</b>	●
160	HIGHLAND	<b>£7.10</b>	●
161	ISLE OF WIGHT	<b>£7.10</b>	●
162	MENDIP	<b>£7.10</b>	●
163	OLDHAM	<b>£7.10</b>	●
164	RUGBY	<b>£7.10</b>	●
165	WINDSOR & MAIDENHEAD	<b>£7.10</b>	●
166	HARBOROUGH	<b>£7.09</b>	●
167	BABERGH	<b>£7.00</b>	●
168	BROMSGROVE	<b>£7.00</b>	●
169	CARLISLE	<b>£7.00</b>	●
170	CARMARTHENSHIRE	<b>£7.00</b>	●
171	CHICHESTER	<b>£7.00</b>	●
172	HERTSMERE	<b>£7.00</b>	●
173	HORSHAM	<b>£7.00</b>	●
174	KINGS LYNN & WEST NORFOLK	<b>£7.00</b>	●
175	MACCLESFIELD	<b>£7.00</b>	●
176	MEDWAY	<b>£7.00</b>	●
177	NEWPORT	<b>£7.00</b>	●
178	PEMBROKESHIRE	<b>£7.00</b>	●



POS	COUNCIL	2 ML. FARE	+ / -
179	SUNDERLAND	£7.00	●
180	SWANSEA	£7.00	●
181	WELWYN HATFIELD	£7.00	●
182	WESTERN ISLES	£7.00	●
183	SANDWELL	£6.92	●
184	BRAINTREE	£6.90	●
185	BURY	£6.90	●
186	COLCHESTER	£6.90	●
187	WORCESTER CITY	£6.90	●
188	AMBER VALLEY	£6.80	●
189	BARROW IN FURNESS	£6.80	●
190	BEDFORD	£6.80	●
191	BLACKPOOL	£6.80	●
192	BOSTON	£6.80	●
193	BRIDGEND	£6.80	●
194	BROXTOWE	£6.80	●
195	CEREDIGION	£6.80	●
196	EAST CAMBRIDGESHIRE	£6.80	●
197	EAST LINDSEY	£6.80	●
198	EAST SUFFOLK (SOUTH)	£6.80	●
199	EDEN	£6.80	●
200	KINGSTON-UPON-HULL	£6.80	●
201	LIVERPOOL	£6.80	●
202	MANSFIELD	£6.80	●
203	MID DEVON	£6.80	●

POS	COUNCIL	2 ML. FARE	+ / -
204	NORTH KESTEVEN	<b>£6.80</b>	●
205	NORTH NORFOLK	£6.80	●
206	NORTH NORTHANTS	<b>£6.80</b>	●
207	NORTH WARWICK	<b>£6.80</b>	●
208	S. LANARKSHIRE (CAMBUS/R'GLEN)	£6.80	●
209	SEDGEMOOR	£6.80	●
210	SOMERSET WEST & TAUNTON	<b>£6.80</b>	●
211	SOUTH STAFFORDSHIRE	£6.80	●
212	TENDRING	<b>£6.80</b>	●
213	TRAFFORD	<b>£6.80</b>	●
214	VALE OF GLAMORGAN	<b>£6.80</b>	●
215	WEST LOTHIAN	£6.80	●
216	WIGAN	£6.80	●
217	WIRRAL	£6.80	●
218	WOLVERHAMPTON	<b>£6.80</b>	●
219	DUNDEE CITY	<b>£6.79</b>	●
220	CHARNWOOD	<b>£6.75</b>	●
221	WALSALL	£6.75	●
222	ABERDEENSHIRE	£6.74	●
223	MALVERN HILLS	<b>£6.72</b>	●
224	ANGUS	£6.70	●
225	BLABY	<b>£6.70</b>	●
226	CONGLETON	<b>£6.70</b>	●
227	EAST DUNBARTONSHIRE	<b>£6.70</b>	●
228	FYLDE	<b>£6.70</b>	●



POS	COUNCIL	2 ML. FARE	+ / -
229	OADBY & WIGSTON	£6.70	●
230	ROTHERHAM	£6.70	●
231	SHEFFIELD	£6.70	●
232	ABERDEEN CITY	£6.60	●
233	CONWY	£6.60	●
234	DUDLEY	£6.60	●
235	FAREHAM	£6.60	●
236	FOLKESTONE & HYTHE	£6.60	●
237	HAVANT	£6.60	●
238	LANCASTER	£6.60	●
239	NORTH LINCOLNSHIRE	£6.60	●
240	ROCHFORD	£6.60	●
241	S. LANARKSHIRE (E. KILBRIDE)	£6.60	●
242	SOUTH TYNESIDE	£6.60	●
243	STRATFORD ON AVON	£6.60	●
244	WAKEFIELD	£6.60	●
245	BASSETLAW	£6.50	●
246	CALDERDALE	£6.50	●
247	DUMFRIES & GALLOWAY	£6.50	●
248	EREWASH	£6.50	●
249	GEDLING	£6.50	●
250	HALTON	£6.50	●
251	ORKNEY	£6.50	●
252	ROSSENDALE	£6.50	●
253	SEFTON	£6.50	●

POS	COUNCIL	2 ML. FARE	+ / -
254	STAFFORD	<b>£6.50</b>	●
255	STIRLING	£6.50	●
256	TORFAEN	<b>£6.50</b>	●
257	DONCASTER	£6.48	●
258	HYNDBURN	<b>£6.42</b>	●
259	BLAENAU GWENT	<b>£6.40</b>	●
260	CASTLE POINT	<b>£6.40</b>	●
261	COUNTY OF HEREFORD	<b>£6.40</b>	●
262	CREWE & NANTWICH	<b>£6.40</b>	●
263	DERBYSHIRE DALES	<b>£6.40</b>	●
264	ELLESMERE PORT	£6.40	●
265	HINCKLEY & BOSWORTH	<b>£6.40</b>	●
266	MELTON	£6.40	●
267	NORTH AYRSHIRE	£6.40	●
268	NORTHUMBERLAND	£6.40	●
269	WEST LINDSEY	<b>£6.40</b>	●
270	WYRE	<b>£6.38</b>	●
271	WARRINGTON	£6.35	●
272	PERTH & KINROSS	<b>£6.33</b>	●
273	ANGLESEY	£6.30	●
274	BARNSLEY	£6.30	●
275	CLYDEBANK	<b>£6.30</b>	●
276	DARLINGTON	<b>£6.30</b>	●
277	SOUTH HOLLAND	£6.30	●
278	SOUTH RIBBLE	<b>£6.30</b>	●



POS	COUNCIL	2 ML. FARE	+ / -
279	ST HELENS	<b>£6.30</b>	●
280	REDDITCH	<b>£6.25</b>	●
281	THANET	<b>£6.21</b>	●
282	CHORLEY	<b>£6.20</b>	●
283	COPELAND	<b>£6.20</b>	●
284	FALKIRK	<b>£6.20</b>	●
285	FENLAND	<b>£6.20</b>	●
286	NEWCASTLE-UPON-TYNE	<b>£6.20</b>	●
287	SPELTHORNE	<b>£6.20</b>	●
288	WYCHAVON	<b>£6.20</b>	●
289	RENFREWSHIRE	<b>£6.15</b>	●
290	WYRE FOREST	<b>£6.14</b>	●
291	BRADFORD	<b>£6.10</b>	●
292	S. LANARKSHIRE (CLYDESDALE)	<b>£6.10</b>	●
293	NORTHERN IRELAND	<b>£6.06</b>	●
294	SCOTTISH BORDERS	<b>£6.05</b>	●
295	ALLERDALE	<b>£6.00</b>	●
296	BOLTON	<b>£6.00</b>	●
297	BUCKINGHAMSHIRE	<b>£6.00</b>	●
298	DENBIGHSHIRE	<b>£6.00</b>	●
299	DUMBARTON & VALE OF LEVEN	<b>£6.00</b>	●
300	EAST STAFFORDSHIRE	<b>£6.00</b>	●
301	GATESHEAD	<b>£6.00</b>	●
302	GWYNEDD	<b>£6.00</b>	●
303	KIRKLEES	<b>£6.00</b>	●

POS	COUNCIL	2 ML. FARE	+ / -
304	KNOWSLEY	<b>£6.00</b>	●
305	NORTH WEST LEICESTER	<b>£6.00</b>	●
306	PETERBOROUGH	<b>£6.00</b>	●
307	POWYS	<b>£6.00</b>	●
308	PRESTON	<b>£6.00</b>	●
309	SALFORD	<b>£6.00</b>	●
310	TELFORD & WREKIN	<b>£6.00</b>	●
311	THURROCK	<b>£6.00</b>	●
312	WARWICK	<b>£6.00</b>	●
313	STOKE-ON-TRENT UA	<b>£5.90</b>	●
314	VALE ROYAL	<b>£5.90</b>	●
315	EAST RIDING	<b>£5.85</b>	●
316	FLINTSHIRE	<b>£5.80</b>	●
317	LICHFIELD	<b>£5.80</b>	●
318	MERTHYR TYDFIL	<b>£5.80</b>	●
319	NEATH PORT TALBOT	<b>£5.80</b>	●
320	RHONDDA CYNON TAFF	<b>£5.80</b>	●
321	NORTH EAST DERBYSHIRE	<b>£5.75</b>	●
322	CAERPHILLY	<b>£5.70</b>	●
323	ASHFIELD	<b>£5.60</b>	●
324	MIDDLESBROUGH	<b>£5.60</b>	●
325	NORTH LANARKSHIRE	<b>£5.60</b>	●
326	S.LANARKSHIRE (HAMILTON)	<b>£5.60</b>	●
327	WREXHAM	£5.60	●
328	NEWCASTLE-UNDER-LYME	<b>£5.55</b>	●

POS	COUNCIL	2 ML. FARE	+ / -
329	INVERCLYDE	<b>£5.54</b>	●
330	PENDLE	<b>£5.50</b>	●
331	REDCAR & CLEVELAND	<b>£5.50</b>	●
332	ROCHDALE	<b>£5.50</b>	●
333	HARTLEPOOL	<b>£5.40</b>	●
334	SOUTH KESTEVEN	<b>£5.30</b>	●
335	STAFFS MOORLANDS	<b>£5.20</b>	●
336	WEST LANCASHIRE	<b>£5.20</b>	●
337	STOCKTON ON TEES	<b>£5.10</b>	●
338	CHERWELL	<b>£5.08</b>	●
339	BURNLEY	<b>£5.00</b>	●
340	BOLSOVER	<b>£4.60</b>	●
341	MALDON	<b>£0.00</b>	
342	RUTLAND	<b>£0.00</b>	
343	SOUTH DERBYSHIRE	<b>£0.00</b>	
344	WEST DEVON	<b>£0.00</b>	

**PHTM** · 11 Heaton Lodge · Bury Old Road  
 Manchester · M25 1NZ · **0161 688 7777**



All content Copyright  
 Private Hire and Taxi



This page is intentionally left blank



**NEWCASTLE·UNDER·LYME  
BOROUGH COUNCIL**

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL  
HACKNEY CARRIAGE FARES 2024  
MAXIMUM FARES**

**Tariff 1**

**All journeys with 1-4 passengers on below days and times**

**1. Days/Times**

06:00 – 21:59 on Mondays to Saturdays

**2. Distance**

If the distance does not exceed 800 yards (5/11ths of a mile) £3.50  
For each subsequent 160 yards (1/11<sup>th</sup> of a mile) or part thereof 20p

**3. Waiting time**

Throughout the journey for each period of 60 seconds or uncompleted part thereof 30p

**Tariff 2**

**1. Days/Times**

06:00 – 21:59 on Mondays to Saturdays – **5 or more passengers only**

22:00 – 05:59 on Mondays to Saturdays – **1-4 passengers only**

00.01 – 00.00 Sundays - **1-4 passengers only**

00.01 on all Public and Bank Holidays to 05:59 the next day (except Christmas and New Years Eve, see Tariffs 3 and 4) - **1-4 passengers only**

**2. Distance**

If the distance does not exceed 800 yards (5/11ths of a mile) £4.80  
For each subsequent 160 yards (1/11<sup>th</sup> of a mile) or part thereof 30p

**3. Waiting time**

Throughout the journey for each period of 60 seconds or uncompleted part thereof 60p

**Tariff 3**

**1. Days/Times**

22.00- 05:59 on Mondays to Saturdays – **5 or more passengers only**

00.01 – 00.00 Sundays - **5 or more passengers only**

00.01 on all Public and Bank Holidays to 05:59 the next day (except Christmas and New Years Eve, see Tariffs 3 and 4) – **5 or more passengers only**

20.00 on 24<sup>th</sup> December to 05:59 on 26<sup>th</sup> December – **1-4 passengers only**

20.00 on 31<sup>st</sup> December to 05:59 on 1<sup>st</sup> January – **1-4 passengers only**

**2. Distance**

If the distance does not exceed 800 yards (5/11ths of a mile) £6.00  
For each subsequent 160 yards (1/11<sup>th</sup> of a mile) or part thereof 40p

**3. Waiting time**

Throughout the journey for each period of 60 seconds or uncompleted part thereof 60p

**Tariff 4**

**All journeys with 5 or more passengers on below days and times**

**1. Days/Times**

20.00 on 24<sup>th</sup> December to 05:59 on 26<sup>th</sup> December

20.00 on 31<sup>st</sup> December to 05:59 on 1<sup>st</sup> January

**2. Distance**

If the distance does not exceed 800 yards (5/11ths of a mile) £7.00  
For each subsequent 160 yards (1/11<sup>th</sup> of a mile) or part thereof 40p

**3. Waiting time**

Throughout the journey for each period of 60 seconds or uncompleted part thereof 60p

**ALL JOURNEYS - EXTRA CHARGES**

Soiling Charge (not applicable to children or disabled persons) £80.00

**Important Notes Need to be add on The Tariff Sheet**

**1:- Out of Borough Journeys**

These Fares are normally negotiated with the driver in advance of the journey. The Driver may use the meter for these journeys but it is not compulsory unless no agreement was made in advance.

**2:- The** Driver may ask you to pay an estimated fare / deposit in advance of the journey if you are travelling outside of the Borough. If you do not agree you may be refused travel.

This page is intentionally left blank



**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**CORPORATE LEADERSHIP TEAM'S**

**REPORT TO CABINET**

**04 June 2024**

**Report Title:** Staffordshire Leaders Board

**Submitted by:** Interim Chief Executive

**Portfolios:** One Council, People & Partnerships

**Ward(s) affected:** All

<p><b><u>Purpose of the Report</u></b></p>	<p><b><u>Key Decision Yes</u></b> <input type="checkbox"/> <b><u>No</u></b> <input checked="" type="checkbox"/></p>
<p>To update Cabinet on the latest position regarding the Staffordshire Leaders Board and the integration of Stoke on Trent City Council formally onto the Board.</p>	
<p><b><u>Recommendation</u></b></p>	
<p><b>Cabinet is recommended to:</b></p>	
<p>1. <b>Approve the Staffordshire Leader's Board's Constitution for a Joint Committee.</b></p>	
<p><b><u>Reasons</u></b></p>	
<p>To ensure Cabinet is kept updated on the developing governance arrangements regarding the Staffordshire Leaders Board and the combined / collective work that the Board undertakes across Staffordshire with Newcastle as a key partner.</p>	

**1. Background**

- 1.1** Staffordshire County Council, Stoke on Trent City Council and Staffordshire's eight District and Borough Councils have worked together over a number of years in many ways to benefit residents. This includes our collective response to the pandemic, supporting businesses and the economy, creating jobs and opportunities, delivering nationally important employment sites (such as i54 South Staffordshire and, Keele University Science and Innovation Park), reducing waste and increasing recycling, tackling climate change, and by reimagining and reshaping our High Streets and Town Centres.
- 1.2** The Leaders Board was created to build on this collaboration by recognising that a formal joint committee would be able to speak to central Government for the area and our communities. It also provides the foundation for exploring the potential of a deal with government, when the right time comes to do so, for the devolution of powers and funding to the area.

1.3 Although Stoke on Trent City Council were not one of the original members of the Leaders Board it was always hoped that they could be brought on board at some point, and agreement has now been reached to enable this to happen. This will however require a number of amendments to be made to the Terms of Reference of the Board, and these amendments need to be considered and agreed by all parties, hence this report.

## 2. **Issues**

2.1 The revised Terms of Reference need to be agreed by all of the partner Cabinets across Staffordshire and Stoke in order that Stoke on Trent City Council can formally join the Staffordshire Leaders Board going forward.

## 3. **Recommendation**

3.1 Cabinet is recommended to:

- Approve the Staffordshire Leader's Board's Constitution for a Joint Committee.

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

4.1 To ensure Cabinet is kept updated on the developing governance arrangements regarding the Staffordshire Leaders Board and the combined / collective work that the Board undertakes across Staffordshire with Newcastle as a key partner.

## 5. **Options Considered**

5.1 To provide regular updates to Cabinet.

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

6.1 The proposed Joint Committee acts as a Joint Committee under Section 9EB of the Local Government Act 2000 and pursuant to Regulation 11 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

6.2 The establishment of joint arrangements in respect of executive functions rests with the Cabinet and is for Cabinet to approve.

## 7. **Equality Impact Assessment**

7.1 The work of the Council in this regard is to strengthen the effectiveness of cross County work for the benefit of the entire Borough, through stronger two tier working with other Council's across Staffordshire. There will be no negative impacts on residents by signing up to the Joint Committee.

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

8.1 There are no immediate and significant financial implications arising from the establishment of the Leaders Board in itself. As and when individual projects are commissioned the board will give consideration to the resource requirements necessary to deliver those projects.

## 9. **Major Risks**

9.1 There are no major risks identified at this stage.

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



11. **Key Decision Information**

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

12. **Earlier Cabinet/Committee Resolutions**

12.1 2<sup>nd</sup> February 2022 Cabinet Report.

13. **List of Appendices**

13.1 Appendix 1. Staffordshire Leaders Board Constitution of a Joint Committee.



This page is intentionally left blank



Staffordshire

## **The Staffordshire Leaders' Board Constitution for the Joint Committee**

### **1. Purpose**

- 1.1 To establish a Joint Committee of the local authorities in Staffordshire and Stoke-on-Trent to explore opportunities for improved joint working and to develop plans for potential devolution of powers from Government through a County Deal or similar arrangements.

### **2. Governance**

- 2.1 The Joint Committee will act as a Joint Committee under Section 9EB of the Local Government Act 2000 and pursuant to Regulation 11 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 2.2 The Joint Committee will be known as the Staffordshire Leaders' Board ("the Leaders' Board").
- 2.3 The Leaders' Board will comprise the local authorities within the Staffordshire and Stoke-on-Trent area: Cannock Chase District Council, East Staffordshire Borough Council, Lichfield District Council, Newcastle-under-Lyme Borough Council, South Staffordshire District Council, Stafford Borough Council, Staffordshire County Council, Staffordshire Moorlands District Council, Stoke-on-Trent City Council and Tamworth Borough Council ("the constituent authorities").
- 2.4 Political Proportionality rules will not apply to the Leaders' Board as constituted.
- 2.5 The Leaders' Board will be a legally constituted body with powers delegated to it by the constituent authorities in the following areas:
  - a) to prioritise and make decisions on the use of the funding that the Leaders' Board may influence or control.
  - b) to review future governance requirements and delivery arrangements and develop options as to how these can be best achieved in Staffordshire and Stoke-on-Trent for consideration by the constituent authorities.



## Staffordshire

- c) to have direct oversight of the projects and initiatives which the Leaders' Board has initiated or over which it has control of the funding.
  - d) to jointly discharge any function expressly given to it by any or all constituent members
  - e) to have oversight of other key projects and initiatives within its remit as set out herein.
- 2.6 The Leaders' Board will not hold funds or monies on behalf of the constituent authorities.
- 2.7 Should the Leaders' Board work plan necessitate a change in the delegated powers and terms of reference of the Leaders' Board any such change would require the approval of all the constituent authorities.
- 2.8 These terms of reference will be reviewed on a biennial basis or sooner if necessary.

### **3. Remit**

- 3.1 The remit of the Leaders' Board will be:
- i. To develop options for a devolution deal or deals for Staffordshire and Stoke-on-Trent with HM Government. For the avoidance of doubt, it is not intended that these Terms of Reference place any restriction on the form or scope such a deal or deals.
  - ii. To oversee the alignment of relevant local authority action on Climate Change, Waste and Sustainability.
  - iii. To oversee the alignment of relevant local authority plans for enterprise development and organisation of business voice.
  - iv. To coordinate the alignment of local authority interaction with the Health sector in Staffordshire.
  - v. To oversee the alignment of relevant local authority plans for future development and infrastructure.
  - vi. To coordinate the alignment of relevant local authority plans in relation to Housing and Homelessness.





## Staffordshire

- vii. To develop Staffordshire-wide joint initiatives to enhance local government efficiency and effectiveness.
- viii. To develop plans and coordinate delivery for strategic economic growth that spans local boundaries.
- ix. To develop opportunities for joint action with respect to addressing social inequalities across the geography.
- x. To act as a conduit for coordinated engagement with other sub-regional and regional bodies the Midlands Engine and Midlands Connect.
- xi. Where appropriate, to agree shared priorities and bids for funding to existing and new external funding sources.
- xii. To monitor and evaluate projects and programmes of activity commissioned directly by the Committee.
- xiii. To communicate and, where collectively agreed, to align activity across Staffordshire and Stoke-on-Trent on a range of other key public priorities that affect citizens.
- xiv. To prioritise and make decisions on the use of the funding that the Committee may influence or control.

### **4. Membership**

- 4.1 One member from each constituent authority (such member to be the Leader from each constituent authority) and for the purposes of these terms of reference this member will be known as the principal member.
- 4.2 Each constituent authority to have a named substitute member who must be an executive member.
- 4.3 Where both the principal member and the substitute member attend a meeting of the Leaders' Board the principal member shall be deemed as representing their authority by the Chair or Vice Chair.
- 4.4 In the event of any voting member of the Leaders' Board ceasing to be a member of the constituent authority which appointed him/her, the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in their place.



## Staffordshire

- 4.5 Where a member of the Leaders' Board ceases to be a Leader of the constituent authority which appointed him/her or ceases to be a member of the Executive of the constituent authority which appointed him/her, he/she shall also cease to be a member of the Leaders' Board and the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in their place.
- 4.6 Each constituent authority may remove its principal member or substitute member and appoint a different member or substitute as per that authority's rules of substitution, and by providing twenty-four hours' notice to the Chair or the Secretary.
- 4.7 The Leaders' Board may from time to time co-opt additional non-voting members ("co-opted members") with the agreement of all the constituent authorities but such co-opted members will not be members or officers of the constituent authorities.
- 4.8 Each constituent authority may individually terminate its membership of the Leaders' Board by giving three months written notice of its intent to leave the Leaders' Board to the Chair or the Secretary. At the end of these three months, but not before, the authority will be deemed to no longer be a member of the Leaders' Board.
- 4.9 Where an authority has previously terminated its membership of the Leaders' Board it may rejoin the Leaders' Board with immediate effect on the same terms as existed prior to its departure.

### **5. Quorum**

- 5.1 The quorum shall be 5 members. No business will be transacted at a meeting unless a quorum exists at the beginning of a meeting. If at the beginning of any meeting, the Chair or Secretary after counting the members present declares that a quorum is not present, the meeting shall stand adjourned.

### **6. Chair and Vice Chair**

- 6.1 The Chair of the Leaders' Board will be the principal member of Staffordshire County Council (subject to para 6.3 below)
- 6.2 The position of Vice Chair shall be filled by the principal member of Stoke-on-Trent City Council (subject to para 6.3 below)



## Staffordshire

- 6.3 The Leaders' Board will vote annually at its first meeting after all the constituent authorities' annual meetings as to whether the Chair should continue to be the principal member of the County Council. An annual vote will also take place as to whether the Vice-Chair should continue to be the principal member of Stoke-on-Trent City Council, or in each case, should be the principal member of one of the other constituent authorities, with the option to rotate both roles annually.
- 6.4 The Chair or in their absence the Vice Chair or in their absence the member of the Leaders' Board elected for this purpose, shall preside at any meeting of the Leaders' Board.
- 6.5 Appointments will be made in May of each year.
- 6.6 Where, at any meeting or part of a meeting of the Leaders' Board both the Chair and Vice Chair are either absent or unable to act as Chair or Vice Chair, the Leaders' Board shall elect one of the members of the Leaders' Board present at the meeting to preside for the balance of that meeting or part of the meeting, as appropriate. For the avoidance of doubt, the role of Chair and Vice Chair vests in the principal member concerned and in their absence the role of Chair or Vice Chair will not automatically fall to the relevant constituent authority's substitute member.

### **7. Voting**

- 7.1 One member, one vote for each constituent authority.
- 7.2 All questions shall be decided by a majority of the votes of the members present, the Chair having the casting vote in addition to their vote as a member of the Committee. Voting at meetings shall be by show of hands.
- 7.3 On the requisition of any two Members, made before the vote is taken, the voting on any matter shall be recorded by the Secretary so as to show how each Member voted and there shall also be recorded the name of any Member present who abstained from voting.

### **8. Sub-Committees and Advisory Groups**

- 8.1 The Leaders' Board may appoint sub-committees from its membership as required to enable it to execute its responsibilities





## Staffordshire

effectively and may delegate tasks and powers to the sub-committee as it sees fit.

- 8.2 The Leaders' Board may set up advisory groups as required to enable it to execute its responsibilities effectively and may delegate tasks as it sees fit to these bodies, which may be formed of officers or members of the constituent authorities or such third parties as the Leaders' Board considers appropriate.

### **9. Hosting and Administration**

- 9.1 The Leaders' Board will at their first meeting decide which of the constituent authorities will be the host authority, and the Head of Democratic Services (or equivalent post) from that authority shall be Secretary to the Committee ("the Secretary").
- 9.2 The Leaders' Board will at their first meeting decide which of the constituent authorities will provide the s151 Officer role
- 9.3 The Leaders' Board will at their first meeting decide which of the constituent authorities will provide the Monitoring Officer & Legal Adviser to the Leaders' Board.
- 9.4 The administrative costs of supporting the committee will be met equally by the constituent authorities, with each authority being responsible for receiving and paying any travel or subsistence claims from its own members.
- 9.5 The functions of the Secretary shall be:
- a) to maintain a record of membership of the Leaders' Board and any sub-committees or advisory groups appointed
  - b) to publish and notify the proper officers of each constituent authority of any anticipated "key decisions" to be taken by the Leaders' Board to enable the requirements as to formal notice of key decisions as given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to be met;
  - c) to carry out such notification to and consultation with members of any appointing constituent authority as may be necessary to enable the Leaders' Board to take urgent "key decisions" in accordance with the requirements of the Local Authorities



## Staffordshire

(Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012;

- d) to summon meetings of the Leaders' Board or any sub-committees or advisory groups;
- e) to prepare and send out the agenda for meetings of the Leaders' Board or any sub-committees or advisory groups; in consultation with the Chair and the Vice Chair of the Committee (or sub-committee/ advisory group);
- f) to keep a record of the proceedings of the Leaders' Board or any sub-committees or advisory groups, including those in attendance, declarations of interests, and to publish the minutes;
- g) to take such administrative action as may be necessary to give effect to decisions of the Leaders' Board or any sub-committees or advisory groups;
- h) to perform such other functions as may be determined by the Leaders' Board from time to time

### **10. Meetings**

- 10.1 The Leaders' Board will meet no less than every four months and meetings will be aligned where necessary with deadlines for decisions on resources and investment plans.
- 10.2 Meetings will be held at such times, dates and places as may be notified to the members of the Leaders' Board by the Secretary, being such time, place and location as the Leaders' Board shall from time to time resolve.
- 10.3 Meeting papers will be circulated five clear working days in advance of any meeting. The Chair may choose to accept or reject urgent items that are tabled at any meeting.
- 10.4 Additional ad hoc meetings may be called by the Secretary, in consultation, where practicable, with the Chair and Vice Chair of the Committee, in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the Leaders' Board, addressed to the Secretary:
  - (a) from and signed by two members of the Leaders' Board, or
  - (b) from the Chief Executive of any of the constituent authorities.



## Staffordshire

- 10.5 The Secretary shall settle the agenda for any meeting of the Leaders' Board after consulting, where practicable, the Chair or in their absence the Vice Chair; and shall incorporate in the agenda any items of business and any reports submitted by:
- (a) the Chief Executive of any of the constituent authorities;
  - (b) the Chief Finance Officer to any of the constituent authorities;
  - (c) the Monitoring Officer to any of the constituent authorities; or
  - (d) any two Members of the Leaders' Board.
- 10.6 The Leaders' Board shall, unless the person presiding at the meeting or the Leaders' Board determines otherwise in respect of that meeting, conduct its business in accordance with the procedure rules set out in paragraph 13 below.

### **11. Access to Information**

- 11.1 Meetings of the Leaders' Board will be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed.
- 11.2 These rules do not affect any more specific rights to information contained elsewhere under the law.
- 11.3 The Secretary will ensure that the relevant legislation relating to access to information is complied with. Each constituent authority is to co-operate with the Secretary in fulfilling any requirements.
- 11.4 Any Freedom of Information or Subject Access Requests received by the Leaders' Board should be directed to the relevant constituent authority(s) for that authority to deal with in the usual way, taking account of the relevant legislation. Where the request relates to information held by two or more constituent authorities, they will liaise with each other before replying to the request.

### **12. Attendance at meetings**

- 12.1 The Chair may invite any person, whether a member or officer of one of the constituent authorities or a third party, to attend the meeting and speak on any matter before the Leaders' Board.





## Staffordshire

- 12.2 Third parties may be invited to attend the Leaders' Board on a standing basis following a unanimous vote of those present and voting.
- 12.3 Where agenda items require independent experts or speakers, the Officer or authority proposing the agenda item should indicate this to the Secretary and provide the Secretary with details of who is required to attend and in what capacity. The participation of independent experts or speakers in Leaders' Board meetings will be subject to the discretion of the Chair.

### **13. Procedure Rules**

#### **13.1 Attendance**

- 13.1.1 At every meeting, it shall be the responsibility of each member to enter their name on an attendance record provided by the Secretary from which attendance at the meeting will be recorded.

#### **13.2 Order of Business**

- 13.2.1 Subject to paragraph 13.2.2, the order of business at each meeting of the Leaders' Board will be:
- i. Apologies for absence
  - ii. Declarations of interests
  - iii. Approve as a correct record and sign the minutes of the last meeting
  - iv. Matters set out in the agenda for the meeting which will clearly indicate which are key decisions and which are not
  - v. Matters on the agenda for the meeting which, in the opinion of the Secretary are likely to be considered in the absence of the press and public
- 13.2.2 The person presiding at the meeting may vary the order of business at the meeting.

#### **13.3 Disclosable Pecuniary Interests**

- 13.3.1 If a Member is aware that he/she has a disclosable pecuniary interest in any matter to be considered at the meeting, the



## Staffordshire

Member must withdraw from the room where the meeting considering the business is being held:

(a) in the case where paragraph 13.3.2 below applies, immediately after making representations, answering questions or giving evidence;

(b) in any other case, wherever it becomes apparent that the business is being considered at that meeting;

(c) unless the Member has obtained a dispensation from their own authority's Standards Committee or Monitoring Officer. Such dispensation to be notified to the Secretary prior to the commencement of the meeting.

- 13.3.2 Where a member has a disclosable pecuniary interest in any business of the Leaders' Board, the Member may attend the meeting (or a sub-committee or advisory group of the committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

### **13.4 Minutes**

- 13.4.1 There will be no discussion or motion made in respect of the minutes other than except as to their accuracy. If no such question is raised or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.

### **13.5 Rules of Debate**

- 13.5.1 A Member wishing to speak shall address the Chair and direct their comments to the question being discussed. The Chair shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. Their ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.
- 13.5.2 A motion or amendment shall not be discussed unless it has been proposed and seconded. When a motion is under debate no other motion shall be moved except the following:
- i. To amend the motion
  - ii. To adjourn the meeting



## Staffordshire

- iii. To adjourn the debate or consideration of the item
- iv. To proceed to the next business
- v. That the question now be put
- vi. That a member be not further heard or do leave the meeting
- vii. To exclude the press and public under Section 100A of the Local Government Act 1972

### **13.6 Conduct of Members**

- 13.6.1 Members of the Leaders' Board will be subject to their own authority's Code of Conduct.

### **14. Application to Sub-Committees**

- 14.1 The procedure rules and also the Access to Information provisions set out at paragraph 11 shall apply to meetings of any sub-committees of the Leaders' Board.

### **15. Scrutiny of decisions**

- 15.1 Each constituent authority which operates executive arrangements will be able to scrutinise the decisions of the Leaders' Board in accordance with that constituent authority's overview and scrutiny arrangements.

### **16. Winding up of the Leaders' Board**

- 16.1 The Leaders' Board may be wound up immediately by the unanimous agreement of all constituent authorities.

### **17. Amendment of this Constitution**

- 17.1 This Constitution can only be amended by resolution of each of the constituent authorities.



This page is intentionally left blank



**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**CORPORATE LEADERSHIP TEAM'S  
REPORT TO CABINET**

**04 June 2024**

**Report Title:** Financial and Performance Review Report – Fourth Quarter 2023-24

**Submitted by:** Corporate Leadership 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 2023-24 (Quarter Four).

**Recommendation**

**That Members note**

1. The contents of the attached report and appendices, and continue to monitor and challenge the Council's service and financial performance for this 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 quarter by presenting performance data and progress summaries set within a financial context. The report provides broad financial information (Appendix A) and also details service performance (Appendix B) for the period to the end of quarter four in 2023/24.

**2024-25 Revenue and Capital Budget Position**

- 1.2 The Council approved a General Fund Revenue Budget of £17,046,150 on 14 February 2024. Further financial information is provided in Appendix A.

**Performance**

- 1.3 The Q4 report (April 2023 to March 2024) has been produced using new business intelligence tools in order automate and improve the monitoring, analysis and reporting of Council performance. The indicators included are those agreed as part of the new Council Plan and reflect the priorities for the Borough. In addition to reporting on key performance indicators, the report also includes progress summaries for each priority action, detailing the progress with the delivery of planned activities.
- 1.4 Contextual performance information is provided (indicators without a target), 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 area that the Council cannot directly control.

- 1.5 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.
- 1.6 For this report a total of 46 indicators were monitored, 17 of these indicators were contextual and had no set target. Of the remaining 29 indicators the proportion of indicators which have met their target during this period stands at 72%, with the remaining 28% falling short of target. A greater proportion of off target measures this quarter show a positive trend when comparing the same time period of the previous financial year. It must also be noted that a small number of these 'off target' measures have more stretching targets this year, in line with benchmarking findings and council ambition. In terms of trend data overall, the proportion of indicators showing an improvement or maintenance of the previous year's performance stands at 52%.
- 1.7 Three project/actions have been classified as completed by their respective owners this quarter.

## 2. **Issues**

- 2.1 There are 8 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.
- 2.2 Progress on delivery of planned activities is summarised for each priority with there being two amber rated projects/actions identified in Quarter 4.

The first action flagged was the successful resolution to the Walleys Quarry odour problem. It was noted that there was significant escalation in complaints in January 2024 to 736, when compared to the previous month (December 2023) of 248 demonstrates an increase of 297%. In response the Service Director wrote to Walleys Quarry Limited highlighting an increase in complaints over the January period. Complaints remained high in February 2024 with a high of 1232. This level of complaint has not been seen since July 2021. This escalation of complaint numbers in January and February was subject to an Officer review that concluded that breaches of the Abatement Notice had occurred. Walleys Quarry Ltd were notified in writing of the breaches on 08 April 2024 with a 14 days response time. At the Council meeting on 10 April 2024 it was agreed that legal action would be prepared.

The second and last amber rated project/action related to the delivery of the £16m Kidsgrove Town Deal. The same issues as seen in Quarter 3 have remained around the delivery of the railway station project, the project team continues to seek a solution to ground conditions caused by historic mine works. All other projects part of the Kidsgrove Town Deal are progressing as planned.

## 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 bi-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 Outturn (Appendix B)

14. **Background Papers**

14.1 Working papers held by officers responsible for calculating indicators.



**2023/24**

**Quarter Four  
Financial  
Performance**



## 1. Background and Introduction

1.1 In accordance with the Council's Financial Procedure Rules and recommended good practice, a quarterly financial report is presented to Members. This is the fourth and final report for 2023/24.

1.2 The report summarises overall financial performance for 2023/24 with particular emphasis on the key sources of financial risk to the Council. Specific considerations are as follows:

- **General Fund Revenue Account (Section 2)** – considers budgetary performance on the General Fund Account by looking at variations in income and expenditure and the funding received by the Council.
- **Efficiency and Savings Plan (Section 3)** – considers progress in achieving the efficiency and savings forecast for 2023/24.
- **Capital Programme (Section 4)** – provides an update to Members on progress against the Council's Capital Programme and major project funded through the Town Deal Funds and Future High Street Fund.
- **Treasury Management (Section 5)** – sets out the key statistics in terms of investments and borrowings;
- **Collection Fund (Section 6)** – considers progress to date in collecting the Council Tax, Business Rates and Sundry Debts.

## 2. General Fund Revenue Budget

2.1 This section of the report considers the financial performance of the General Fund Revenue Account against budget by setting out variations in income and expenditure and funding received by the Council.

Area	2023/24 General Fund	
	Estimate £	Band D Council Tax £
Central Services	2,157,470	56.63
Cultural Services	3,769,940	98.95
Environmental Services	8,868,690	232.78
Planning	1,838,180	48.25
Transport	(294,420)	(7.73)
Housing	1,493,410	39.20
<b>Net Cost of Services</b>	<b>17,833,270</b>	<b>468.08</b>
Pensions Liabilities Account	415,000	10.89
Investment Properties	74,940	1.97
Interest and Investment Income	227,000	5.96
<b>Net Operating Expenditure</b>	<b>18,550,210</b>	<b>486.89</b>
Contribution to/(from) Revenue Reserves	904,430	23.74
Contribution to/(from) Capital Reserves	(2,597,910)	(68.19)
<b>Amount to be met from Government Grant and Local Taxpayers</b>	<b>16,856,730</b>	<b>442.45</b>

- 2.2 The Council approved a General Fund Revenue Budget of £16.857m on 15 February 2023 for 2023/24. The actual and forecast position compared to this budget is continuously monitored by Budget Holders, the Corporate Leadership Team and Portfolio Holders in order to detect any significant variances of expenditure or income from the approved amounts contained in the budget.
- 2.3 The table above shows how this budget has been allocated.
- 2.4 At the close of quarter four a positive variance of £0.007m has been achieved. The projected outturn on the General Fund Revenue Account for the year is £16.850m. This represents a positive outturn of £0.007m for the year.
- 2.5 The adverse variances that have occurred at the close of the fourth quarter of 2023/24 include:
- a. Income shortfalls from sales, fees and charges which amount to £0.611m for the financial year.
  - b. A shortfall of £0.505m in Housing Benefits subsidy grant regarding accommodation and payments for which full subsidy is not claimable.
  - c. Additional audit fees of £0.100m for the audit of the 2023/24 Statement of Accounts will be incurred during the current financial year following the re-tender completed by the Public Sector Audit Appointments board.
  - d. A pay award of £1,925 per employee has been that is in excess of the amount provided for in the budget (4%). Including national insurance and pension the additional amount totals £0.400m at the close of the year.
  - e. Backdated rent payable on a commercial property rented by the Council amounting to £0.082m and business rates payable on empty properties owned by the Council which amounted to £0.031m.
  - f. Additional overtime and temporary staff costs within the Waste and Recycling service have amounted to £0.240m.
- 2.6 These adverse variances have been offset in full by the following favourable variances:
- a. Utilisation of the Cost of Living Reserve that was established during the budget setting for 2023/24 in order to respond to any above inflationary increases in costs. The £0.400m paid into this reserve has been fully used to offset the pay award.
  - b. Interest receivable on cash 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) totals £1.400m. This has also eliminated the need for any in year borrowing to be undertaken saving £0.255m in interest payments.

### **3. Efficiency and Savings Plan**

- 3.1 This section of the report considers the financial performance of the Council's Efficiency

and Savings Plan in 2023/24.

- 3.2 The Council's Medium Term Financial Strategy (approved in February 2023) included the five year (2023/24 – 2027/28) Efficiency and Savings Plan targeting savings of £5.874m.
- 3.3 The Efficiency and Savings Plan is set on the need to both reduce expenditure and increase income. The need to grow income is now more of a priority as the Council moves more towards being self-financing. The plan has been developed with the underlying principles of protecting frontline service delivery. It is also intended that the plan is a tool to enable the Council to ensure that its service spending is determined by the established priorities set out in the Corporate Plan.
- 3.4 The 2023/24 budget was set in February 2023 with the assumption of £2.103m of savings in the year. These savings are detailed in the table below:

<b>Category</b>	<b>Amount £'000</b>	<b>Comments</b>
Income	270	Additional sources of income generation and an increased demand for services that the Council charges for
One Council	376	Efficiencies to be generated from the introduction of a new Council operating model and the continued prioritisation of digital delivery
Staffing Related Efficiencies	18	No redundancies are anticipated to arise from these proposals
Good Housekeeping/More Efficient Processes	215	Various savings arising from more efficient use of budgets
Tax Base Increase	337	Increased in Council Tax and Business Rates tax base
Council Tax Increase	159	An assumed 1.99% per Band D equivalent increase in Council Tax
Government Reimbursement	728	Grant in respect of New Homes Bonus and Minimum Funding Guarantee
<b>Total</b>	<b>2,103</b>	

- 3.5 At the end of quarter four, all savings have been achieved.

#### **4. Capital Programme and Major Projects**

- 4.1 This section of the report provides an update to Members on the Council's Capital Programme and major projects funded by the Town Deal Funds and Future High Street Fund.
- 4.3 A Capital Programme totalling £30.360m was approved for 2023/24. Of this total £17.863m relates to the total cost of new schemes for 2023/24 together with £12.497m for schemes funded by external sources (Town Deals Fund, Future High Streets Fund and Disabled Facilities Grants) and £1.000m contingency. In addition £24.013m was brought forward from the 2022/23 Capital Programme (including £22.771m from the Town Deals Fund and the Future High Streets Fund), resulting in a total Capital Programme of £54.373m for 2023/24.



- 4.4 A mid-year review of the capital programme for 2023/24 has been undertaken as part of the Efficiency Board and budget setting process. The revised capital programme (Annex A) for 2023/24 totalling £55.433m (including a £1m contingency and agreed carry forwards from 2022/23) was approved by Cabinet on 5 December 2023.
- 4.5 In addition to the revised 2023/24 Capital Programme additional capital expenditure of £0.124m regarding the Flexible Use of Capital Receipts was incurred as well as expenditure that was fully funded by the Shared Prosperity Fund (£0.344m).
- 4.6 Planned expenditure financed via capital for 2023/24 therefore totalled £55.901m. Actual expenditure has totalled £11.630m, £44.271m below that planned. This relates to expenditure that has been rolled forward into 2024/25 (£42.174m) including projects planned under the Town Deals and Future High Streets funds that will be progressed during 2024/25 (£25.641m), the Council's contribution towards the construction of a new multi storey car park (£8.100m) and fleet replacement (£4.751m). There is an unused amount of capital contingency (£0.922m) and a number of projects whereby costs have been value engineered or whereby a decision has been made not to progress with the project until a future period (£1.173m).
- 4.7 The expenditure of £11.630m was financed as shown below:

<b>Financed by:</b>	<b>£ (000)</b>
Capital Receipts	2.293
Government Grants and Other Contributions	9.337
<b>Total</b>	<b>11.630</b>

### ***Major Projects Funding***

- 4.6 The Council was awarded Future High Streets Fund funding in June 2021 of £11.0m to progress projects to help future economic growth. The full £11.0m has now been received of which £8.6m has been spent at 31 March 2024, as shown below:

<b>Project</b>	<b>Award (£000's)</b>	<b>Spend/Ordered (£000's)</b>	<b>Remaining (£000's)</b>
Ryecroft / Site Preparation	3,756	3,009	747
Multi Story Car Park	3,500	2,874	626
York Place	3,015	2,421	594
Stones Public Realm	321	-	321
Market Stalls	76	4	72
Project Management	380	379	1
<b>Total</b>	<b>11,048</b>	<b>8,687</b>	<b>2,361</b>

- 4.7 £23.6m was awarded to the Council via the Town Deals Fund for Newcastle to enable a vision to improve communications, infrastructure, and connectivity in Newcastle-under-Lyme to become a reality. £15.0m has been received to date of which £1.9m has been spent as shown below:

<b>Project</b>	<b>Award (£000's)</b>	<b>Spend/Ordered (£000's)</b>	<b>Remaining (£000's)</b>
Digital Infrastructure	2,285	12	2,273
Sustainable Public Transport	3,421	-	3,421
Electric Vehicle Charging	400	-	400
Pedestrian Cycle Permeability	950	-	950

Transform Key Gateway Sites	3,810	2	3,808
Astley Centre for Circus	1,810	632	1,178
Digital Society	3,510	515	2,995
Heart into Knutton Village	3,534	194	3,340
Cross Street, Chesterton	2,955	-	2,955
Project Management	925	563	362
<b>Total</b>	<b>23,600</b>	<b>1,918</b>	<b>21,682</b>

4.8 £16.9m has also been awarded via the Town Deals fund for Kidsgrove to enable real and lasting economic benefits to be realised in Kidsgrove and the surrounding area. To date £9.6m has been received of which £6.7m has been spent as shown below:

<b>Project</b>	<b>Award (£000's)</b>	<b>Spend/Ordered (£000's)</b>	<b>Remaining (£000's)</b>
Kidsgrove Sports Centre	2,328	2,328	-
Chatterley Valley West	3,661	3,661	-
Kidsgrove Station	3,638	196	3,442
Shared Services Hub	6,183	72	6,111
Canal Enhancement	420	-	420
Project Management	670	483	187
<b>Total</b>	<b>16,900</b>	<b>6,740</b>	<b>10,160</b>

4.9 The Council has been awarded £4.8m, over a 3 year period, of UK Shared Prosperity Funding as part of the governments mission to level up opportunity and prosperity and to overcome geographical inequalities. It also aims to level up people's pride in the places they love and seeing that reflected in empowered local leaders and communities, a stronger social fabric and better life chances. 33 projects have been identified for which spend has commenced. The 2022/23 and 2023/24 allocations totalling £1.8m have been received, total spend at 31 December 2023 amounted to £1.6m as shown below:

<b>Project</b>	<b>Award (£000's)</b>	<b>Spend/Ordered (£000's)</b>	<b>Remaining (£000's)</b>
CML Community Hubs	6	6	-
Newcastle 850 Anniversary	20	16	4
Nature and Wellbeing	22	17	5
Canal Connectivity	102	5	97
Clough Hall Park	234	-	234
Cold Night Shelter	160	-	160
Mental Health Worker	86	43	43
Nature Recovery	265	108	157
Epicentre for Circus	100	50	50
Homelessness Hub	955	23	932
Beat The Street	20	20	-
New Vic Theatre - 850 Event	10	10	-
Kidsgrove Workshop	156	96	60
Community Connector	67	34	33
Promotional Videos/Photos	15	14	1
Honeybox	55	-	55
Volunteering for all	71	36	35
Discharge Officer	86	43	43
BES Enterprise Coaching	89	49	40
Kidsgrove Town Hall	250	246	4
Security Marshalls	32	32	-
Flourishing Keele (KU)	466	233	233

Moving Ahead (KU)	276	137	139
Advanced Digital Technologies	408	205	203
Chamber Growth Hub	59	9	50
Brampton Wedding Venue	44	44	-
Markets For All	21	-	21
Community Connects	55	-	55
Feasted	45	37	8
Business Connects	6	3	3
Brampton Business Development	10	-	10
Technical Innovation Upskilling	159	-	159
Disadvantaged Upskill Project	28	8	20
Green Projects	163	1	162
To Be Confirmed	101	-	101
Project Management	194	115	79
<b>Total</b>	<b>4,836</b>	<b>1,640</b>	<b>3,196</b>

- 4.10 Several projects within the Town Deals and Future High Streets Fund (e.g., Multi Storey Car Park, Ryecroft Development, York Place and Chatterley Valley) will require further funding from the Council in addition to the government grants, this will include the Council borrowing to fund these projects.
- 4.11 The Public Works Loan Board (PWLB) borrowing rate is subject to change daily and could have a significant impact on the financial viability if increases in interest rates are forthcoming or may result in considerably less costs in the instances of lower rates being obtained when borrowing is required. Additionally, the level of inflationary demands is also considered on a project-by-project basis.
- 4.12 Rigorous financial challenge and monitoring of each project's expenditure will be required in both the interim and during subsequent construction phases. Financial monitoring will continue to be reported as part of the scrutiny process and will also form part of the quarterly financial report to Cabinet.

## 5. Treasury Management

- 5.1 This section of the report sets out the key treasury management statistics in relation to the Council's investments and borrowings. This report comprises a high level treasury management summary. The Audit and Standards Committee receives detailed operational updates on treasury management.

### *Investments*

- 5.2 Cash Investments held on the 31 March 2024 amounted to £18.045m. Interest earned on these investments at the end of the year amounted to £1.4m. The average level of funds available for investment between 1 April 2023 and 31 March 2024 was £28.431m.
- 5.3 The Council has not budgeted to receive investment income in 2023/24. A surplus of £1.400m has been received for the financial year which is due to rising interest rates, the most recent being an increase to the Bank of England base rate of 0.25%, to 5.25% in March 2024.

### *Borrowing*

- 5.4 Borrowing was not required during the latter part of 2023/24 to fund the capital



programme, primarily due to the cash flow generated from advanced monies being received in terms of Town Deals and Future High Streets funding.

- 5.5 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.
- 5.6 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. Collection Fund

- 6.1. This section of the report details progress to date in collecting the Council Tax, Business Rates and Sundry Debt.
- 6.2 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.
- 6.3 The final quarter collection rate was as follows:
- Council Tax – 97.4% of Council Tax was collected by 31 March 2024, compared to a target of 97.5%.
  - Business Rates – 97.8% of Business Rates was collected by 31 March 2024, compared to a target of 97.3%.
- 6.4 The cumulative variances in tax receipts (i.e. including the impact of balances held in respect of previous years) and the impact of Section 31 grant received as at 31 March 2024 are:

<b>Tax</b>	<b>Forecast (Surplus)/Deficit at 30.6.23</b>	<b>Forecast (Surplus)/Deficit at 30.9.23</b>	<b>Forecast (Surplus)/Deficit at 31.12.23</b>	<b>Forecast (Surplus)/Deficit at 31.03.24</b>	<b>Council's Share</b>
Council Tax	(£0.290m)	(£0.234m)	(£0.058m)	£0.056m	£0.006m (11%)
Business Rates	(£0.143m)	£0.455m	£0.747m	£1.207m	£0.483m (40%)
Business Rates Section 31 Grant	(£0.147m)	(£0.412m)	(£0.365m)	(£0.288m)	(£0.115m) (40%)
<b>Total</b>	<b>(£0.580m)</b>	<b>(£0.191m)</b>	<b>(£0.324m)</b>	<b>£0.975m</b>	<b>£0.374m</b>

- 6.5 The deficit shown is repayable by the Council in future years and will subsequently be transferred from the Business Rates reserve, which is used to provide for any collection fund shortfalls. The deficit incurred on the Business Rates collection fund is a result of decreased rateable values and unoccupied property.

**ANNEX A****Capital Programme 2023/24 Mid Year Estimate**

<b>CAPITAL PROGRAMME</b>	<b>2023/24 MID YEAR</b>
	<b>£</b>
<b>PRIORITY – One Council Delivering for Local People</b>	
Service Area - Council Modernisation	2,172,370
<b>Total</b>	<b>2,172,370</b>
<b>PRIORITY – A Successful and Sustainable Growing Borough</b>	
Service Area - Housing Improvements	1,670,000
Service Area - Managing Property & Assets	9,636,154
<b>Total</b>	<b>11,306,154</b>
<b>PRIORITY – Healthy, Active and Safe Communities</b>	
Service Area - Streetscene and Bereavement Services	1,001,569
Service Area - Recycling and Fleet	5,828,408
Service Area – Leisure and Cultural	605,862
Service Area - Engineering	117,300
<b>Total</b>	<b>7,553,139</b>
<b>PRIORITY – Town Centres for All</b>	
Future High Streets Fund	5,855,826
Town Deals – Newcastle	18,937,732
Town Deals - Kidsgrove	8,607,615
<b>Total</b>	<b>33,401,173</b>
<b>CONTINGENCY</b>	1,000,000
<b>TOTAL</b>	<b>55,432,836</b>

Capital Receipts	3,325,000
External Contributions	35,398,990
Borrowing	16,708,846
<b>TOTAL</b>	<b>55,432,836</b>

This page is intentionally left blank





# Quarter 4 - April 2023 to March 2024

## All Performance Indicators Current Status



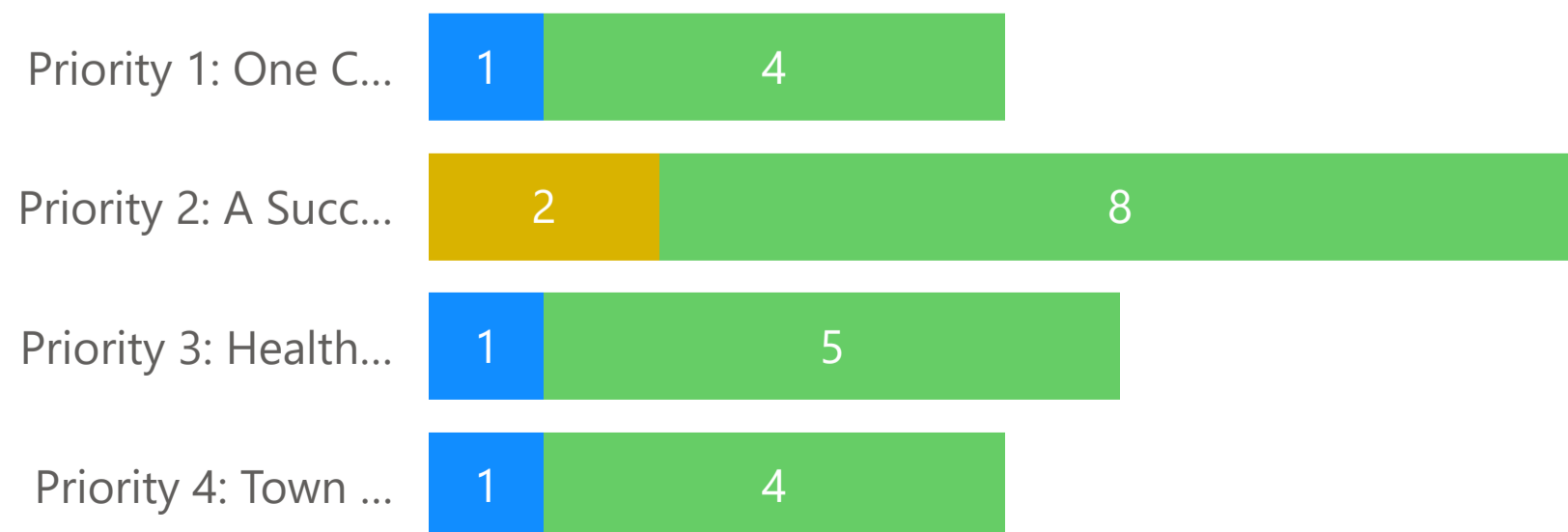
Corporate Aim (Priority)	Count of ID
Priority 1: One Council delivering for Local People	22
Priority 2: A Successful and Sustainable Growing Borough	6
Priority 3: Healthy, Active and Safe Communities	15
Priority 4: Town Centres for All	3
	<b>46</b>

## Smart Narrative

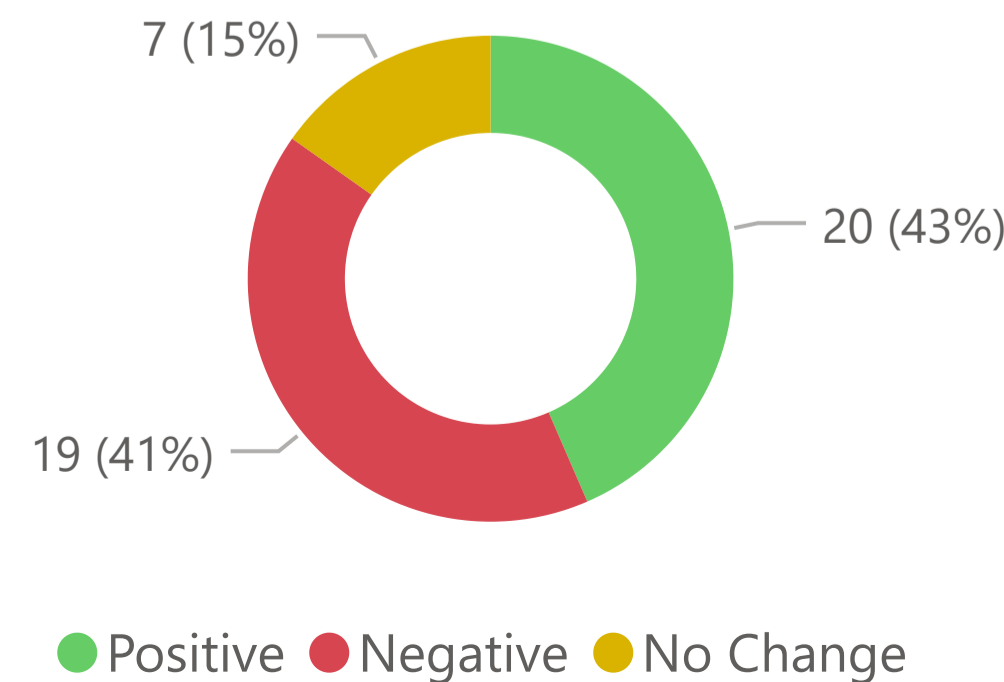
- There are 29 Indicators which have set targets this quarter.
- 72% met their targets within Quarter Four. 9 Indicators which met their target also showed improvement when compared to the same time period last year. 8 Indicators which met their target showed a negative trend when being compared to last year. 4 Indicators showed no change.
- 28% of Indicators were off target this quarter. 2 of these indicators showed an improvement when compared to last year. 5 indicators showed a negative trend and 1 showed no change.
- There are 17 Indicators which are contextual this quarter and do not have a target to meet. When compared to last year, 9 of the contextual measures showed a negative trend, 5 measures showed an improved trend and 3 measure show no change.
- There are 3 Projects/Actions that have been classified as completed being split equally between Priority 1, 3 and 4. Priority 2 has 2 Project/Actions that have been identified as not progressing as expected - detail of these is provided in this report.

## Summary Project Status Split

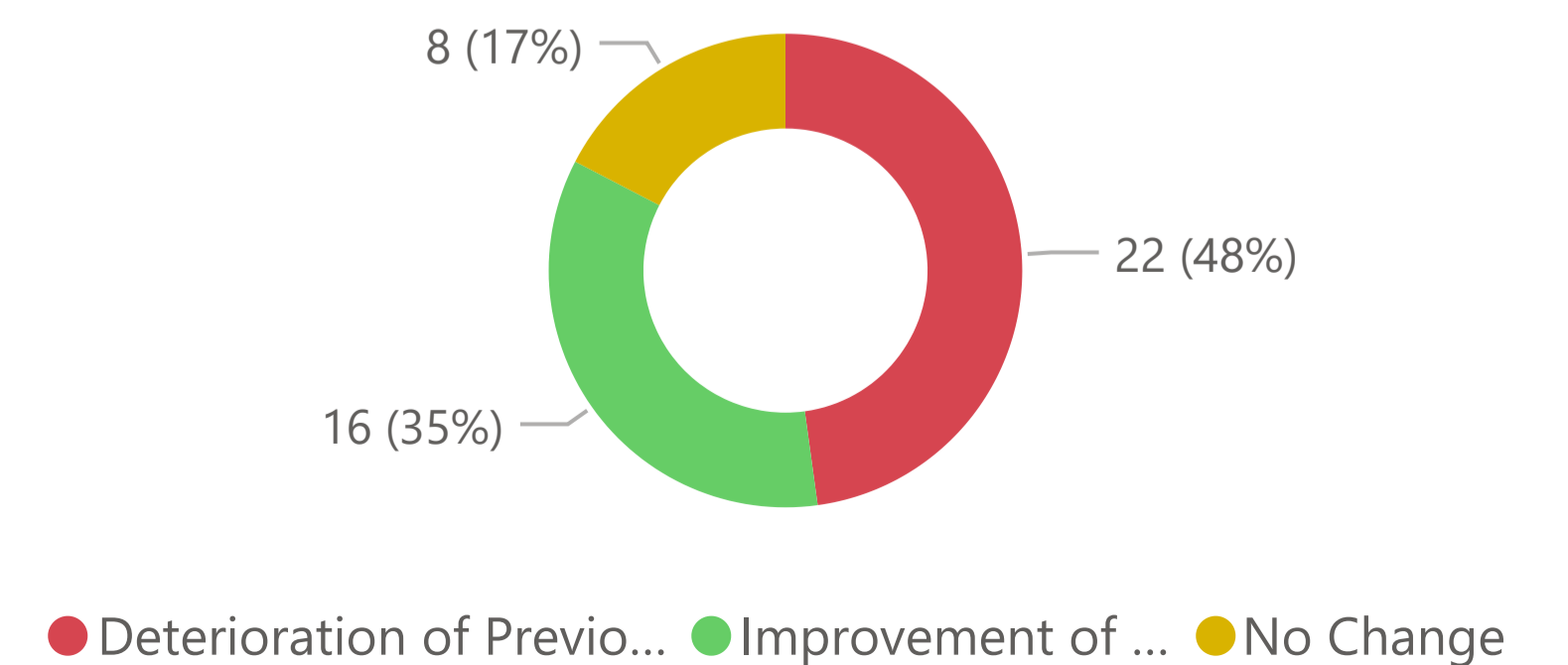
● Project/Action is Completed ● Project/Action is Not Progr... ● Project/Action is Progr...



## All Qtr.4 Trend Direction of PI's Compared to Previous Quarter

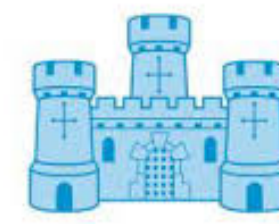


## All Qtr.4 Trend Status of PI's Compared On Same Qtr in the Previous Financial Year



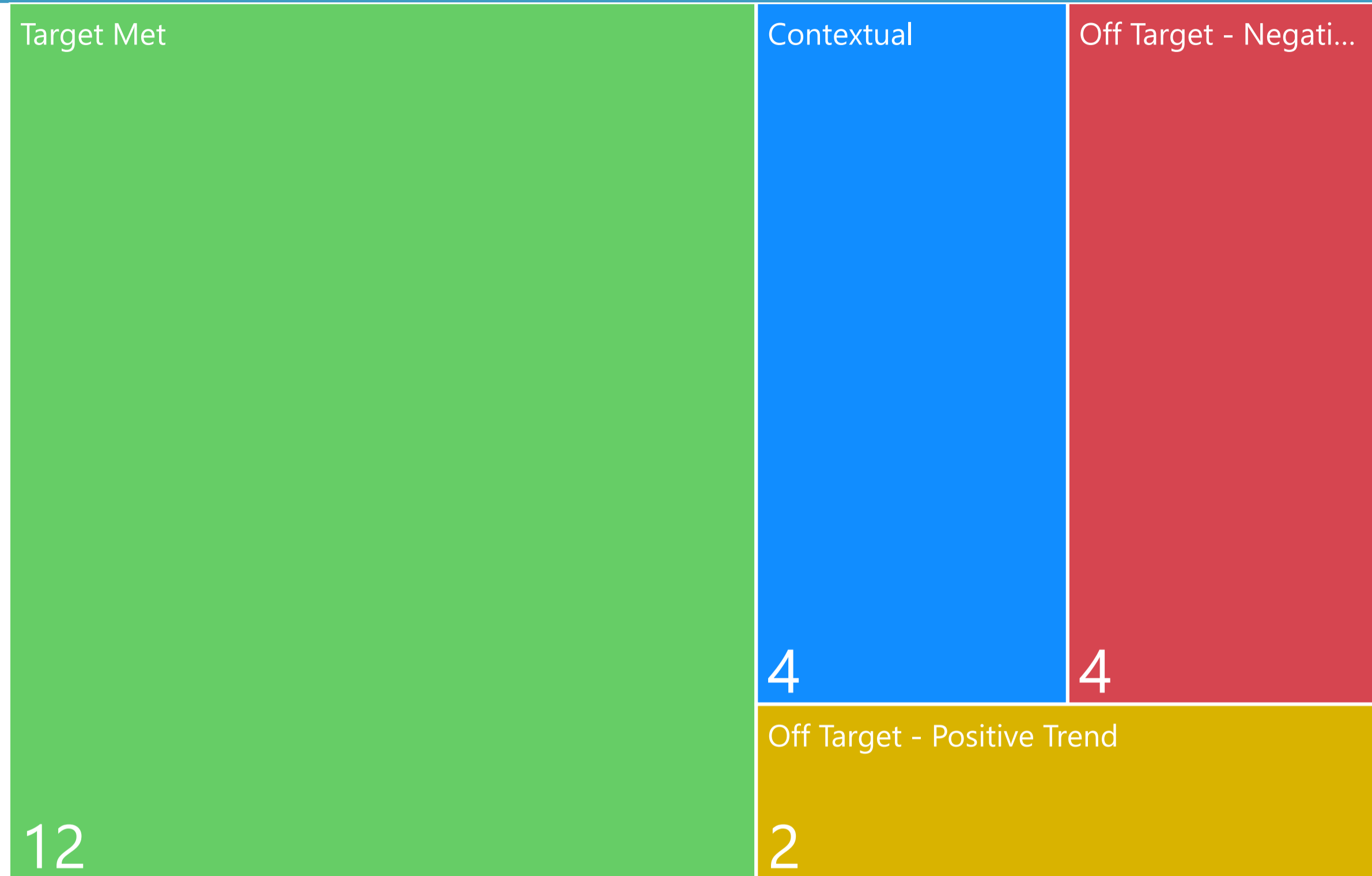


Priority 1: One Council delivering for Local People



NEWCASTLE-UNDER-LYME  
BOROUGH COUNCIL

Priority 1: Performance Indicators Current Status



Corporate Aim (Priority)	Number of Indicators
Priority 1: One Council delivering for Local People	22

Smart Narrative

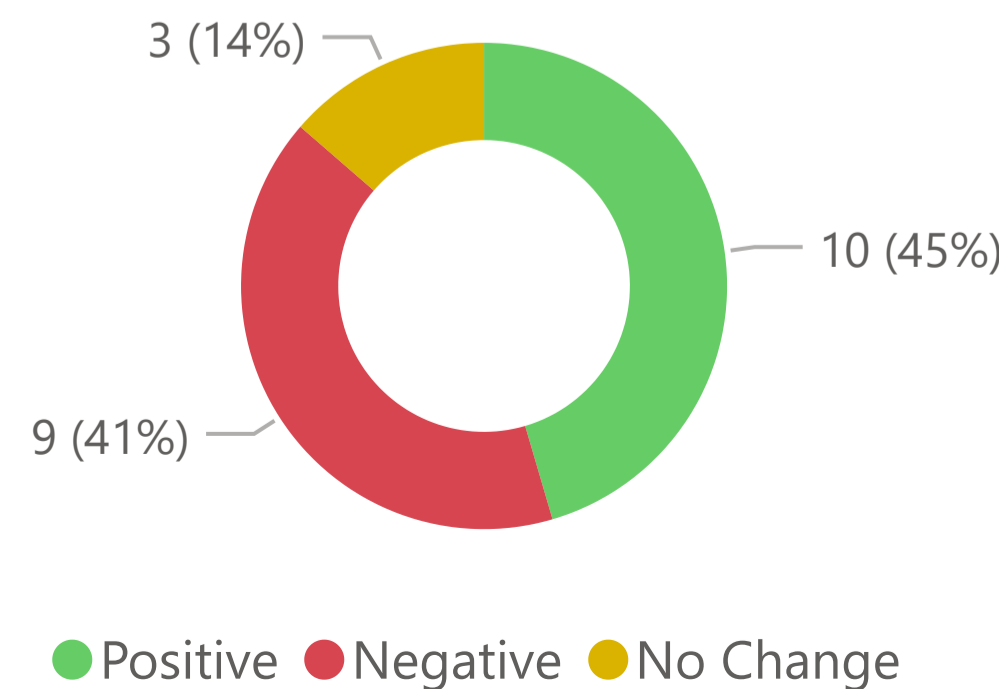
- There are 18 Indicators which have set targets this quarter within Priority 1.
- 67% met their targets within Quarter Four. 4 Indicators which met their target also showed improvement when compared to the same time period last year. 4 Indicators which met their target showed a negative trend when being compared to last year and 4 indicators did not show any change.
- 33% of Indicators were classed as off target this quarter. 4 of these indicators showed a negative trend when compared to last year. 1 showed an improved performance on the year previous and 1 demonstrated no change.
- There are 4 Indicators which are contextual this quarter and do not have a target to meet. When compared to last year, 2 of these measures showed a positive trend and 2 showed a negative trend.
- There has been one Project/Action that has been classed as completed in Priority 1, this being the Delivery of the One Council Programme. All other Projects/Actions within Priority 1 are classed to be progressing as expected.

Priority 1: Summary Project Status Split

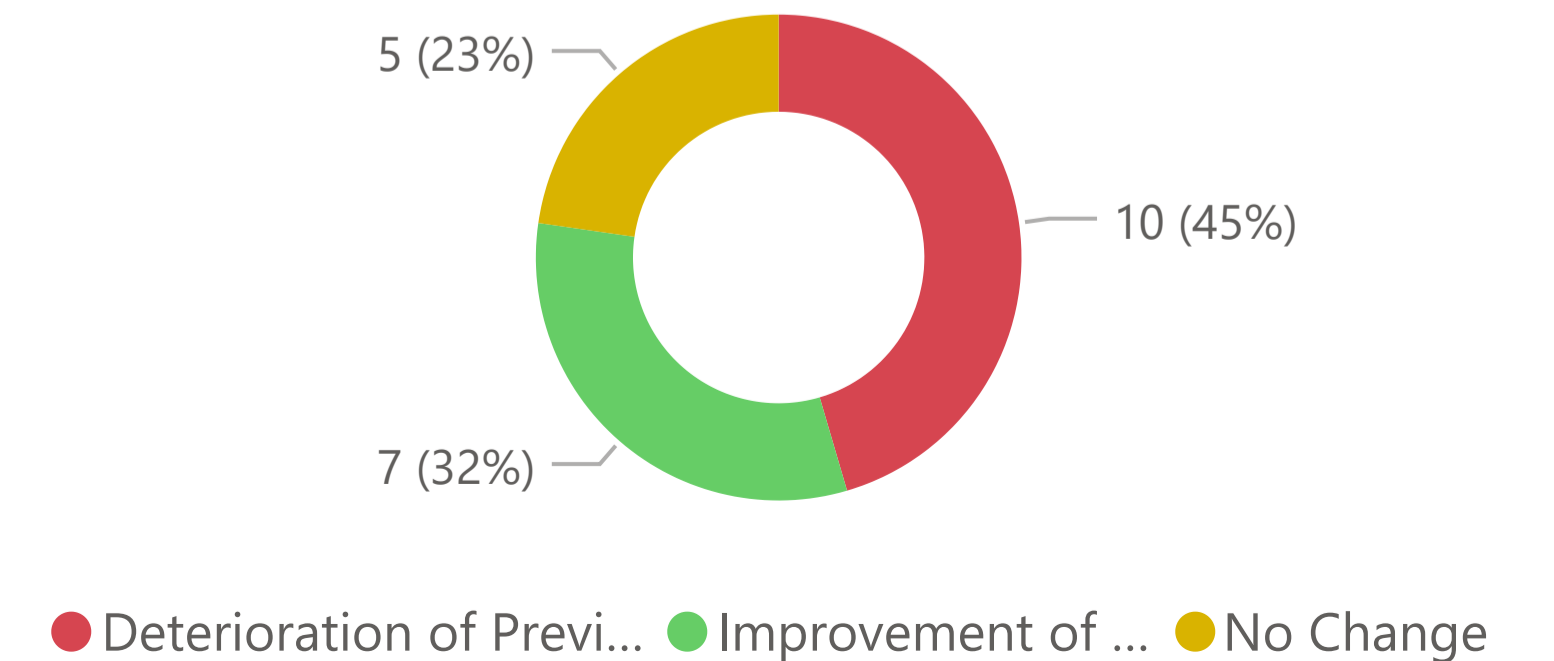
● Project/Action is Completed ● Project/Action is Progressing as Expected

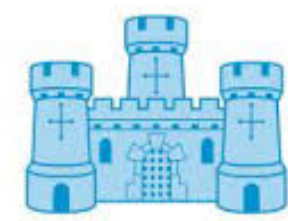


Priority 1: Qtr.4 Trend Direction of PI's Compared to Previous Quarter



Priority 1: Qtr.4 Trend Status of PI's Compared On Same Qtr in the Previous Financial Year

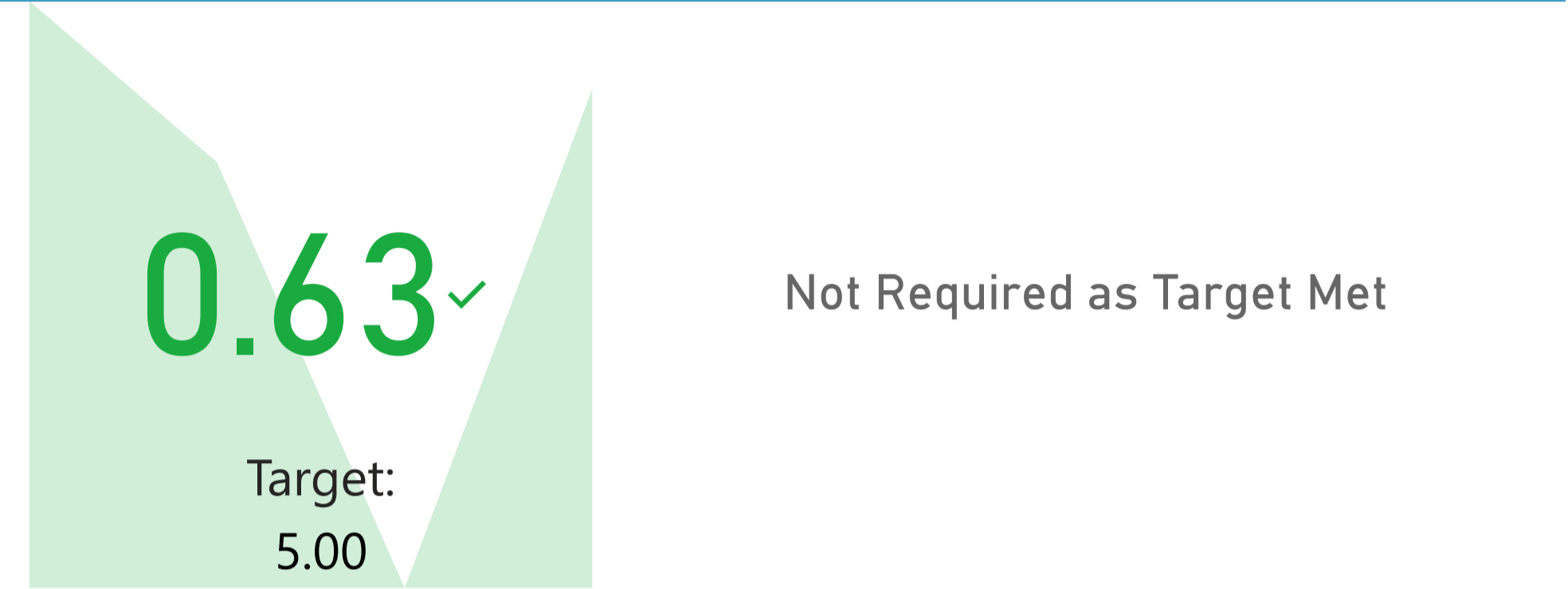
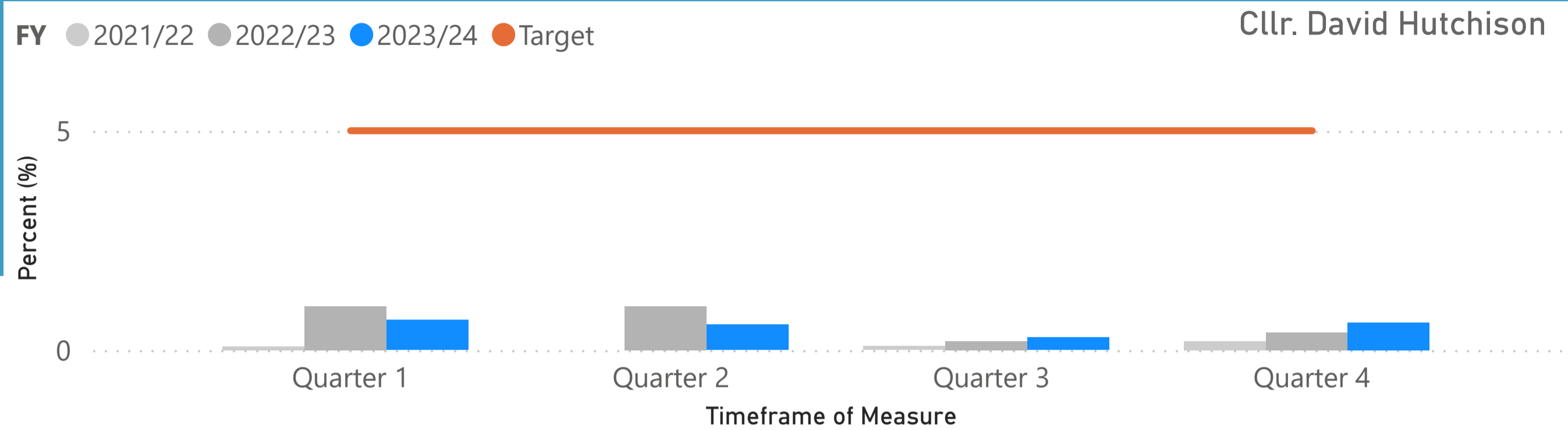




**ID1.1 - Percentage of food premises that have a zero or one national food hygiene rating** Current Status SMART Actions if Off Target

Low  
Is Good  
Per Quarter (Snapshot)

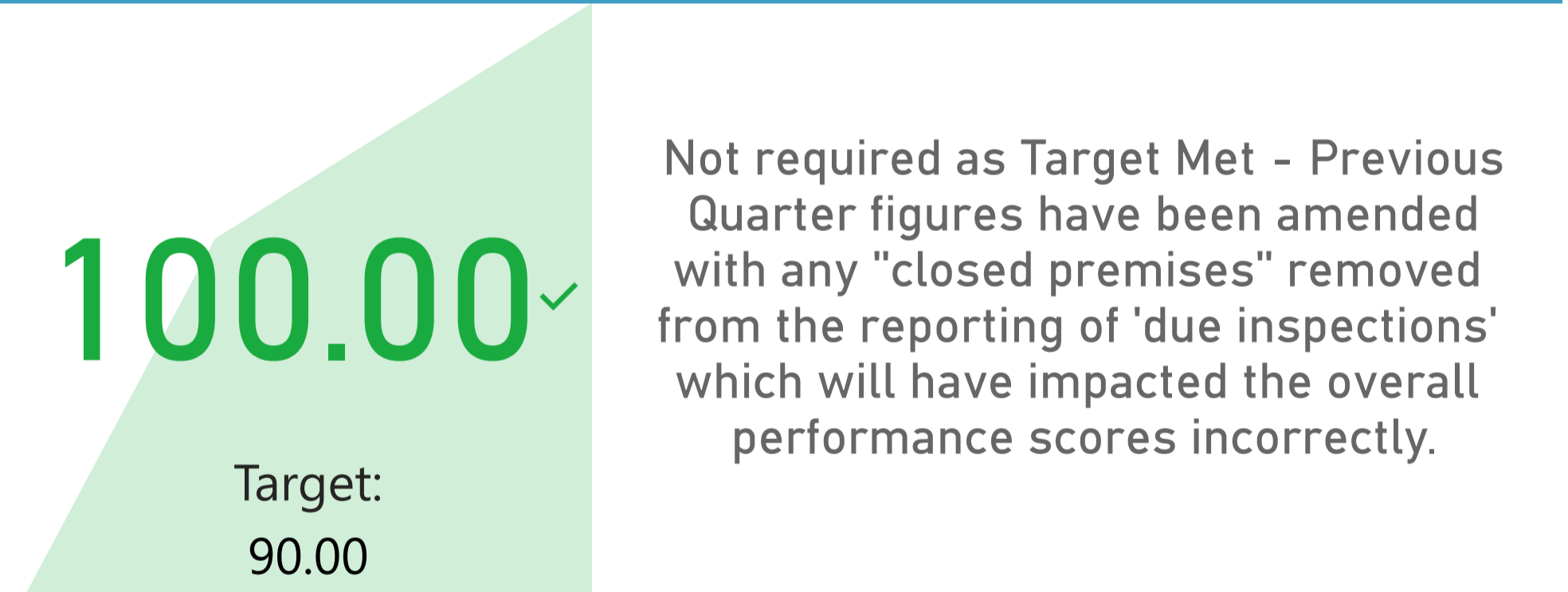
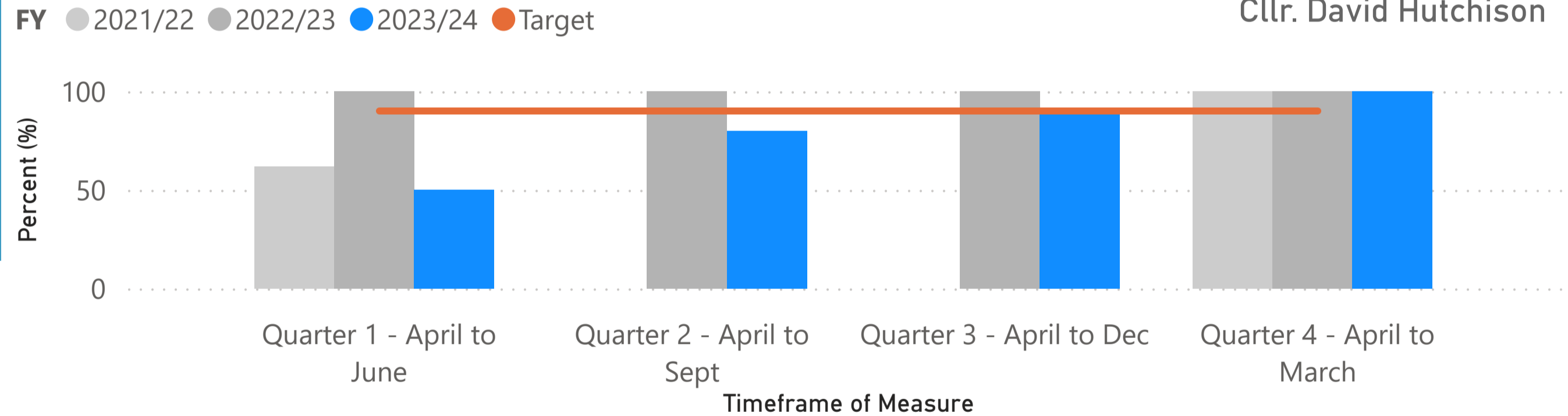
Negative  
Yearly Trend



**ID1.2 - Percentage of category A and B food business inspections completed on time** Current Status SMART Actions if Off Target

High  
Is Good  
Per Quarter (Snapshot)

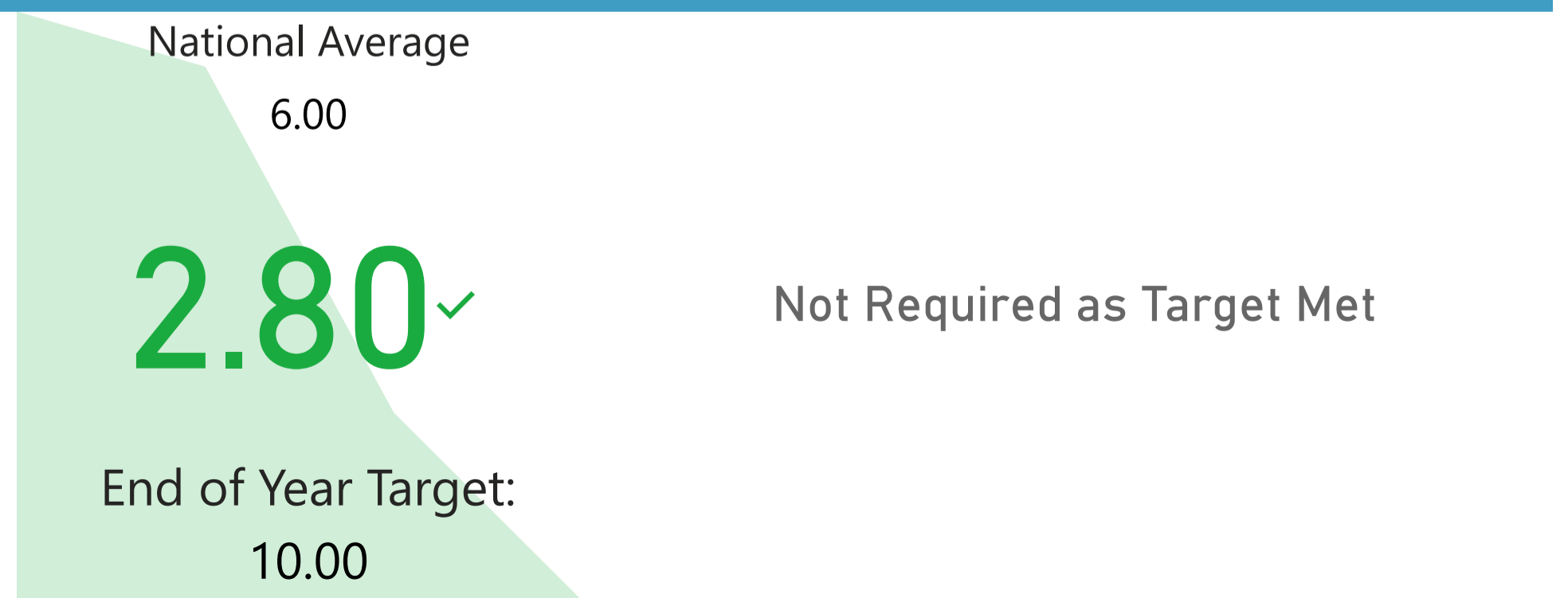
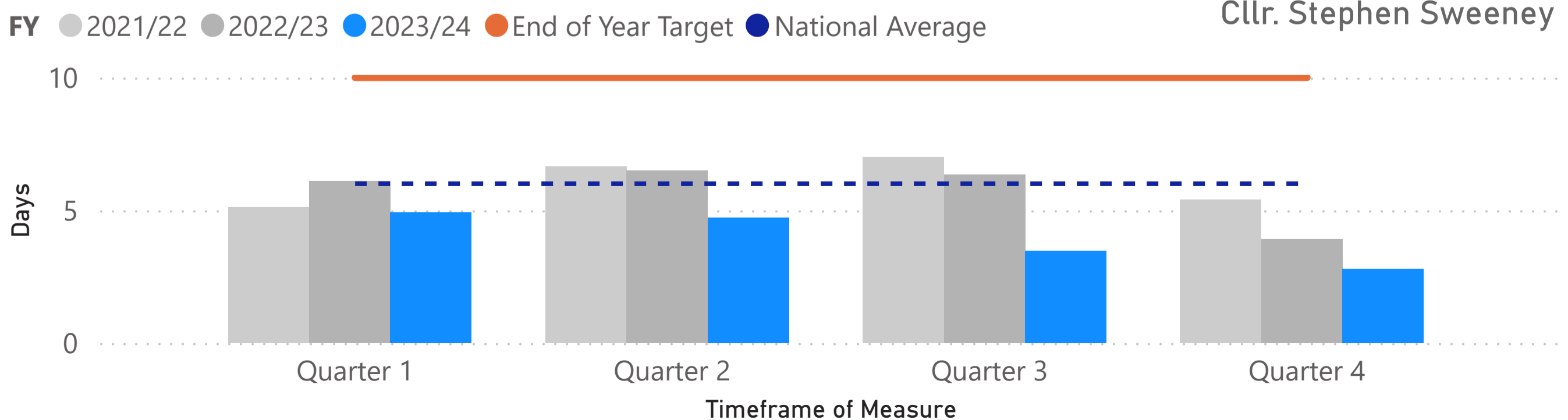
No Change  
Yearly Trend



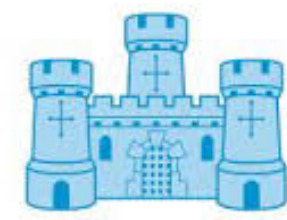
**ID1.10 - Time taken to process Housing Benefit new claims/change events (Days)** Current Status SMART Actions if Off Target

Low  
Is Good  
Cumulative (Per Annum)

Positive  
Yearly Trend



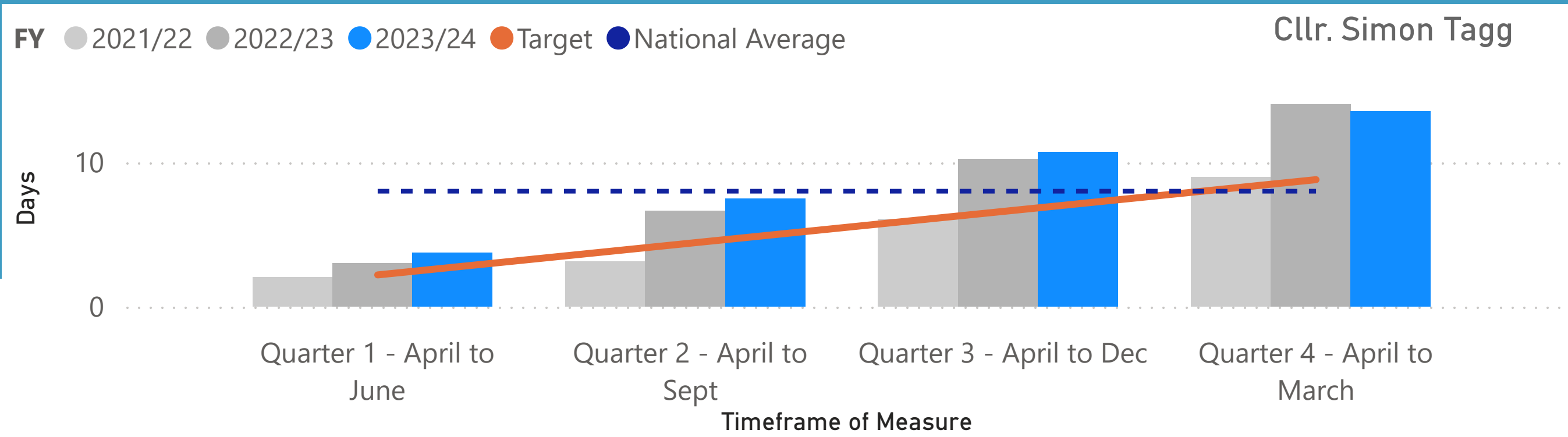




**ID1.13 - Average number of days per employee lost to sickness - Per Employee** Current Status SMART Actions if Off Target

Low  
Is Good  
Cumulative (Per Annum)

Positive  
Yearly Trend



National Average  
8.00

**13.54**

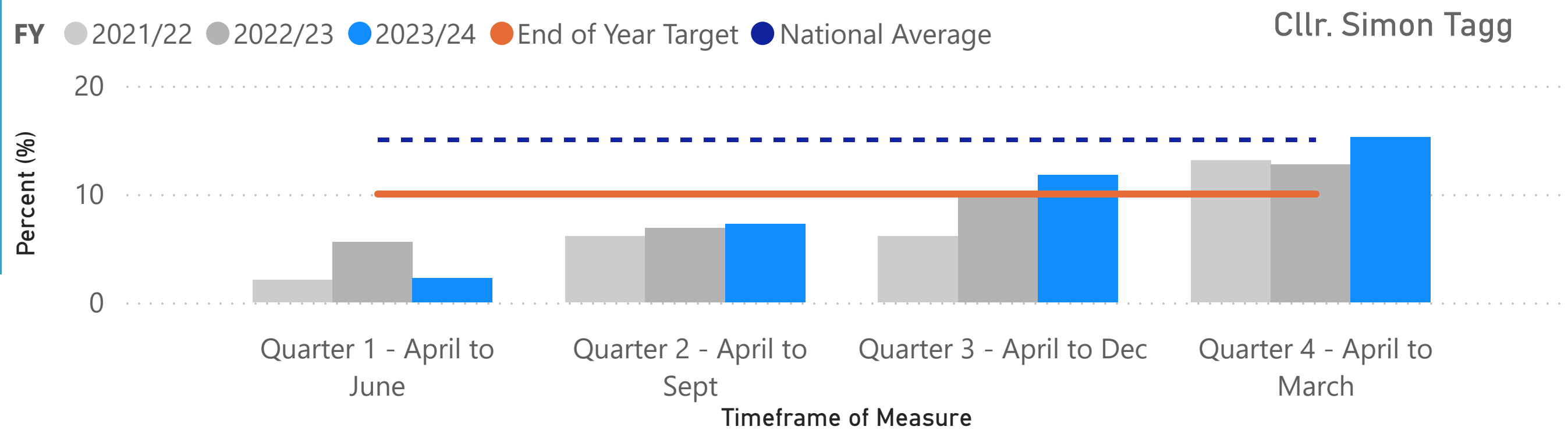
Target:  
8.80

Whilst sickness remains slightly above target it continues on a downward trend which has been the case since a slight upturn in October. Absence is lower than at any other time in the previous 12 months despite a slight increase in short term sickness. Overall there has been a year on year reduction in absence which is positive.

**ID1.14 - Staff Turnover** Current Status SMART Actions if Off Target

Low  
Is Good  
Cumulative (Per Annum)

Negative  
Yearly Trend



National Average  
15.00

**15.22**

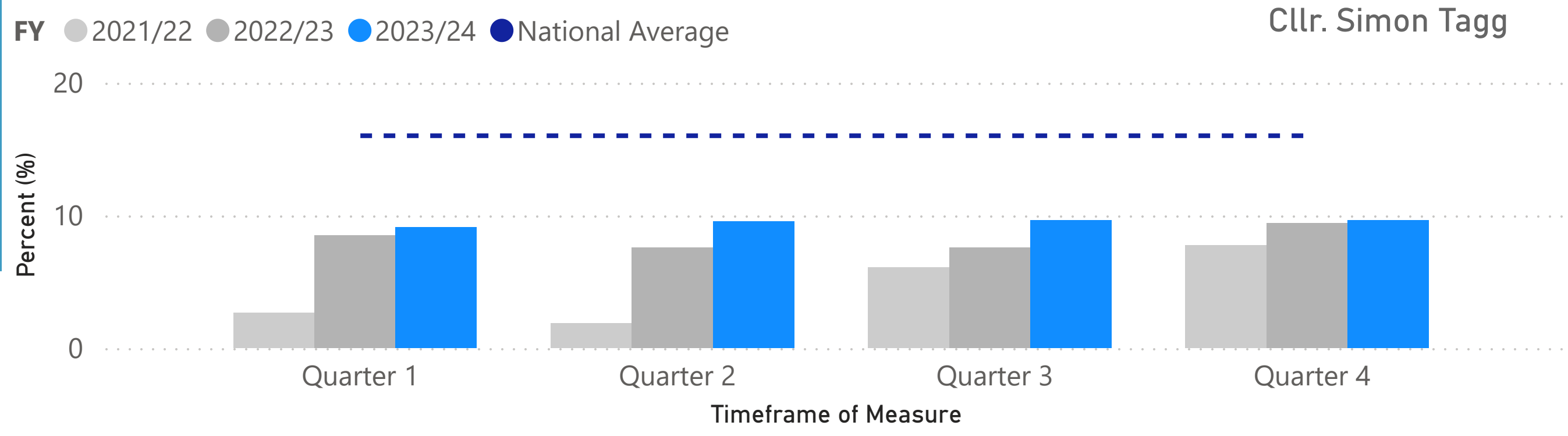
End of Year Target:  
10.00

Staff turnover remains stable despite being slightly above target cumulatively, we have had a number of people leave who have experienced long term sickness absence within this quarter.

**ID1.15 - Staff Vacancy Rate** Current Status SMART Actions if Off Target

Low  
Is Good  
Per Quarter (Snapshot)

Negative  
Yearly Trend



National Average  
16.00

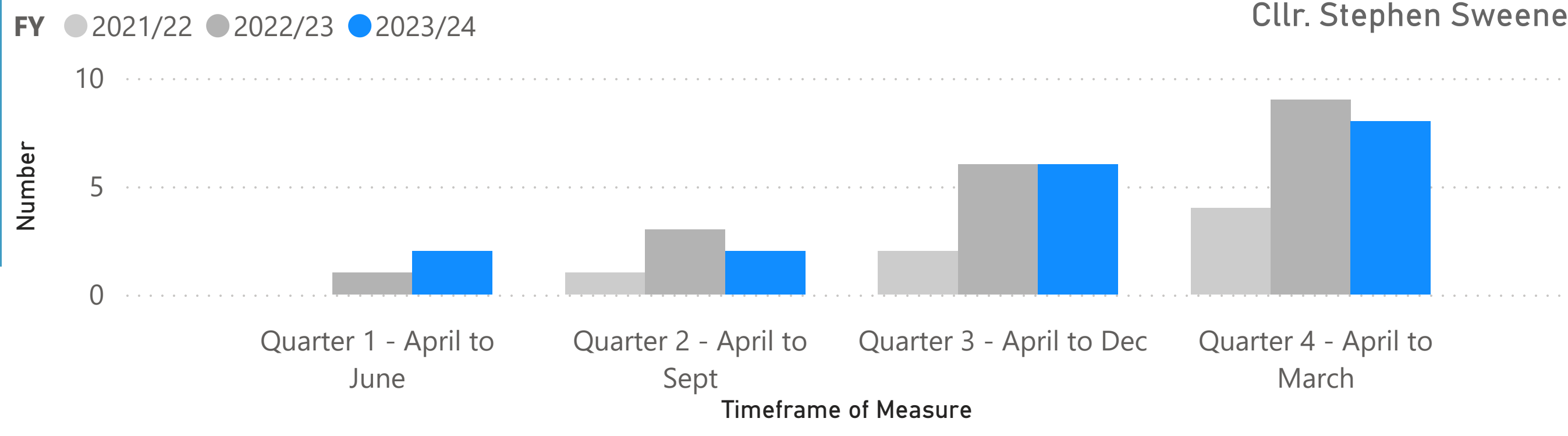
**9.62**

Vacancy rates remain consistent, with regular reviews of vacant posts to ensure efficiency. Very few posts remain hard to fill

**ID1.3 - No. Accidents/Incidents reported (RIDDOR)** Current Status SMART Actions if Off Target

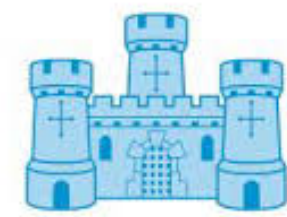
Low  
Is Good  
Cumulative (Per Annum)

Positive  
Yearly Trend

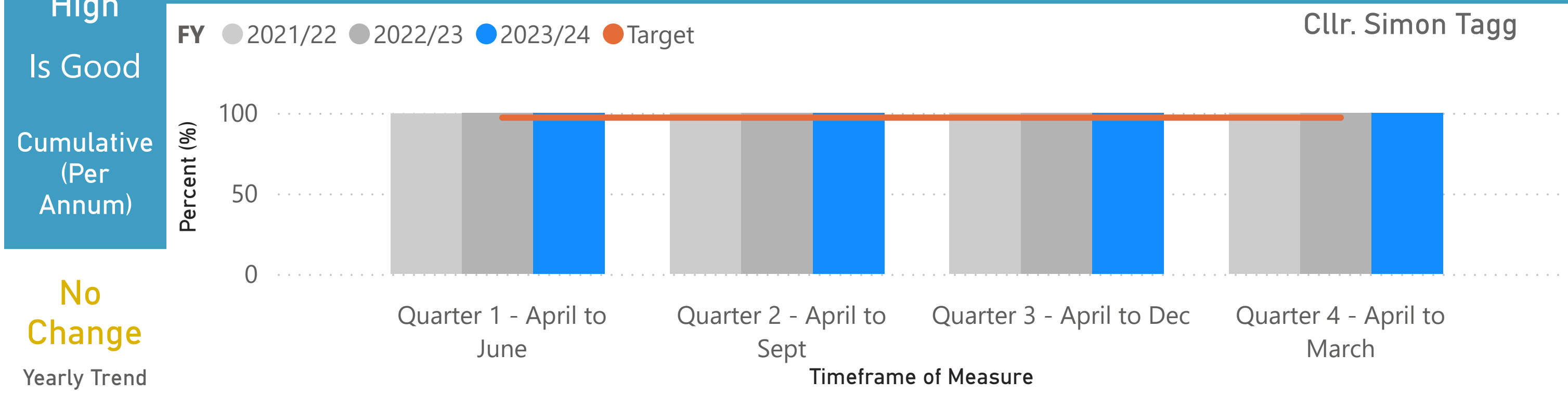


**8.00**

RIDDOR reportable accident levels are comparable with last year's levels, two included here were also identified as non-fault with no further actions required or indeed possible



High Is Good Cumulative (Per Annum) ID1.6 - Percentage of Customer Hub requests resolved at first point of contact Current Status SMART Actions if Off Target

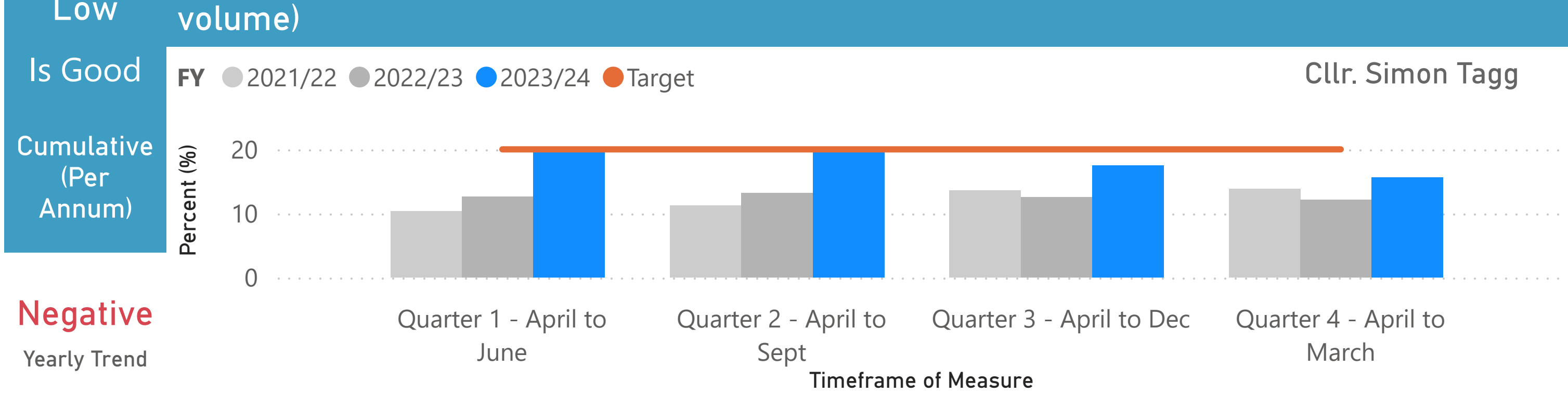


99.99 ✓

Target: 97.00

Not Required as Target Met

Low Is Good Cumulative (Per Annum) ID1.7 - % Unmet demand (number of calls not answered as a % of total call handling volume) Current Status SMART Actions if Off Target

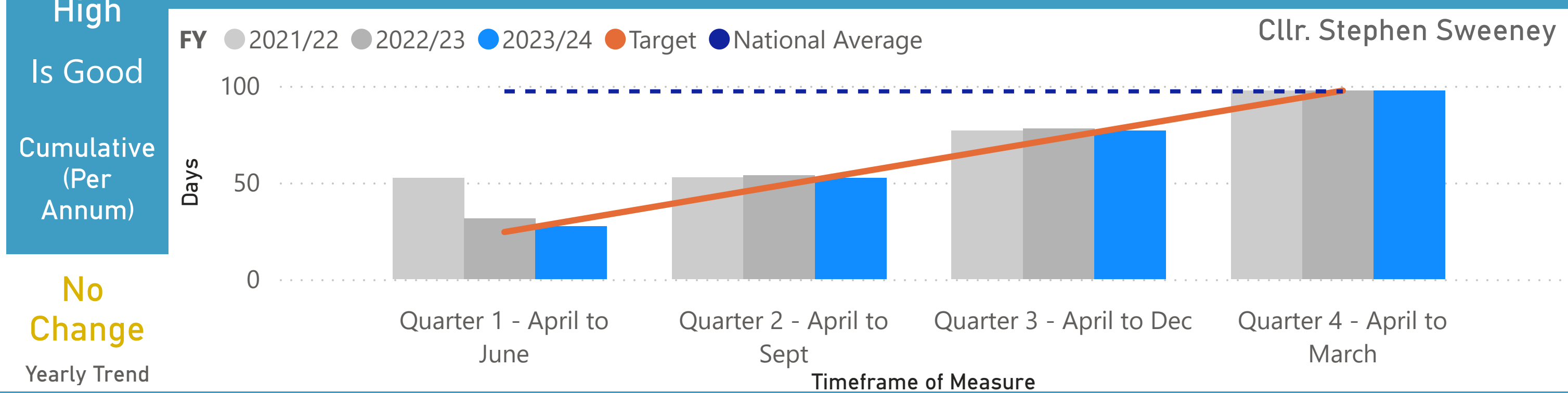


15.60 ✓

Target: 20.00

Not Required as Target Met

High Is Good Cumulative (Per Annum) ID1.11 - Percentage of Council Tax collected Current Status SMART Actions if Off Target



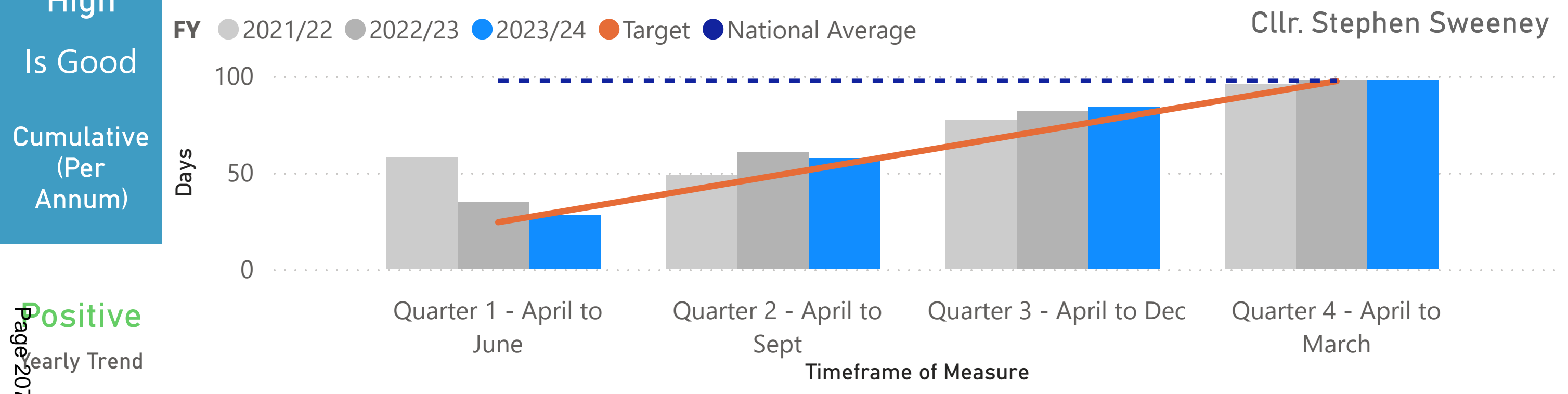
97.40 !

Target: 97.50

National Average 97.11

Just marginal missed the target of 0.1%, despite an additional reminder run added to our recovery schedule. A hint of the economic climate impacting collection rates.

High Is Good Cumulative (Per Annum) ID1.12 - Percentage of National non-domestic rates collected Current Status SMART Actions if Off Target



97.80 ✓

Target: 97.30

National Average 97.47

Not Required as Target Met



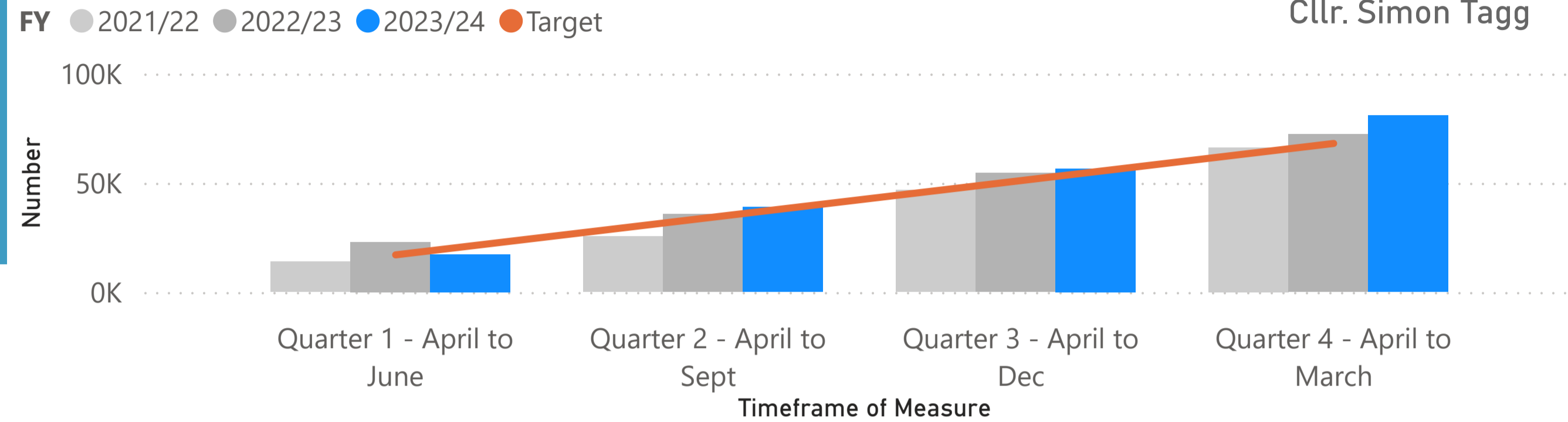
ID1.8a - Total number of digital online transactions

Current Status

SMART Actions if Off Target

High  
Is Good  
Cumulative  
(Per Annum)

Positive  
Yearly Trend



80.87K ✓  
Target: 68.00K

Target Met. For information Jadu Forms accounted for 67209 and Citizens Access Transactions accounted for 13664 of the total at the end of March 2024

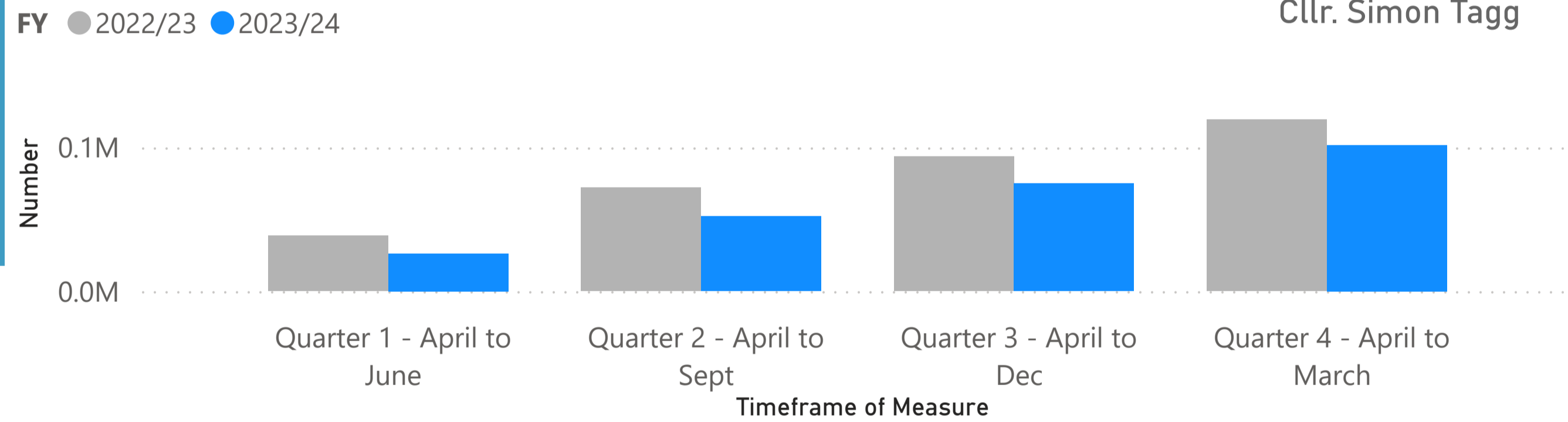
ID1.8b- Total number of calls offered into the Customer Hub

Current Status

SMART Actions if Off Target

Low  
Is Good  
Cumulative  
(Per Annum)

Positive  
Yearly Trend



101.57K

The number of calls has dropped due to the success of the drive for digital delivery

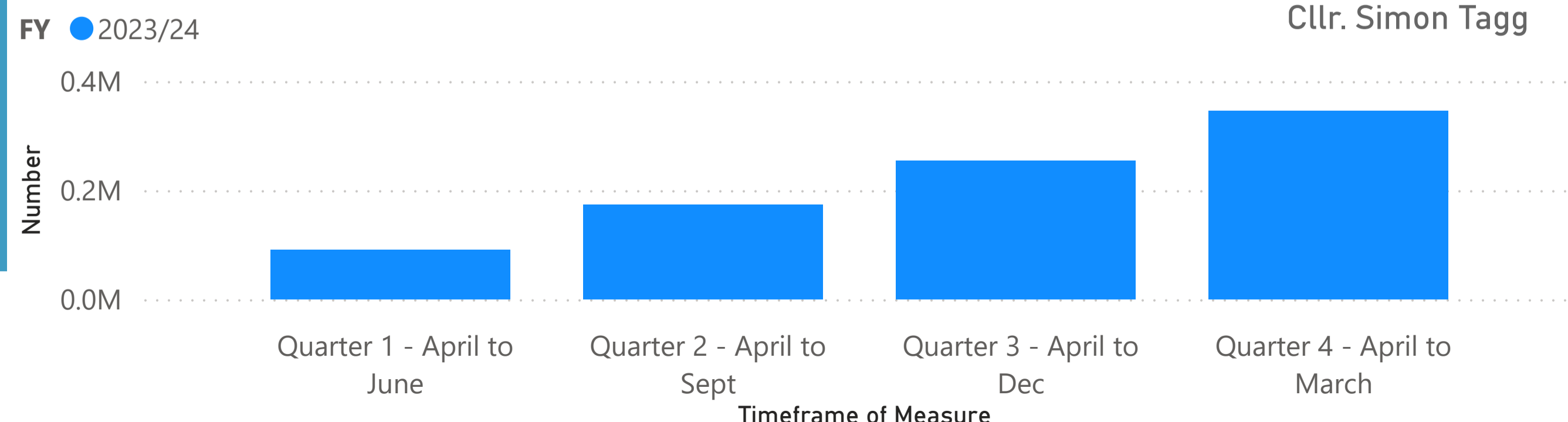
ID1.9 - Total number of unique users to the website

Current Status

SMART Actions if Off Target

High  
Is Good  
Cumulative  
(Per Annum)

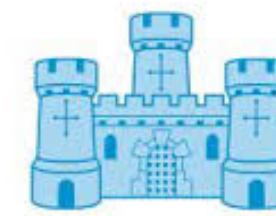
N/A



345.28K

Changes to Google Analytics in July 23 have had an impact on how the unique users are calculated.

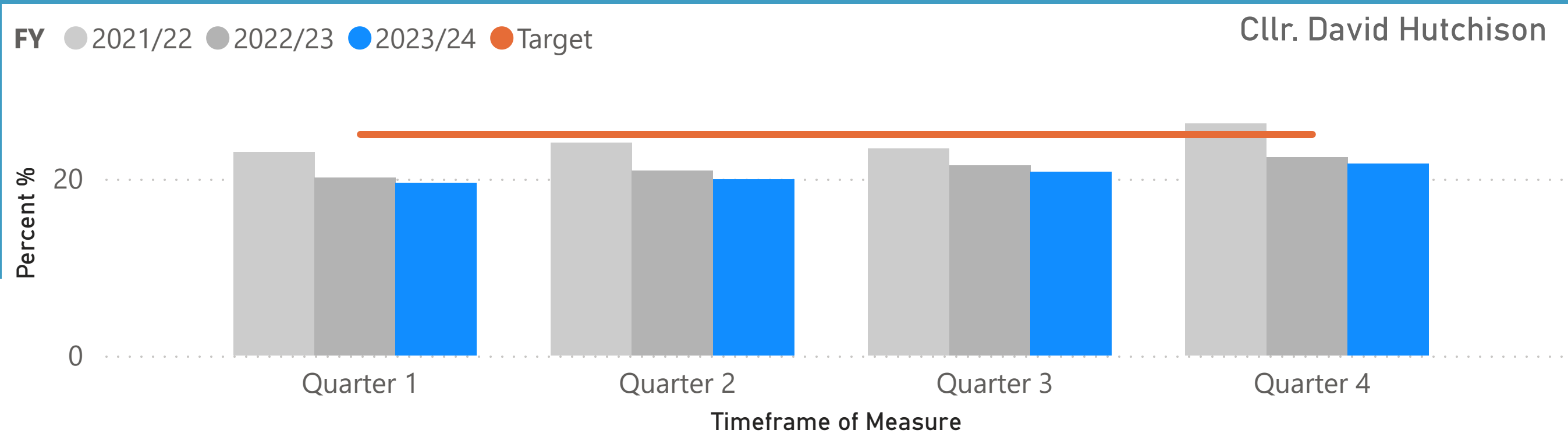




**ID1.4a - Dry Recycling:- Household collections from the kerbside (%)** Current Status SMART Actions if Off Target

High  
Is Good  
Cumulative  
(Per  
Annum)

Negative  
Yearly Trend



**21.70!**

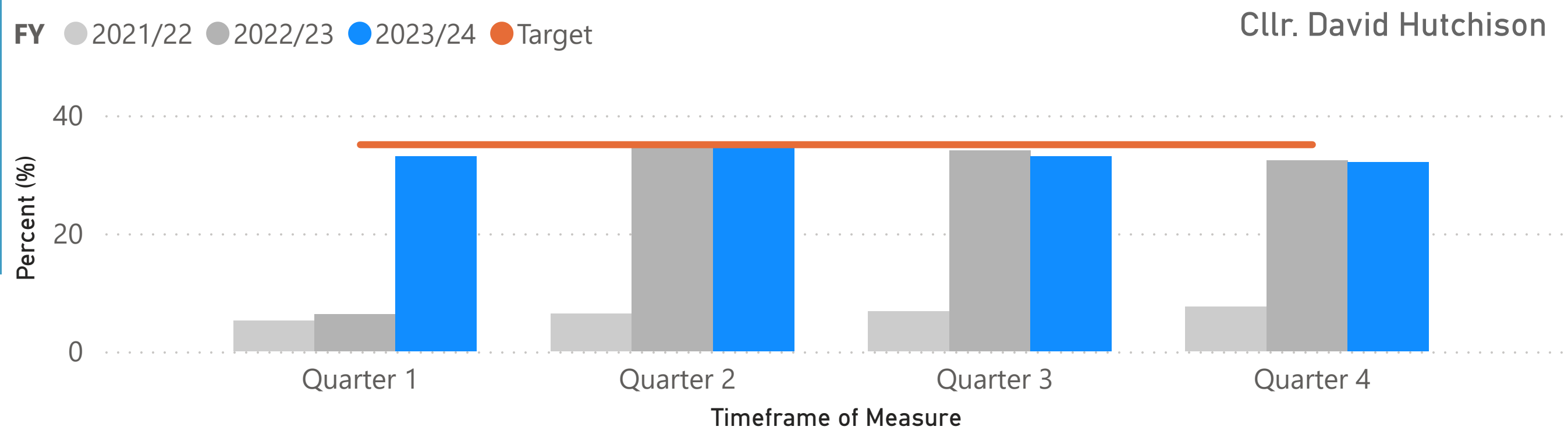
Target: 25.00

As per the previous quarter, recycling rates across the country are falling which is potentially linked to cost of living crisis. The year on year trend also suggests this drop is ongoing from 2021/22. Residual waste volumes have not increased and the waste per household show a decrease, this points to a change in residents shopping behaviour.

**ID1.4b - Food:- Household collections from the kerbside (%)** Current Status SMART Actions if Off Target

High  
Is Good  
Per  
Quarter  
(Snapshot)

Negative  
Yearly Trend



**32.00!**

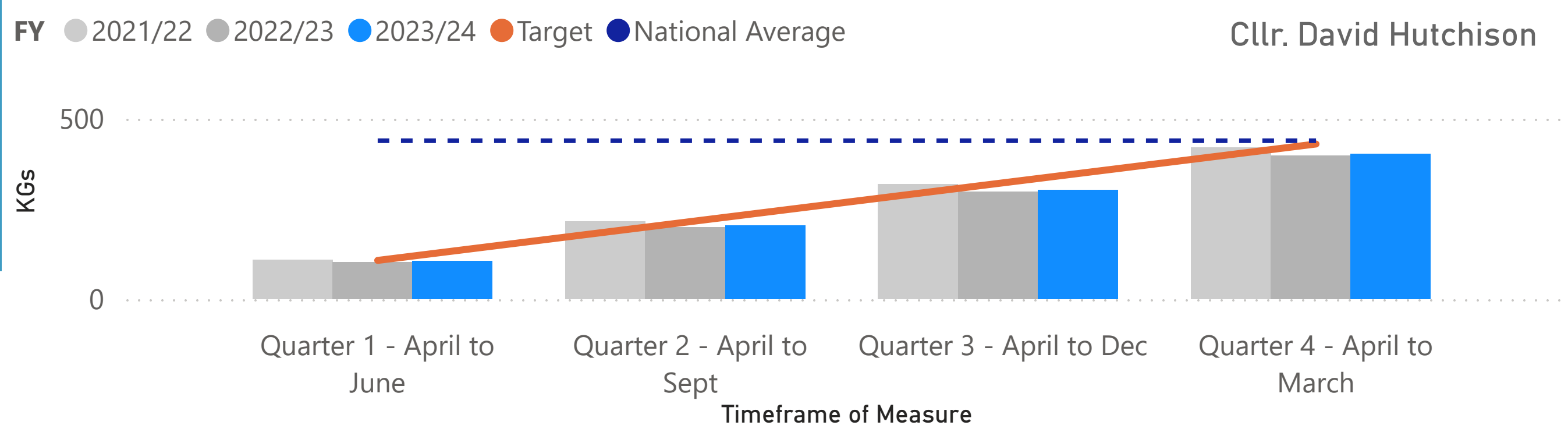
Target: 35.00

The last participation survey showed another slight drop in participation to 32%. There is no obvious reason for this, and tonnage collected remains consistent. Surveys undertaken are a 'snap in time' and not continual, as they are resource intensive, and therefore could be that they were undertaken in a low participation point in time.

**ID1.4c - Residual Waste per household:- Household collections from the kerbside (Kgs)** Current Status SMART Actions if Off Target

Low  
Is Good  
Cumulative  
(Per  
Annum)

Negative  
Yearly Trend



National Average  
439.16

**403.03✓**

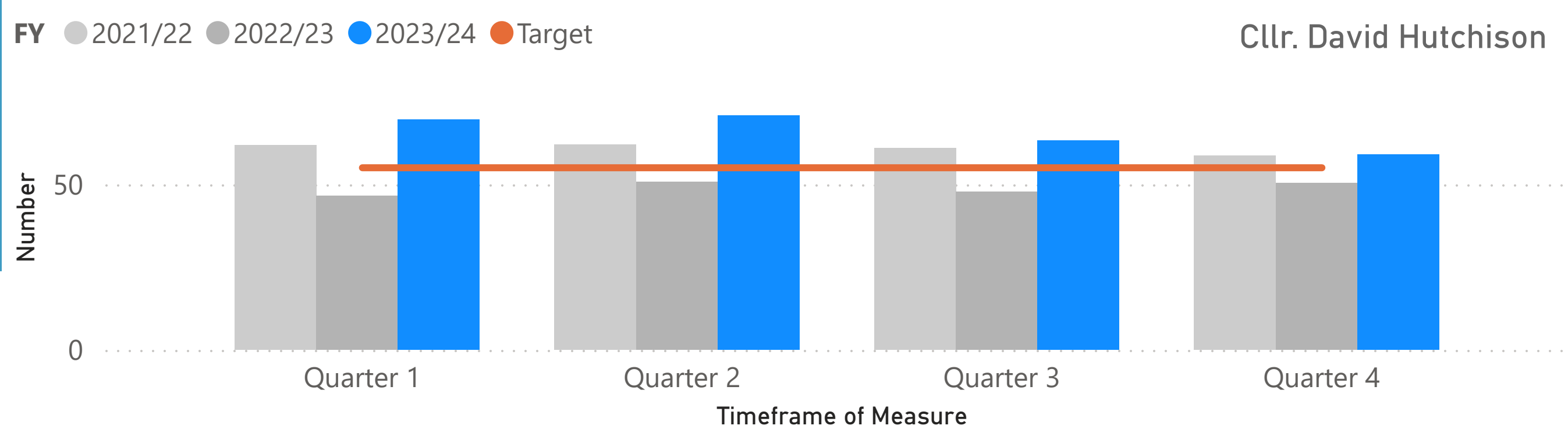
Target: 430.00

Not Required as Target Met

**ID1.4d - Number of missed kerbside collections:- Total (per 100,000 collections)** Current Status SMART Actions if Off Target

Low  
Is Good  
Cumulative  
(Per  
Annum)

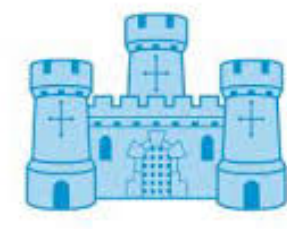
Negative  
Yearly Trend



**58.91!**

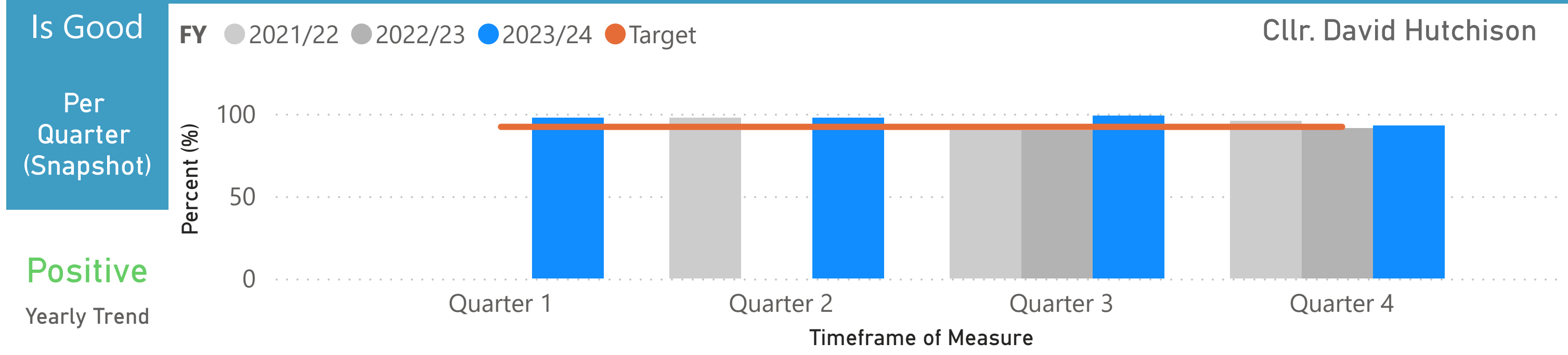
Target: 55.00

Measure has fallen again from Q3 but does remain over target in this quarter. Downward trend can be seen and hopeful that this will continue into the new financial year. Dropping trend has also seen month on month, where there has been a continued drop in the number of missed bins per 100,000. The Disrupted collections earlier in the year have impacted performance for this year but the improvements that have been made are showing positive differences to the missed bins and the successful collection rate remains very high with a measure of 99.99%.



High Is Good Per Quarter (Snapshot) Positive Yearly Trend ID1.5a - Litter: Levels of street and environment cleanliness (LAMS survey) free / predominantly free of litter

Current Status SMART Actions if Off Target



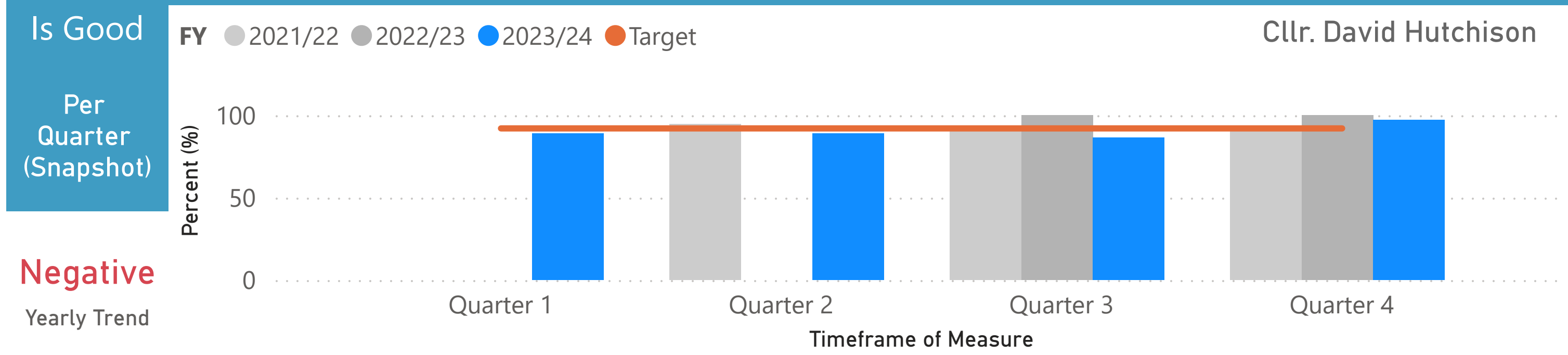
92.78 ✓

Target: 92.00

Not Required as Target Met

High Is Good Per Quarter (Snapshot) Negative Yearly Trend ID1.5b - Detritus: Levels of street and environment cleanliness (LAMS survey) free / predominantly free of detritus

Current Status SMART Actions if Off Target



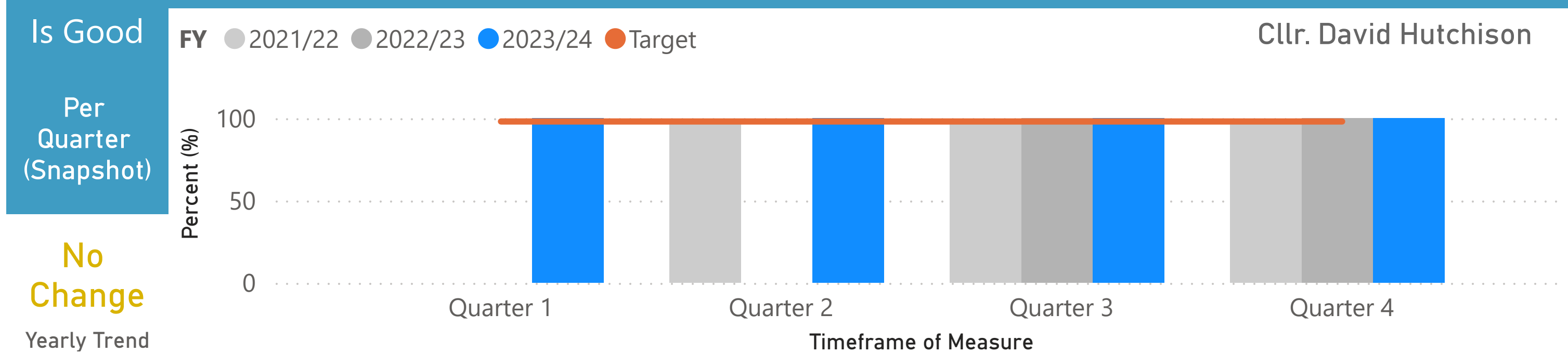
97.22 ✓

Target: 92.00

Not Required as Target Met

High Is Good Per Quarter (Snapshot) No Change Yearly Trend ID1.5c -d environment cleanlin\_Levels of street aness (LAMS survey) free / predominantly free of graffiti

Current Status SMART Actions if Off Target



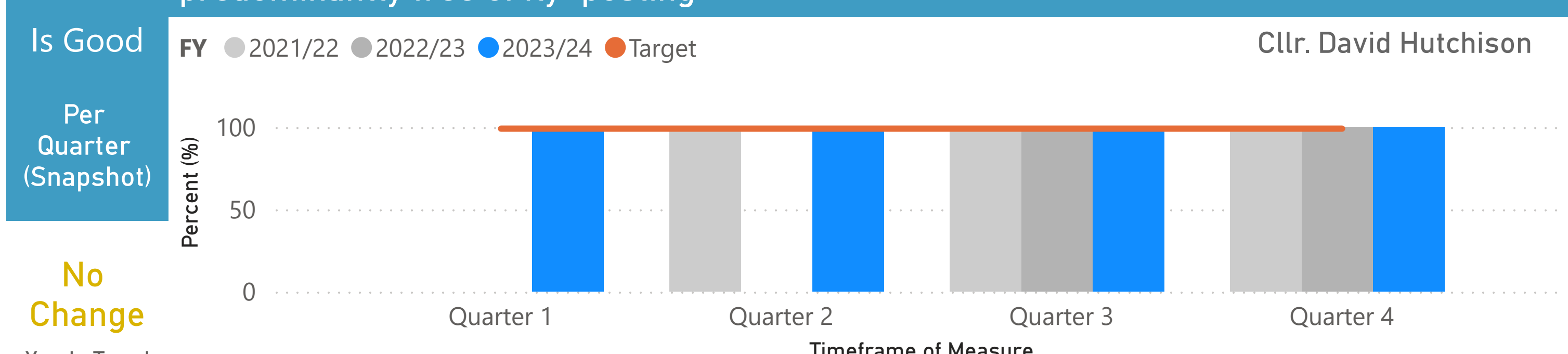
100.00 ✓

Target: 98.00

Not Required as Target Met

High Is Good Per Quarter (Snapshot) No Change Yearly Trend ID1.5d - Fly-Posting: Levels of street and environment cleanliness (LAMS survey) free / predominantly free of fly-posting

Current Status SMART Actions if Off Target



100.00 ✓

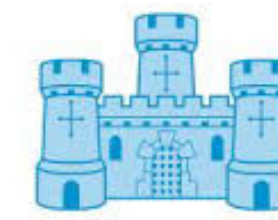
Target: 99.00

Not Required as Target Met





Priority 1: One Council delivering for Local People



NEWCASTLE·UNDER·LYME  
BOROUGH COUNCIL

Project Status Split for Priority 1.

Project/Action is Progressing as Expected

4

Project/Action is Completed

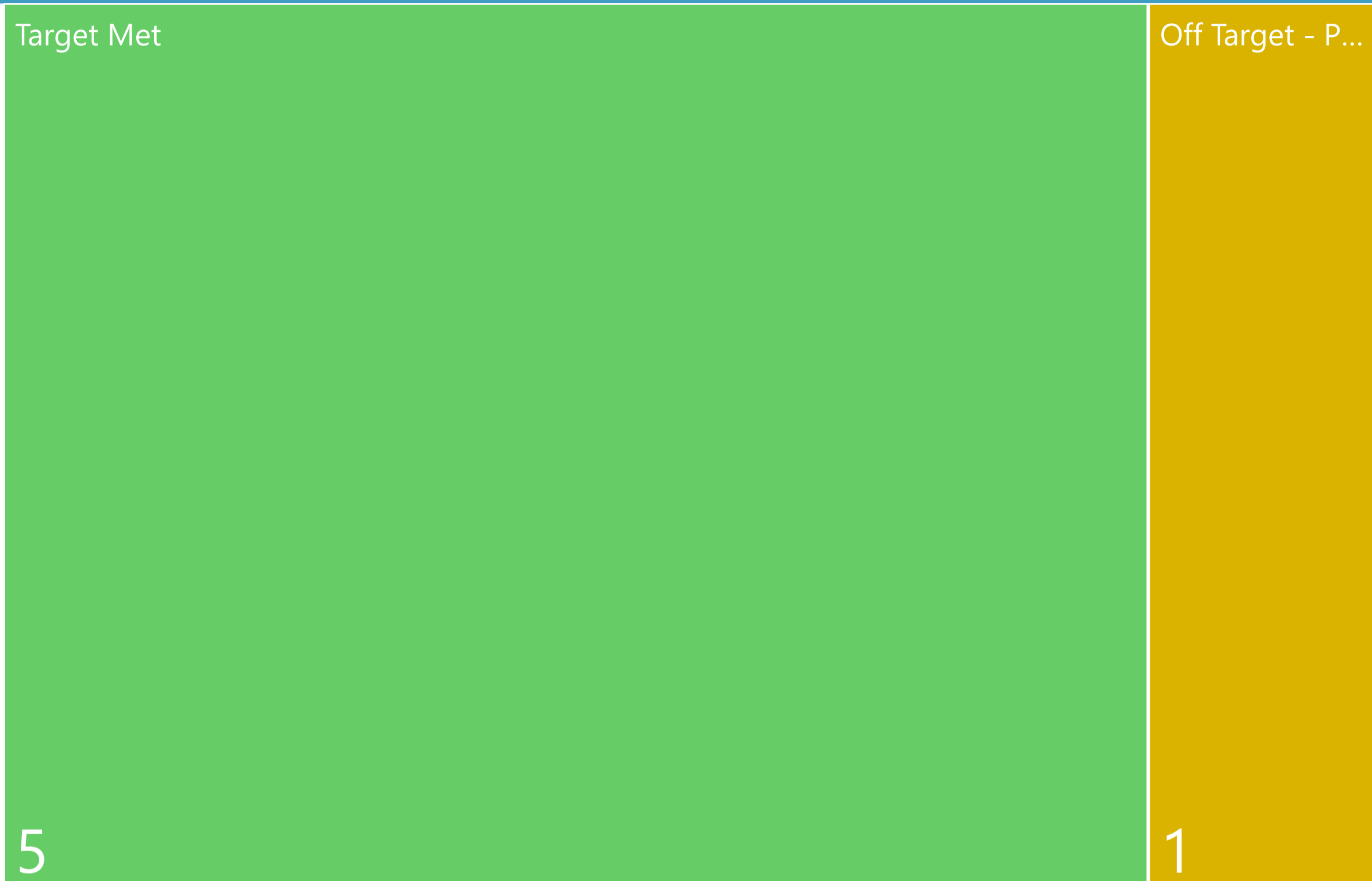
1

Portfolio Holder	Service Area	Action	Corporate Objective	Status report	Commentary on progress
Cllr. Simon Tagg	1. Strategy, People and Performance 2. All services	Deliver a Workforce Strategy	Develop professional talent across the Council and provide opportunities for staff to grow their careers	✔ Project/Action is Progressing as Expected	The workfoces strategy has been agreed and work is underway to develop plans towards achieving key aims
Cllr. Simon Tagg	1. Strategy, People and Performance 2. IT and Digital 3. Neighbourhoods 4. All (digital enablement)	Deliver the One Council Programme	Ensure our services are efficient and accessible	★ Project/Action is Completed	The One Council Programme has been completed. Work continues across the Council areas to ensure that continuous improvement and performance monitoring remain strong and focused.
Cllr. Stephen Sweeney	1. Commercial Delivery 2. Finance 3. Legal & Governance	Identify and deliver opportunities to generate income from commercial development	Ensure strong financial discipline across the Council	✔ Project/Action is Progressing as Expected	1. The Museum continues to offer a wide range of events, this quarter has seen the launch of the Through The Frame exhibition curated by students from Madeley High School and feature art from David Hockney, Damien Hirst, Tracey Emin and David Shrigley. Bereavement Services continue to expand the range of memorial options, new columbaria vases are now available at Bradwell. 3. Site investigation studies continue at Keele for a potential solar project.
Cllr. Simon Tagg	1. Strategy, People and Performance 2. All services	Work with our communities to ensure services reflect local need	Work with our communities to ensure services reflect local need	✔ Project/Action is Progressing as Expected	Work continues in developing our Priority Delivery Plans in line with our understanding of our communities and the overall Council Priorities and Plan. We continue to work with partners and also with data to understand the context in which we operate, invite feedback and consultation e.g. budget consultation, local plan consultation.
Cllr. Simon Tagg	1. Strategy, People and Performance 2. neighbourhoods 3. Regulatory	Work with partners to deliver the best for our communities	Work with partners to deliver the best for our communities	✔ Project/Action is Progressing as Expected	Partnership working continues to be a strength for the organisation with positive outcomes in regard to Community Safety , Town Centre experience and ease of access to council services.





Priority 2: Performance Indicators Current Status



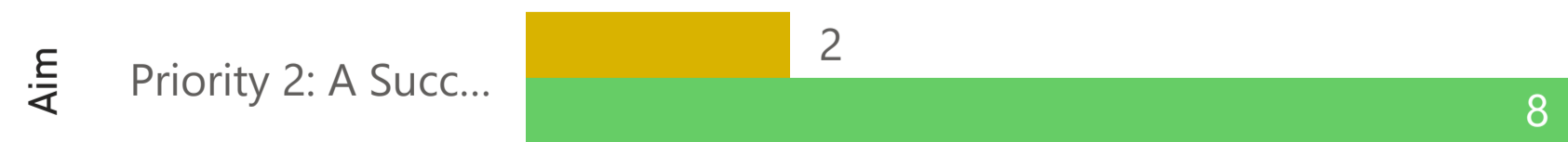
Corporate Aim (Priority)	Number of Indicators
Priority 2: A Successful and Sustainable Growing Borough	6

Smart Narrative

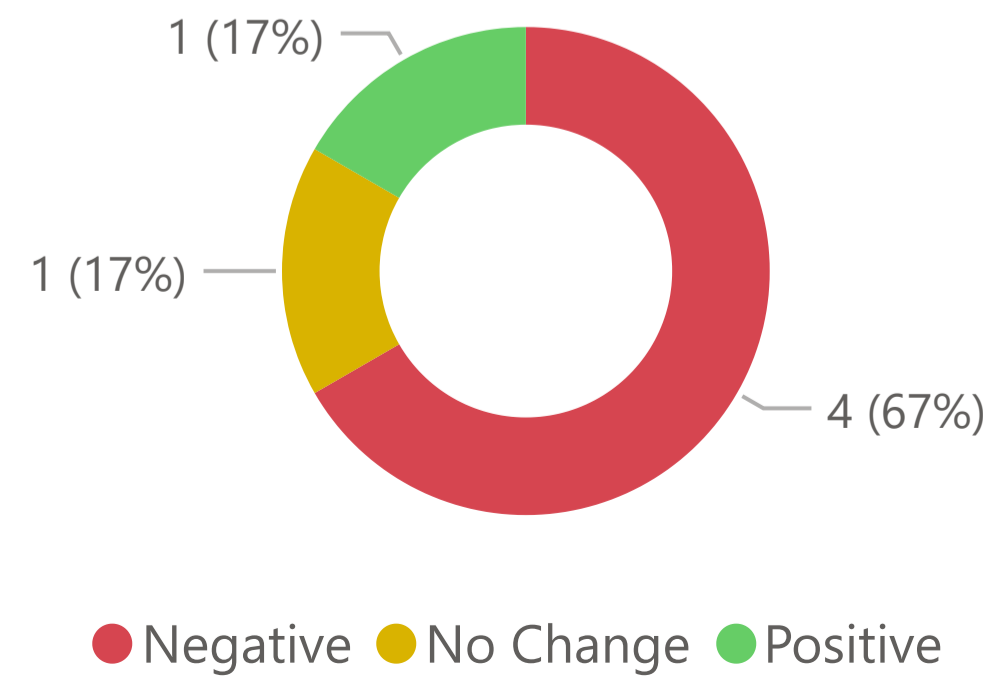
- There are 6 Indicators which have set targets this quarter within Priority 2.
- 83% met their targets within Quarter Four. 2 Indicators which met their target showed improvement when compared to the same time period last year. 3 Indicators which met their target showed a negative trend when being compared to last year.
- 1 measure was off target but this measure showed improved performance when comparing against the previous year for the same time period.
- Within Priority 2, there are 2 Projects/Actions that have been raised to not be progressing as expected and related to the following; "Delivering the £16m Kidsgrove Town Deal" and "Secure a Successful Resolution to Walleys Quarry"

Priority 2: Summary Project Status Split

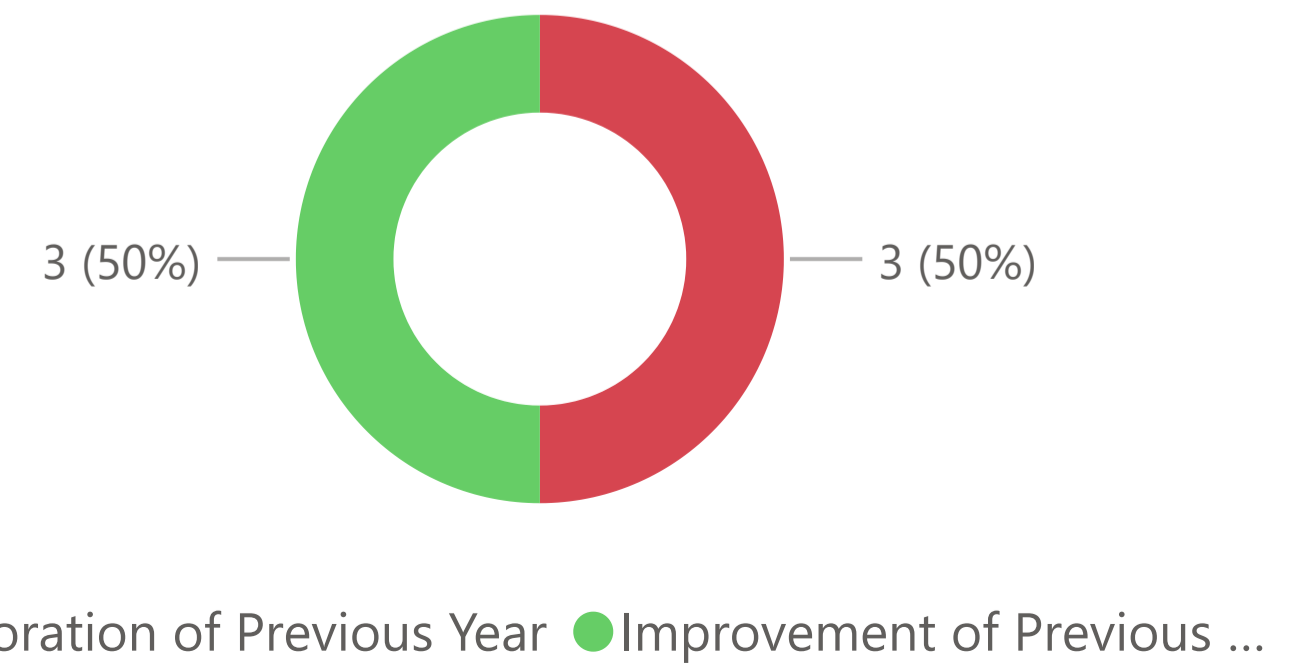
● Project/Action is Not Progressing as Expected ● Project/Action is Progressing as Expe...



Priority 2: Qtr.4 Trend Direction of PI's Compared to Previous Quarter



Priority 2: Qtr.4 Trend Status of PI's Compared On Same Qtr in the Previous Financial Year



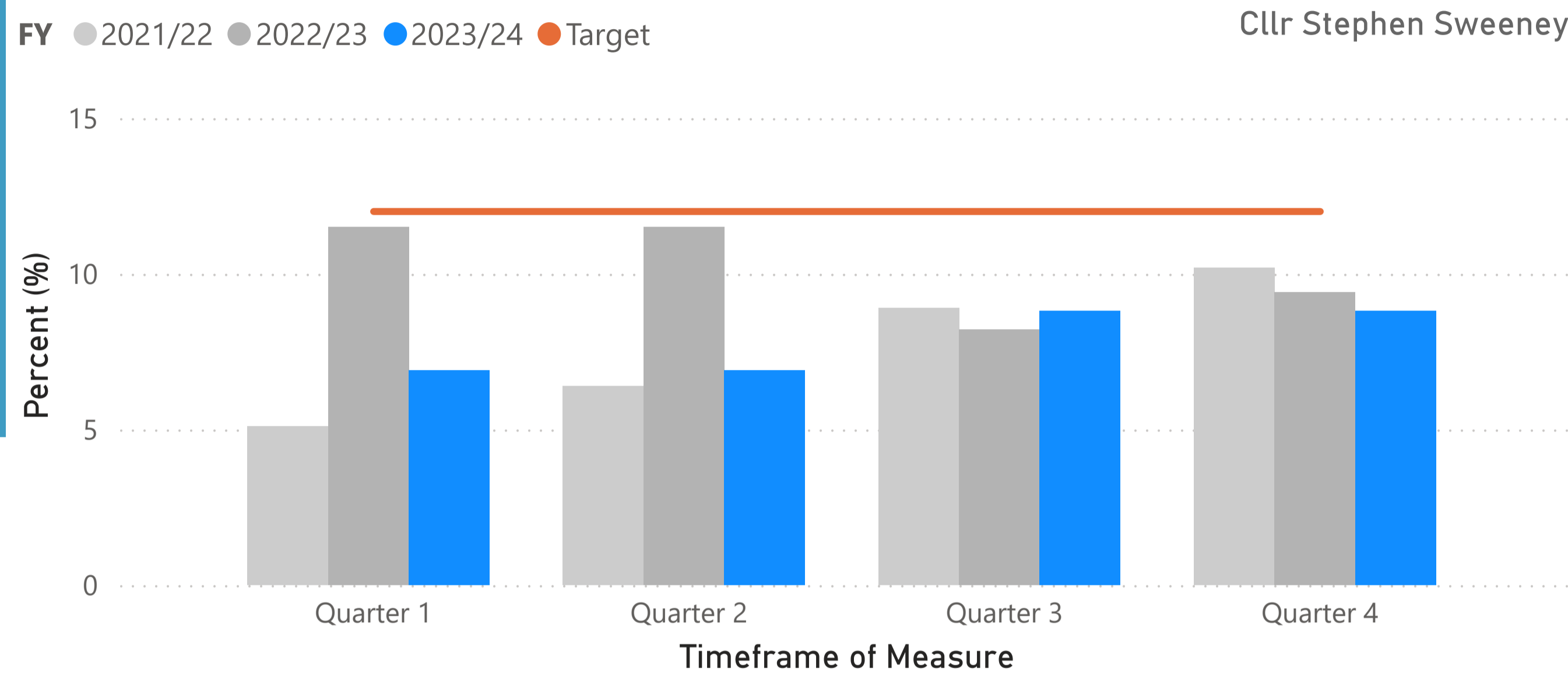


ID2.1 - Percentage of investment portfolio vacant (NBC owned)

Current Status

SMART Actions if Off Target

Low  
Is Good  
Per Quarter (Snapshot)  
Positive  
Yearly Trend



8.80 ✓

Target: 12.00

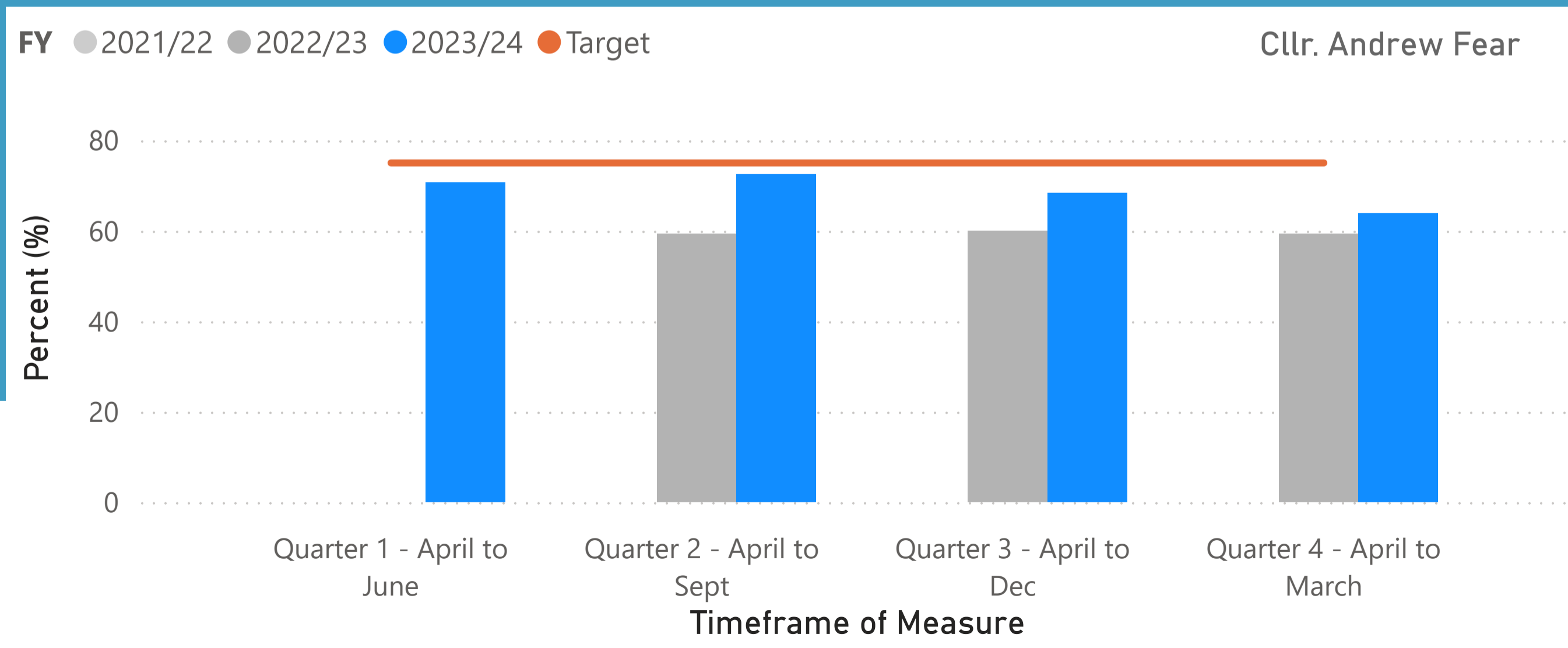
The number of properties % vacant is below target

ID2.6 - Percentage of complainants informed within the required timescales of any action to be taken about alleged breaches of planning control

Current Status

SMART Actions if Off Target

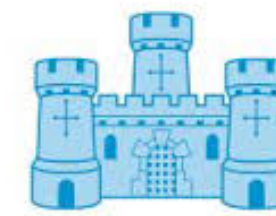
High  
Is Good  
Cumulative (Per Annum)  
Positive  
Yearly Trend



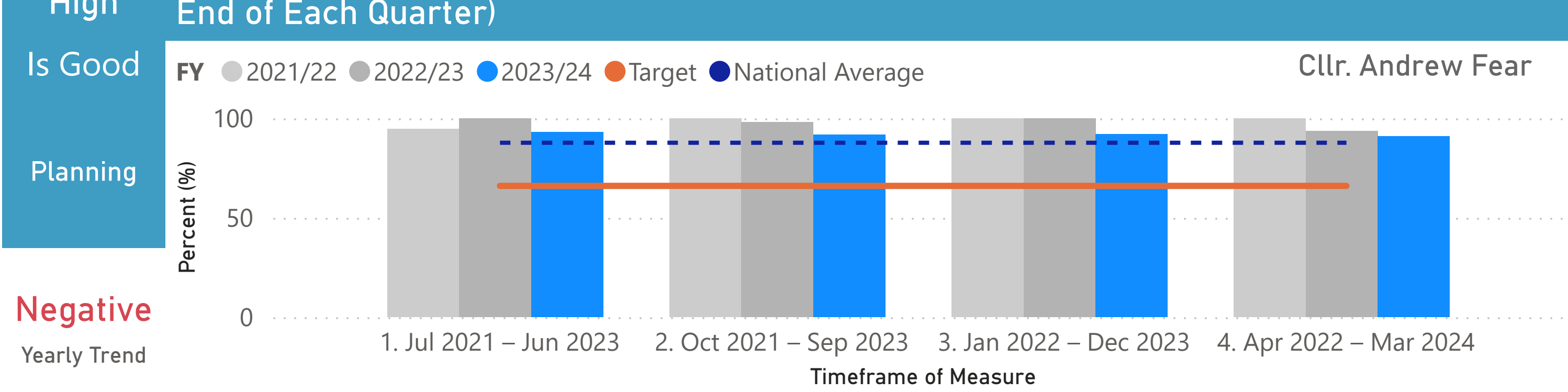
63.90

Target: 75.00

Performance in this quarter is lower than was reported previously, however there has been a significant increase in the number of cases since the previous quarter and several particularly complex cases have taken up a substantial amount of Officer time. A number of changes in process and procedures are also being introduced and it is anticipated that there will be improvement in the next quarter and financial year.



**High** ID2.2 - Speed of major development applications (P151a - 24 Month Rolling Period up to End of Each Quarter) **Current Status** **SMART Actions if Off Target**



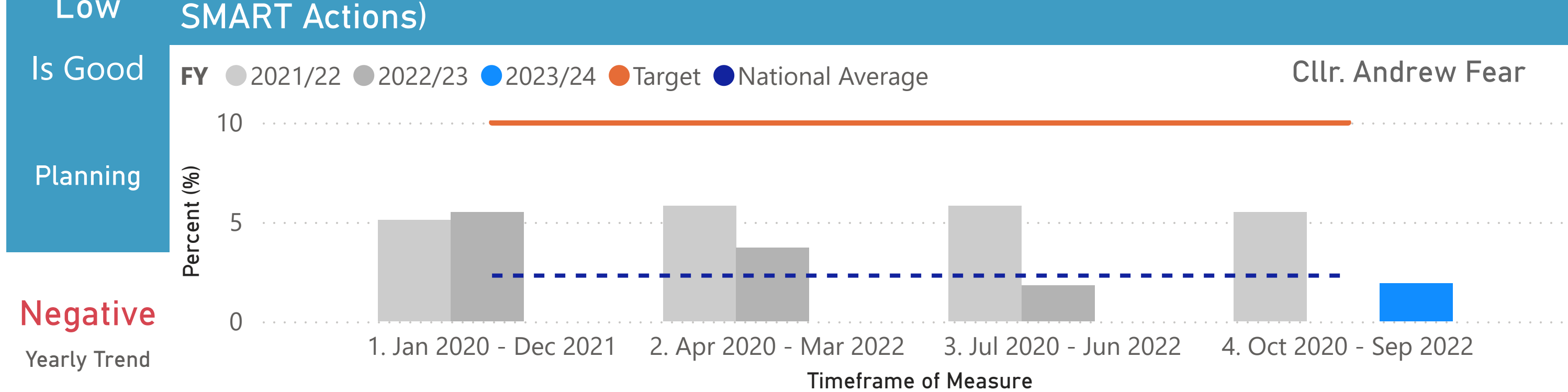
National Average  
87.70

**90.90** ✓

Target:  
66.00

Measure shown is the % within 13 weeks or within agreed time - Central Gov metric which measures a rolling time period of 24 months - Newest metric shows the following time period April 2022 - March 2024

**Low** ID2.3 - Quality of major development applications (P152a - 24 Month Rolling Period - See SMART Actions) **Current Status** **SMART Actions if Off Target**



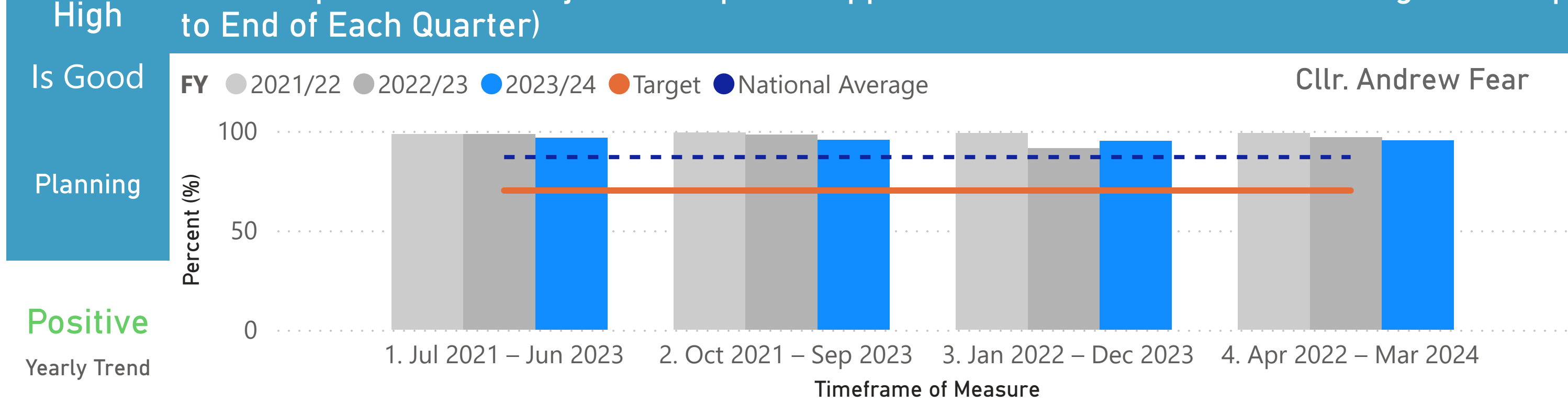
National Average  
2.30

**1.90** ✓

Target:  
10.00

Measure shown is the Quality of decisions (% overturned at appeal) - Central Gov metric which measures a rolling time period of 24 months - They have currently advised they are behind schedule. Newest metric shows the following time period October 2020 - September 2022

**High** ID2.4 - Speed of non-major development applications (P153 - 24 Month Rolling Period up to End of Each Quarter) **Current Status** **SMART Actions if Off Target**



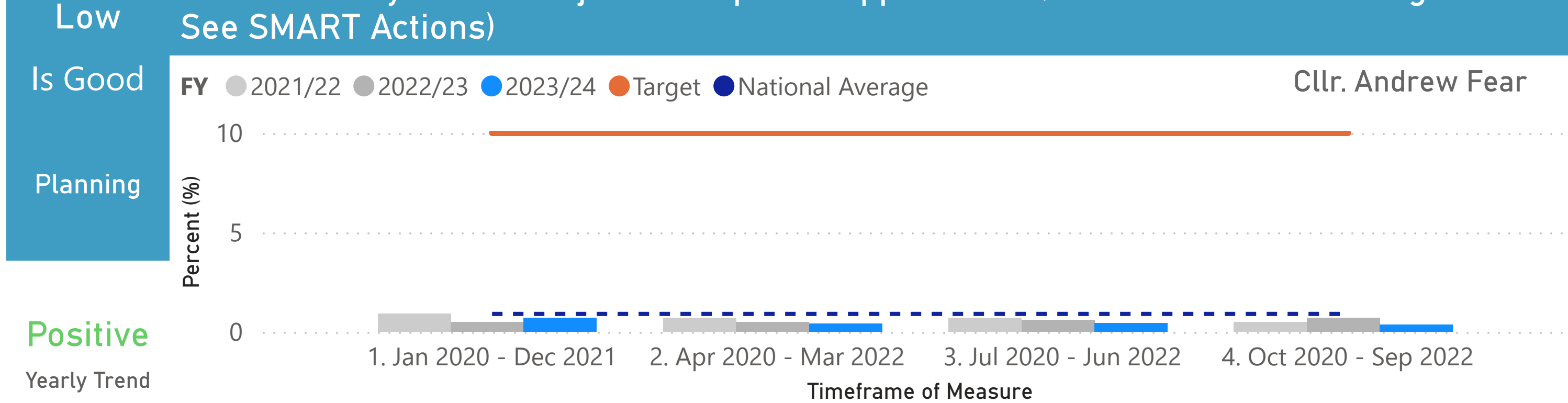
National Average  
86.80

**95.10** ✓

Target:  
70.00

Measure shown is the % within 8 weeks or within agreed time - Central Gov metric which measures a rolling time period of 24 months - Newest metric shows the following time period April 2022 - March 2024

**Low** ID2.5 - Quality of non-major development applications (P154 - 24 Month Rolling Period - See SMART Actions) **Current Status** **SMART Actions if Off Target**



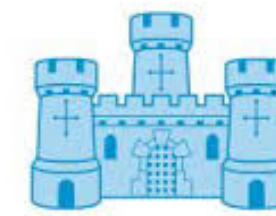
National Average  
0.90

**0.35** ✓

Target:  
10.00

Measure shown is the Quality of decisions (% overturned at appeal) - Central Gov metric which measures a rolling time period of 24 months - They have currently advised they are behind schedule. Newest metric shows the following time period July October 2020 - September 2022





## Project Status Split for Priority 2.

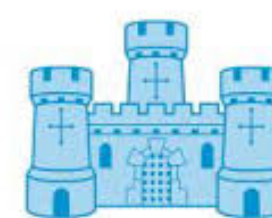
Project/Action is Progressing as Expected

8

Project/Action is Not Progressing as E...

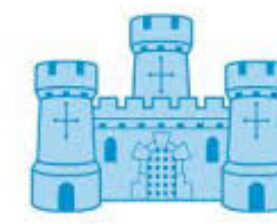
2

Portfolio Holder	Service Area	Action	Corporate Objective	Status report	Commentary on progress
Cllr. David Hutchison	1. Regulatory 2. Neighbourhoods	Secure a successful resolution to the Walley's Quarry odour problem.	Protecting our communities by improving how we use our enforcement powers.	! Project/Action is Not Progressing as Expected	<p>At the start of Quarter 4 there was significant escalation in complaints to 736 [January 2024] compared to the previous month of 248 an increase of 297%. In response the Service Director wrote to Walleys Quarry Limited highlighting an increase in complaints over the January period.</p> <p>In February 2024 the complaints reached a high of 1232. This level of complaint has not been seen since July 2021. To give some perspective, the Abatement Notice was served in that year [13 August 2021].</p> <p>This escalation of complaint numbers in January and February was subject to an Officer review that concluded that breaches of the Abatement Notice had occurred.</p> <p>Walleys Quarry Ltd were notified in writing of the breaches on 08 April 2024 with a 14 days response time.</p> <p>At the Council meeting on 10 April 2024 it was agreed that legal action would be prepared.</p>
Cllr. David Hutchison	1. Sustainable Environment 2. All	Deliver the Sustainable Environment Strategy	Ensuring that the Council's operations are carbon neutral by 2030	✓ Project/Action is Progressing as Expected	<p>Cabinet approved the RoadMap to net zero in October 2023, and positive work is ongoing in progressing the action plan associated with the RoadMap. this includes the setting up and operation of focused officer working groups looking at specific actions which will help deliver the SES. A number of subsequent strategies and policies which fit into the SES have been produced and approved by Cabinet, in particular, the tree and biodiversity management plan, and the grassland strategy and management plan. additionally the council has recently procured six additional electric vehicles to replace diesel powered vehicles within its streetscene and MMF operational areas.</p>
Cllr. David Hutchison	1. Neighbourhoods	Protect our parks and green spaces for future generations	Ensuring that the Council's operations are carbon neutral by 2030	✓ Project/Action is Progressing as Expected	<p>Phase 5 of the Urban Tree Planting Strategy has been completed, with 6 further sites planted in March 2024. Some minor mulching work is to be completed when ground conditions dry up. Planning has commenced for phase 6 which will take place in winter 2024/25.</p>
Cllr. Stephen Sweeney	1. Commercial Delivery 2. Strategy, People and Performance 3. Finance	Continue to bid for government funding to support the borough's ambitions, including the further development of Keele Science and Innovation Park and the University Growth Corridor.	A strong and sustainable economy where everyone benefits	✓ Project/Action is Progressing as Expected	<p>The Council continues to deliver the two Town Deals and the Shared Prosperity Fund.</p>



Portfolio Holder	Service Area	Action	Corporate Objective	Status report	Commentary on progress
Cllr. Stephen Sweeney	1. Commercial Delivery 2. Neighbourhoods	Delivering the £4.8m Uk Shared Prosperity Fund programme, including: Improving the town centre; Supporting culture and heritage; Skills development for local people; Supporting the most vulnerable people.	A strong and sustainable economy where everyone benefits	✔ Project/Action is Progressing as Expected	The UKSPF 32 projects are ongoing with 5 awaiting grant agreements to be signed. The projects have spent £1,054,921 against the available funds of £2,333,200. Key successes include the Business Enterprise coaching and business APP development, plus the 35 850 events creating a 15% increase in visitors to the museum.
Cllr. Stephen Sweeney	Commercial Delivery	Delivering the £16m Kidsgrove Town Deal, including: Facilitating the Chatterley Valley Enterprise Zone development to deliver 1700 quality jobs for local people; Enhancing Kidsgrove Railway Station and access to the local canal network; Developing a Shared Service Hub with key partners.	A strong and sustainable economy where everyone benefits	⚠ Project/Action is Not Progressing as Expected	Issues remain with delivery of the railway station project where the project team continues to seek a solution to ground conditions caused by historic mine works. All other projects are progressing as planned.
Cllr. Stephen Sweeney	Commercial Delivery	Delivering the £23m Newcastle Town Deal, including: Development of key gateway sites including the 'Zanzibar' and Midway; Connecting residents and businesses to skills training for the digital world; Improving bus, cycling and walking infrastructure; Delivering a circus-themed performing arts Centre; Building more than 400 homes in Knutton and Chesterton.	A strong and sustainable economy where everyone benefits	✔ Project/Action is Progressing as Expected	All projects within the Newcastle Town Deal are progressing as expected.
Cllr. Gill Heesom	1. Regulatory 2. Legal & Governance	Ensure that there are good homes for everyone and that every citizen has a safe and secure place to live	Ensure that there are good homes for everyone and that every citizen has a safe and secure place to live	✔ Project/Action is Progressing as Expected	2023/24 has been a busy year for housing and vulnerability, as shown in the performance figures, with services seeing new demands including Homes for Ukraine and refugee accommodation schemes. Cost of living pressures has continued to impact on homelessness and the demand for social housing. The DFG service has become established as in house service delivering adaptations to residents houses. Projects are also underway to focus on providing a homelessness hub, supporting residents affected by damp and mould in their homes and those needing help with hoarding.
Cllr. David Hutchison	1. Sustainable Environment 2. All	Play an active role in the Staffordshire Sustainability Board	Secure a carbon neutral Borough by 2050	✔ Project/Action is Progressing as Expected	The Council continues to play a leading role in the SSB, with good progress being made on all ten base pledges. moving forward over the next few months the Council will be presenting its tree and biodiversity management plan and grassland strategy and management plan to members of the SSB, as the Council is the first authority in Staffordshire to produce these types of plans for best practice management.
Cllr. Andrew Fear	1. Planning 2. Legal & Governance	Delivering the Newcastle Local Plan	Support the sustainable development of our towns and villages	✔ Project/Action is Progressing as Expected	The Final Draft Local Plan (at Regulation 19 stage) is anticipated to be considered at Economy and Place Scrutiny Committee on the 11th July and then at Full Council on the 24th July 2024 with a recommendation to consult on the Local Plan for a minimum of six weeks. This is with the intention of submitting the Local Plan for examination by the end of 2024. The Plan will be supported by a suite of evidence based documents and will consider the comments received to the First Draft Local Plan consultation held over the summer of 2023.





Priority 3: Performance Indicators Current Status



Corporate Aim (Priority)	Number of Indicators
Priority 3: Healthy, Active and Safe Communities	15

Smart Narrative

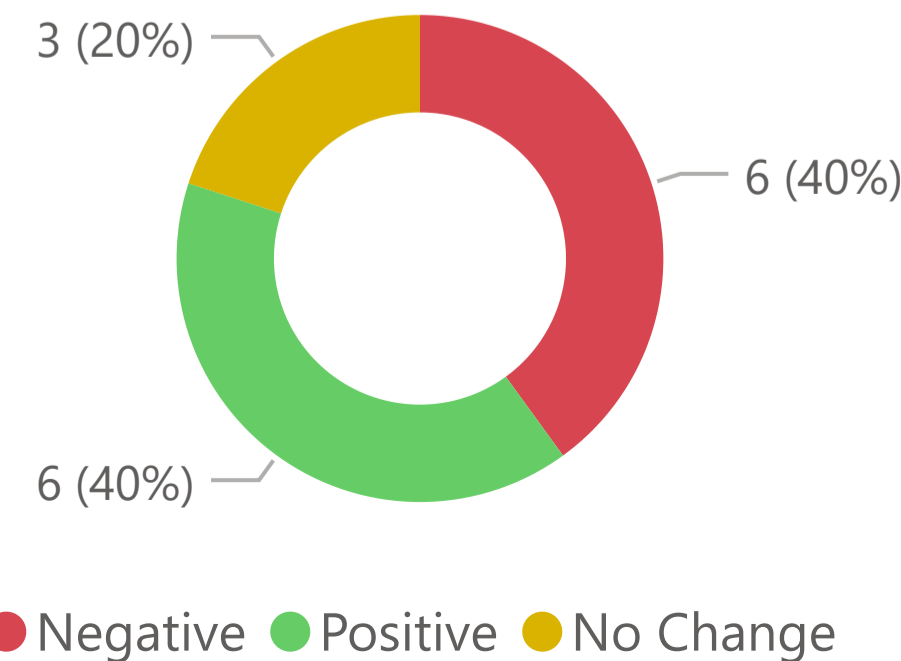
- There are 3 Indicators which have set targets this quarter within Priority 3.
- 67% met their targets within Quarter Four. All 2 Indicators which met their target also showed improvement or no change when compared to the same time period last year.
- 33% of Indicators were classed as off target this quarter, this indicator also showed a negative trend when comparing against the previous years data.
- There are 12 Indicators which are contextual this quarter and do not have a target to meet. When compared to last year, 7 measures had showed a negative trend, 2 measures demonstrated an improvement when comparing to 22/23; 3 contextual measures did not change.
- Within Priority 3, there was 1 Projects/Actions which was been classed as completed, this being "Expansion of the street warden scheme and the creation of neighbourhood delivery teams.". All other Projects remain are shown to be progressing as expected.

Priority 3: Summary Project Status Split

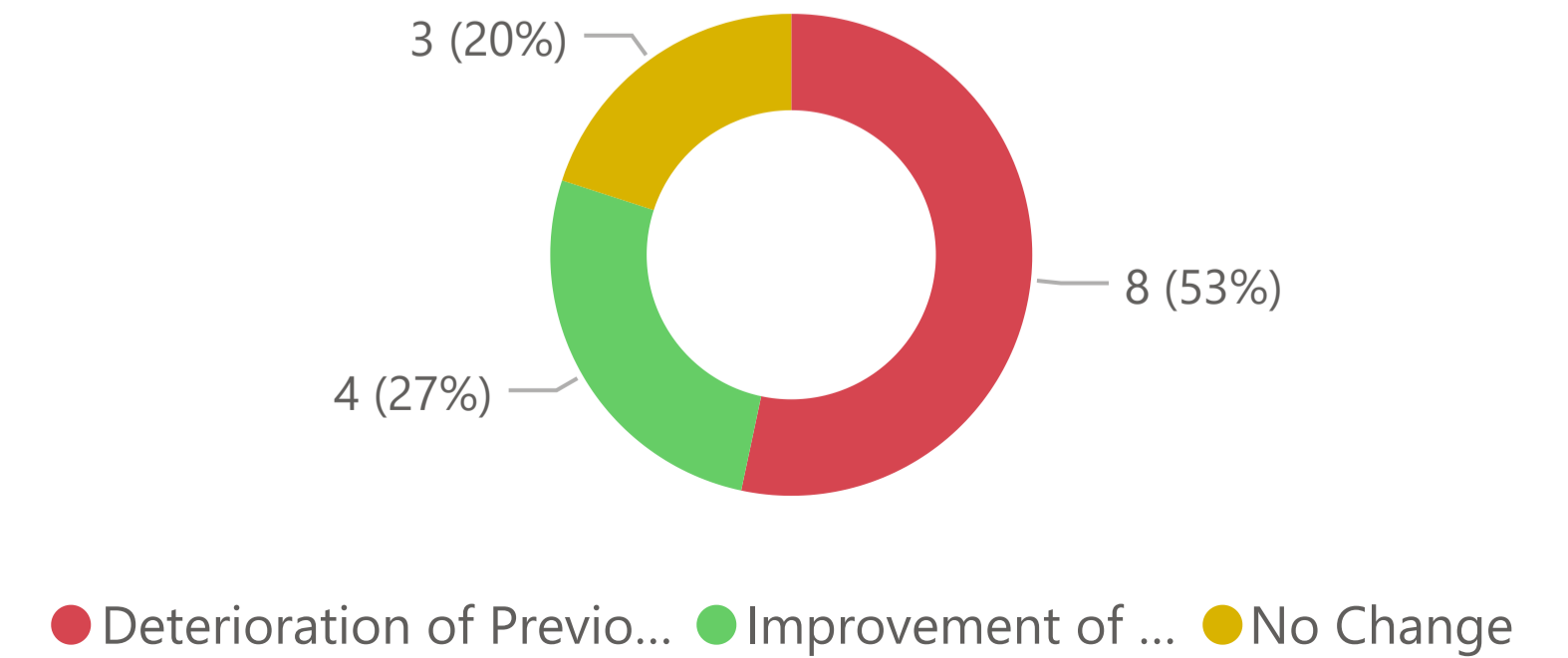
● Project/Action is Completed ● Project/Action is Progressing as Expected



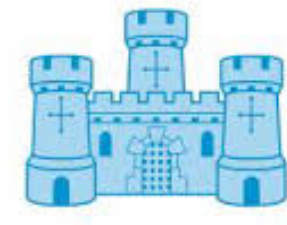
Priority 3: Qtr.4 Trend Direction of PI's Compared to Previous Quarter



Priority 3: Qtr.4 Trend Status of PI's Compared On Same Qtr in the Previous Financial Year



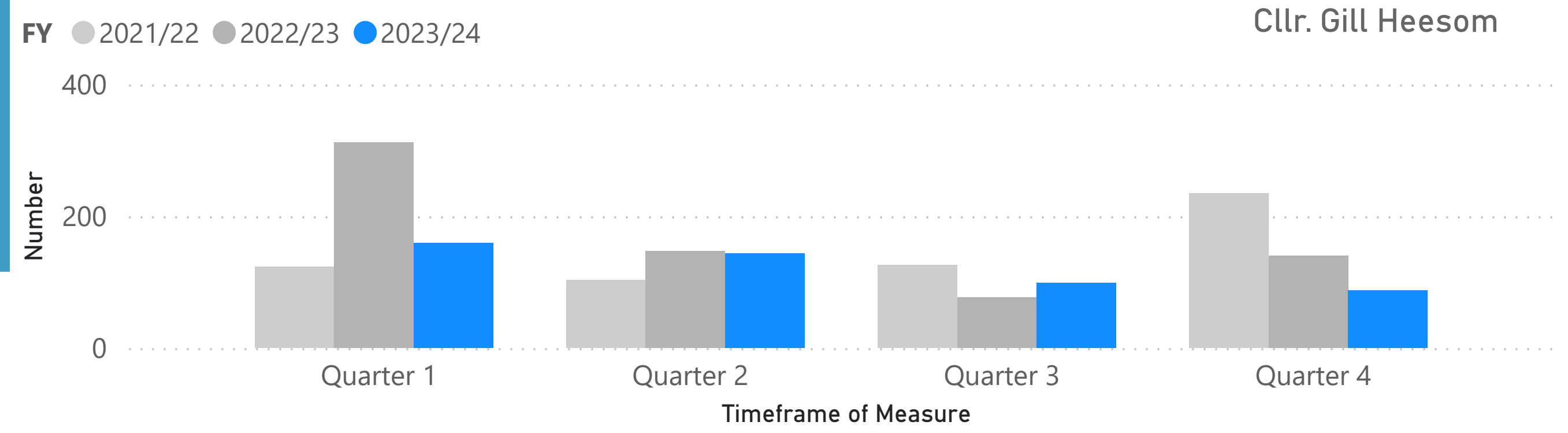




**ID3.1a - Anti-Social Behaviour (ASB) cases - New cases received during the quarter** Current Status SMART Actions if Off Target

Low  
Is Good  
Per Quarter (Snapshot)

Positive  
Yearly Trend

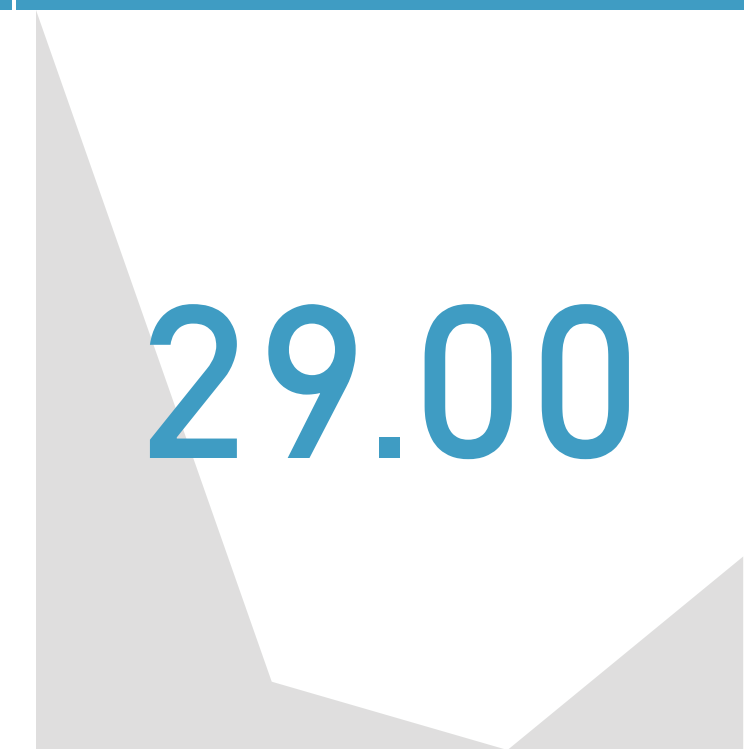
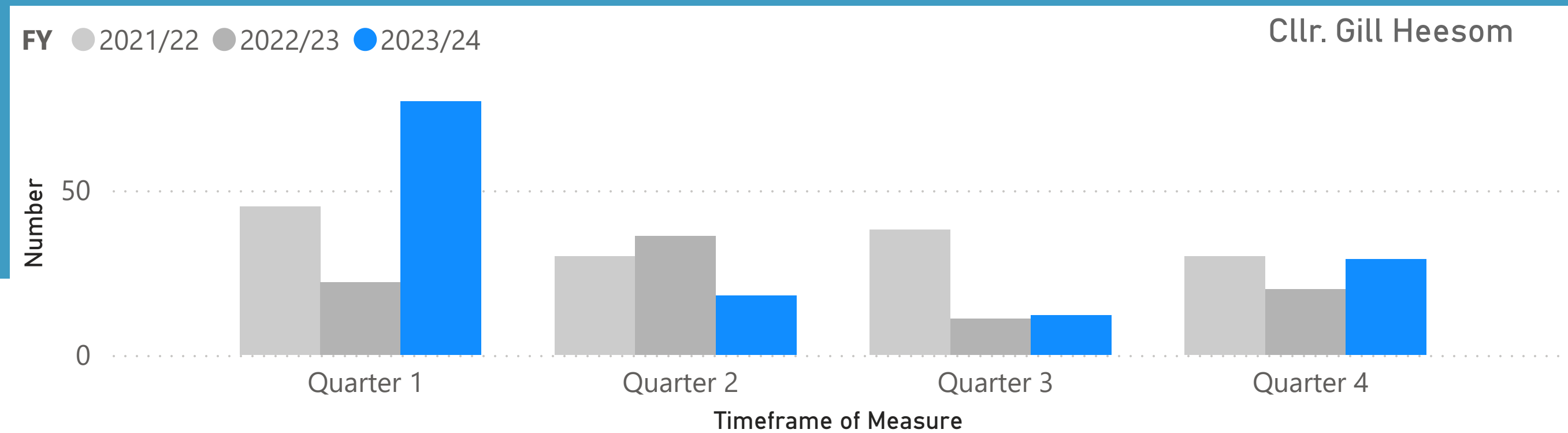


Work is continuing with a range of partner agencies to address ASB efficiently and effectively and ensure that reporting is accurate.

**ID3.1b - (ASB) cases - Current open cases at the end of the quarter** Current Status SMART Actions if Off Target

Low  
Is Good  
Per Quarter (Snapshot)

Negative  
Yearly Trend

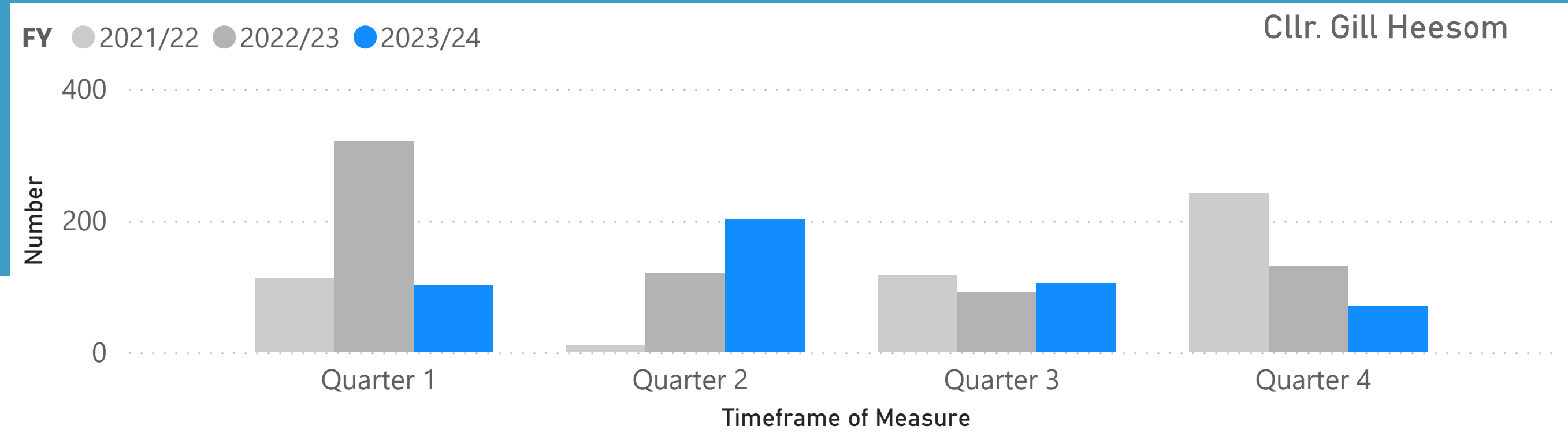


We continue partnership working to reduce ASB and ensure any complaints are dealt with efficiently and effectively in a timely manner, including accurate reporting.

**ID3.1c - (ASB) cases - Cases closed in the quarter** Current Status SMART Actions if Off Target

High  
Is Good  
Per Quarter (Snapshot)

Negative  
Yearly Trend

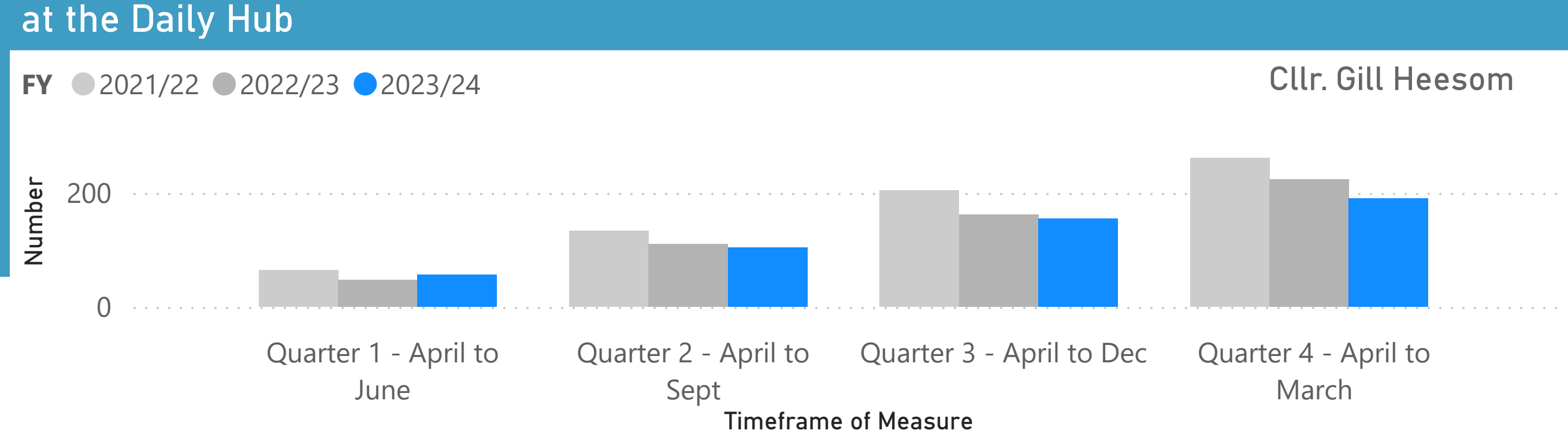


Value is also relative to the measure of new cases received. We continue partnership working to reduce ASB and ensure any complaints are dealt with efficiently and effectively in a timely manner.

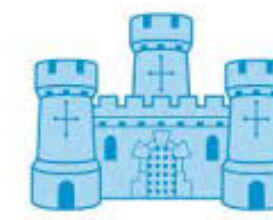
**ID3.2 - Number of referrals made regarding vulnerability by participating organisations at the Daily Hub** Current Status SMART Actions if Off Target

Low  
Is Good  
Cumulative (Per Annum)

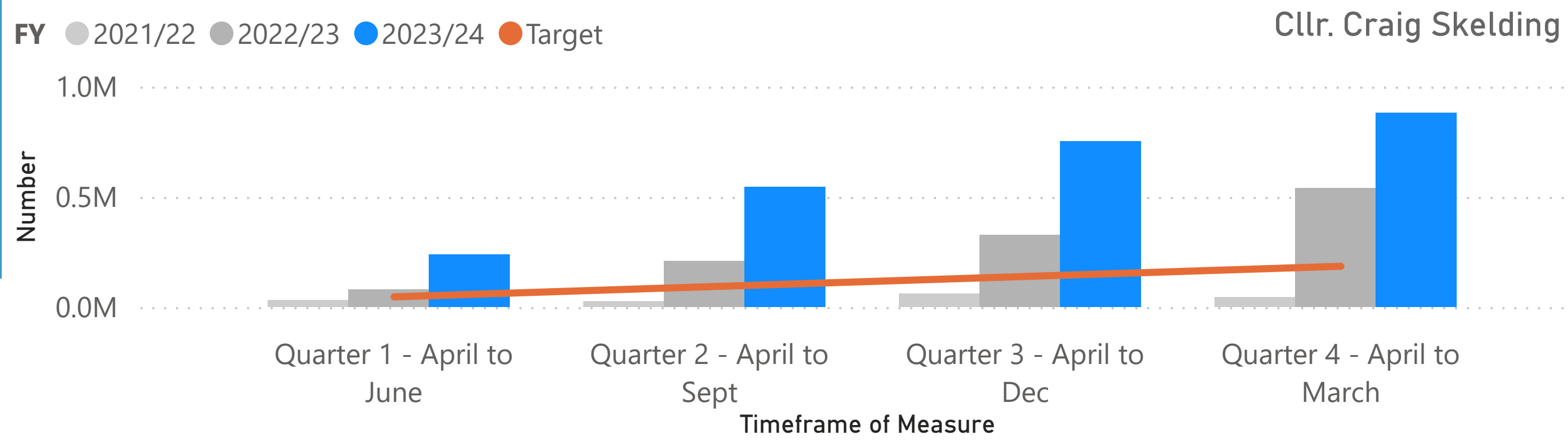
Positive  
Yearly Trend



Service has seen a reduced number when comparing to previous financial year by 33 referrals.



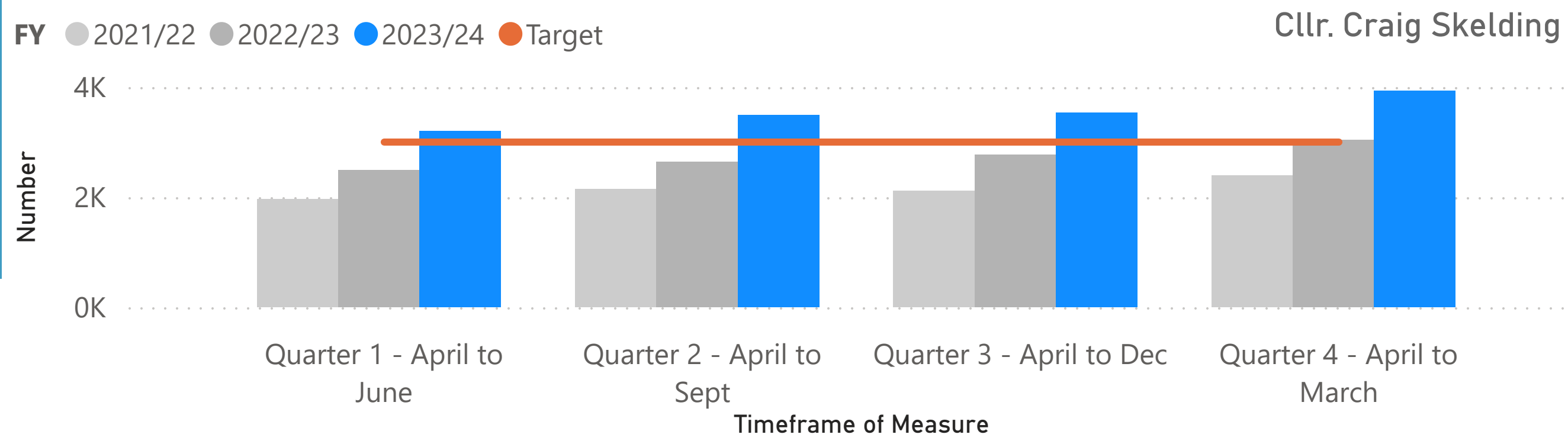
High Is Good Cumulative (Per Annum) Positive Yearly Trend ID3.3 - Number of People Accessing the Museum's collections online and in person Current Status SMART Actions if Off Target



881.25K ✓  
Target: 185.00K

Not Required as Target Met

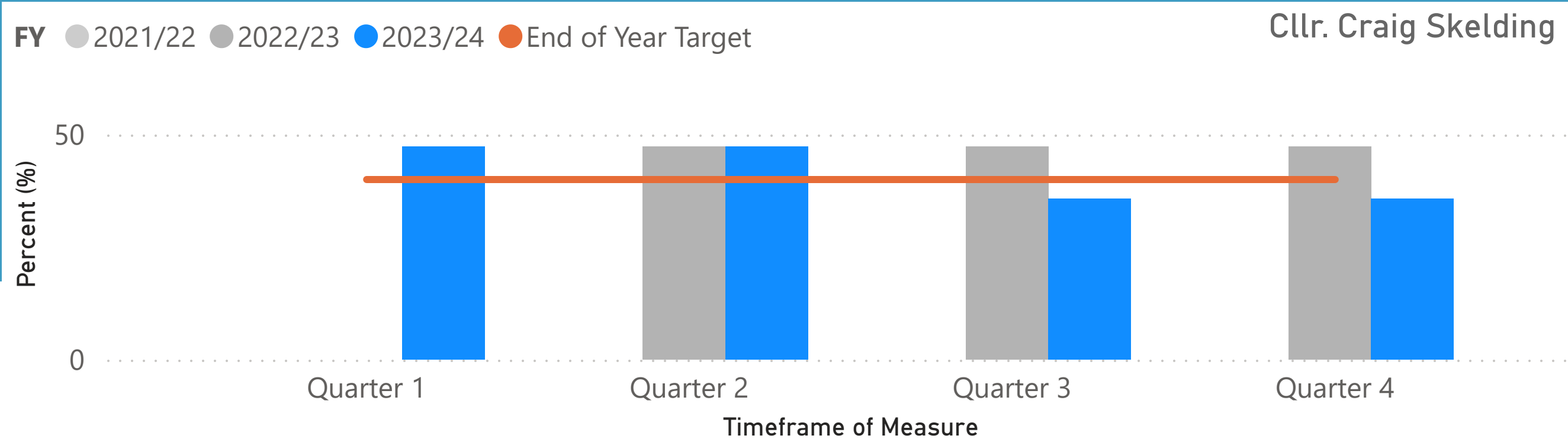
High Is Good Cumulative (Per Annum) Positive Yearly Trend ID3.4 - J2 Membership growth Current Status SMART Actions if Off Target



3.93K ✓  
Target: 3.00K

Not Required as Target Met

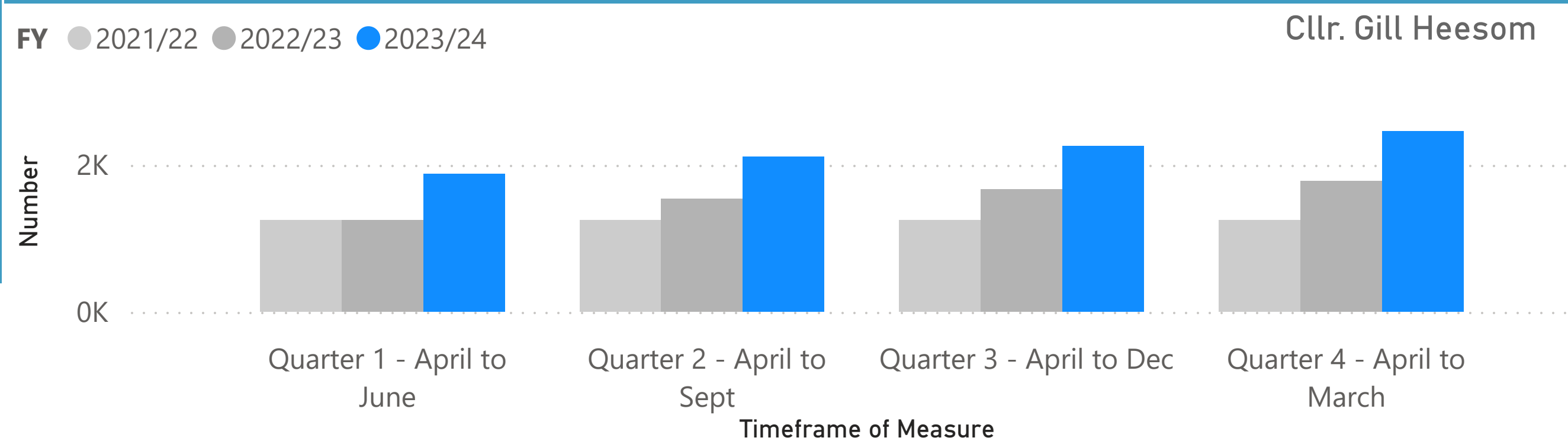
High Is Good Per Quarter (Snapshot) Negative Yearly Trend ID3.5 - Jubilee 2 Customer Satisfaction – Net Promotor Score Current Status SMART Actions if Off Target



35.68!  
End of Year Target: 40.00

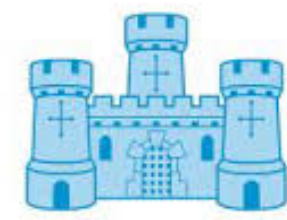
The NPS is collected through the Moving Communities questionnaire administered by Sport England. Whilst the NPS score falling below the target of 40 J2 is still well above the National NPS score of 22. To improve customer satisfaction in the areas which are currently below the national comparator work is taking place to improve the ease of on-line booking and awareness with customers that our sta...

Low Is Good Per Quarter (Snapshot) Negative Yearly Trend ID3.6 - Live application on the housing register Current Status SMART Actions if Off Target



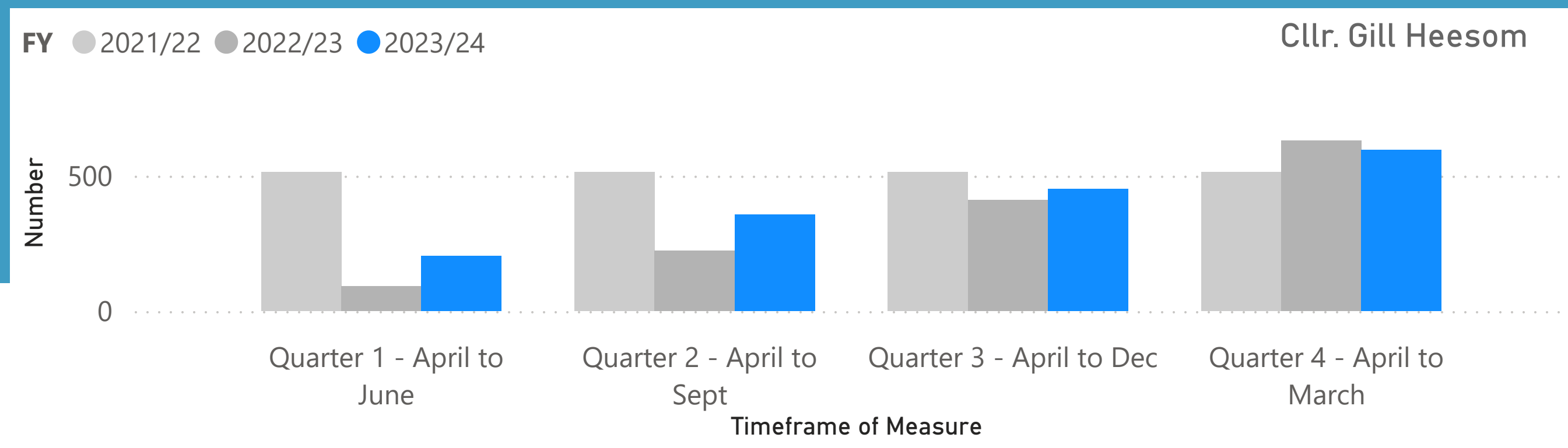
2.45K

Live application numbers reflects the increasing demand for social housing at a time of increasing housing costs



**ID3.7 - Number of lets to registered providers from the housing waiting list** Current Status SMART Actions if Off Target

High  
Is Good  
Per Quarter (Snapshot)



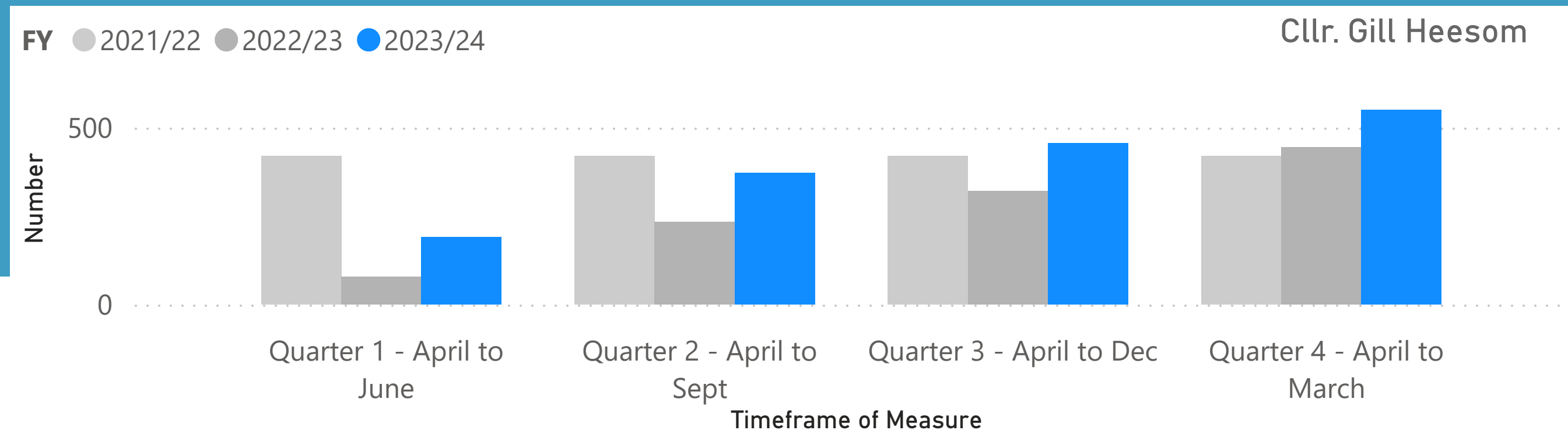
594.00

Depends on partnership working with registered providers in the borough

Negative  
Yearly Trend

**ID3.8 - Emergency homeless presentations** Current Status SMART Actions if Off Target

Low  
Is Good  
Cumulative (Per Annum)



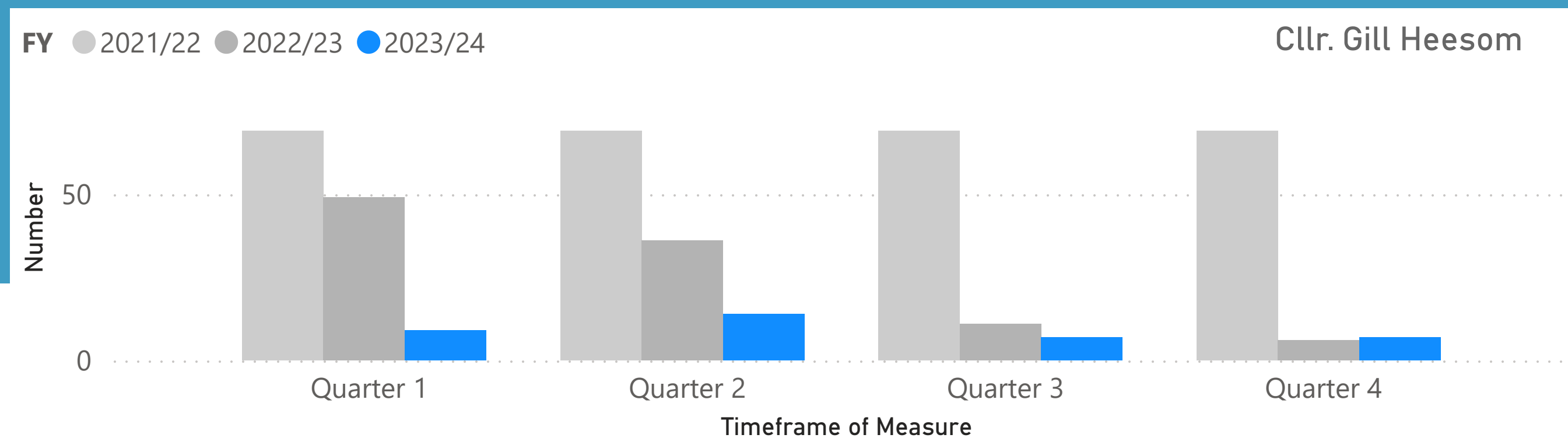
550.00

Number of emergency homeless presentations when looking Quarter 4 in isolation falls at 95. This is a significant drop in the number of presentations when compared to earlier in the year. Quarter 1 showed 191, Quarter 2 showed 180 and Quarter 3 showed 84.

Negative  
Yearly Trend

**ID4.4 - Total Rough Sleepers Verified in Quarter** Current Status SMART Actions if Off Target

Low  
Is Good  
Per Quarter (Snapshot)

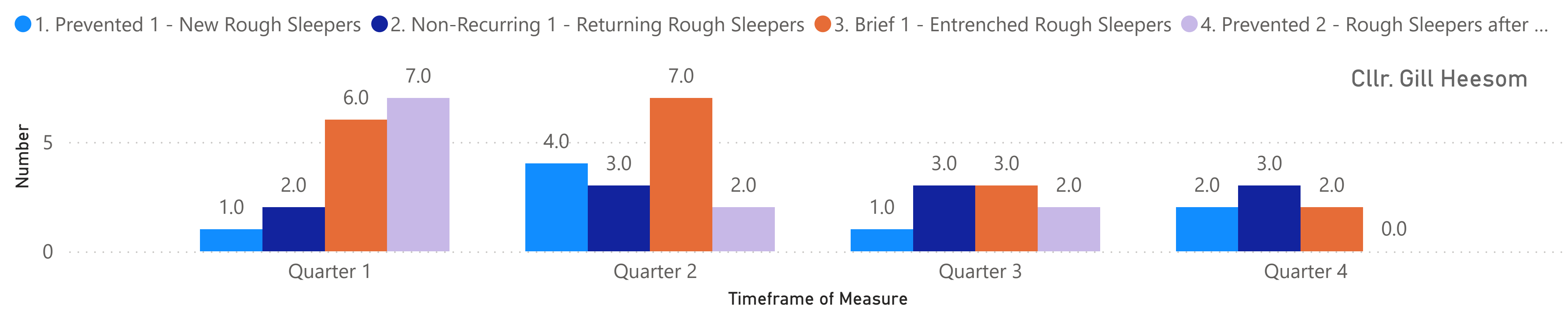


7.00

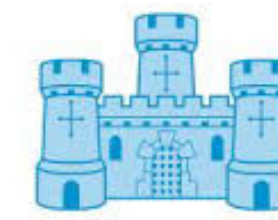
The last rough sleeper count took place on the 15th March 2024 and 7 individuals were verified. Four were Stoke connection, one Stafford and two Newcastle. We seem to be having an influx of rough sleepers from out of area. Having the Multi Agency Hub is enabling us to link in with other providers to ensure those individuals are receiving the right support to get them to access provision in their area.

Negative  
Yearly Trend

**ID4.4a, 4.4b, 4.4c and 4.4d - Breakdown of Rough Sleepers Verified in Quarter**







Project Status Split for Priority 3.

Project/Action is Progressing as Expected

5

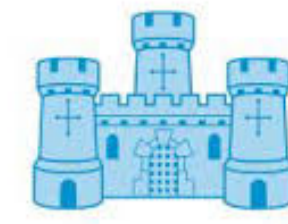
Project/Action is Completed

1

Portfolio Holder	Service Area	Action	Corporate Objective	Status report	Commentary on progress
Cllr. Gill Heesom	Neighbourhoods	Build on our work with Staffordshire Police	Reduce anti-social behaviour and crime in our communities	✔ Project/Action is Progressing as Expected	A range of initiatives are in progress and ongoing in partnership with the police including delivery of the Community Safety Partnership action plan, enforcement of PSPOs in Newcastle town centre and parks and open spaces, CCTV monitoring and installation of additional cameras, Safer Nights including the Safe Space for women and girls and the street medics, youth diversionary projects and a new warden scheme to assist with town centre enforcement
Cllr. Craig Skelding	1. Commercial Delivery 2. Neighbourhoods	Delivering an economic and cultural legacy from the celebration of the borough's 850th anniversary in 2023.	Delivering an economic and cultural legacy from the celebration of the borough's 850th anniversary in 2023.	✔ Project/Action is Progressing as Expected	The museum continued to deliver a monthly programme of talks and events celebrating the 850 throughout 2023. The annual Chris Malking lecture took place in January 2024. Plans are in place for the burial of the time capsule.
Cllr. David Hutchison	1. Neighbourhoods 2. Sustainable Environment	Expansion of the street warden scheme and the creation of neighbourhood delivery teams.	Secure a step change in street cleanliness and the quality of the public domain	★ Project/Action is Completed	The MMF team is now fully staffed and operational, and the Neighbourhood Rangers are deployed in Newcastle town centre, Kildgrove and the remaining neighbourhoods of the Borough on a rolling basis. A members guide on the scope and purpose of the team has been drafted.
Cllr. David Hutchison	Sustainable Environment	Further increasing recycling rates across the borough with a particular focus on food waste	Further increasing recycling rates across the borough with a particular focus on food waste	✔ Project/Action is Progressing as Expected	Positive progress is being made, and recycling rates are slowly improving. However this is against a national picture of stagnating and falling levels of recycling, caused by a number of factors, including cost of living crisis, and producers changing and lightweighting packaging products.
Cllr. Simon Tagg	1. Strategy, People and Performance 2. Neighbourhoods	Work collaboratively with the Newcastle Partnership	Ensure that our most vulnerable residents are supported through the impact of the rising cost of living.	✔ Project/Action is Progressing as Expected	Through the partnership board, we are progressing working groups around vulnerability, cost of living and mental health. We also are the designated chair for Better Health Staffordshire in Newcastle and are in receipt of grant funding to impact on health inequalities.
Cllr. Craig Skelding	Neighbourhoods	Work with partners to develop effective community bodies	Support the development of community solutions to local problems	✔ Project/Action is Progressing as Expected	Responses have been provided to the Staffordshire County Council consultation on the emerging Community Empowerment Strategy, and work has commenced on drafting a Community Empowerment Strategy and Action Plan for the Borough. Community groups are being assisted with local projects and initiatives, including the Great British Spring Clean which took place in March 2024.

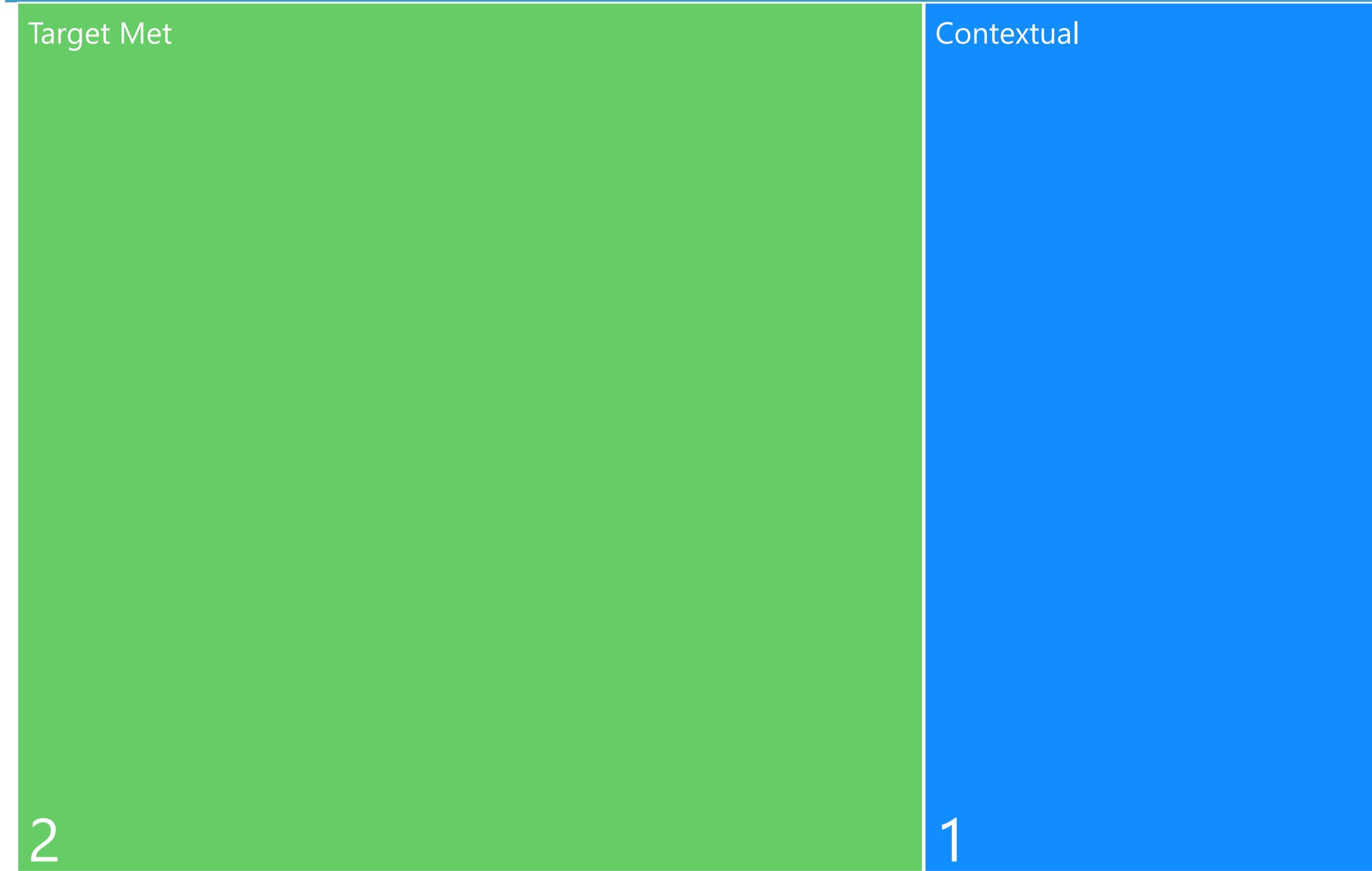


Priority 4: Town Centres for All



NEWCASTLE-UNDER-LYME  
BOROUGH COUNCIL

Priority 4: Performance Indicators Current Status



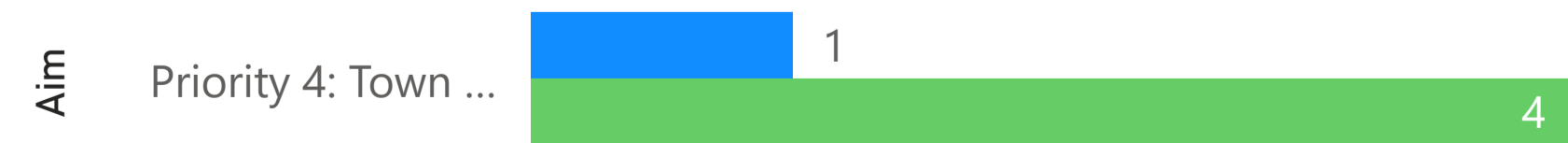
Corporate Aim (Priority)	Number of Indicators
Priority 4: Town Centres for All	3

Smart Narrative

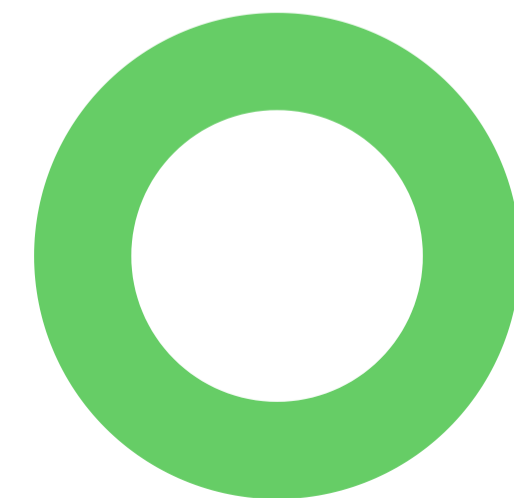
- There are 2 Indicators which have set targets this quarter within Priority 4.
- 100% of measures with set targets met them within Quarter Four. One indicator which met their target also showed improvement when compared to the same time period last year; the remaining 1 indicator showed a negative trend.
- Within Priority 4, One project/action has been classed as completed; this being "Developing a Town Centre Strategy for Kidsgrove". All other Projects/Actions were identified to be progressing as expected.

Priority 4: Summary Project Status Split

● Project/Action is Completed ● Project/Action is Progressing as Expected

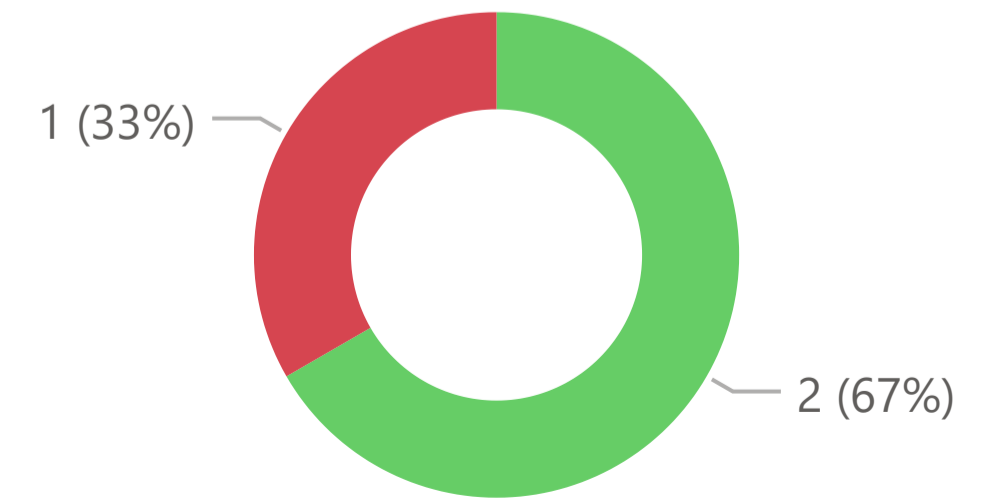


Priority 4: Qtr.4 Trend Direction of PI's Compared to Previous Quarter



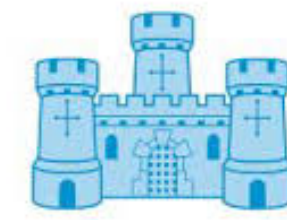
3 (100%)  
● Positive

Priority 4: Qtr.4 Trend Status of PI's Compared On Same Qtr in the Previous Financial Year



● Improvement of Previous Year ● Deterioration of Previous Y...

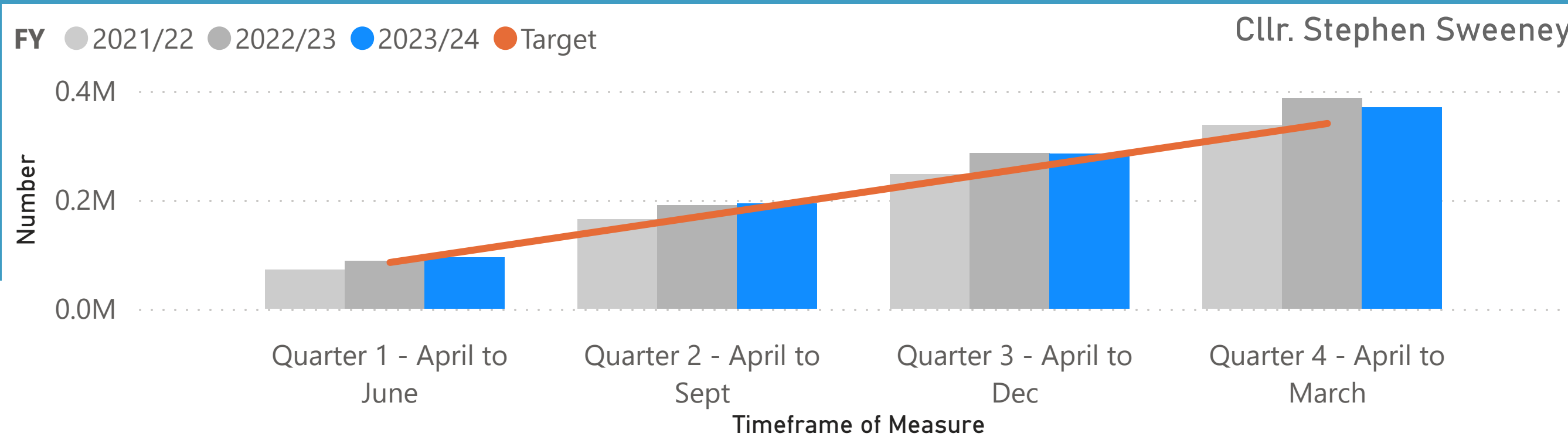




**ID4.1 - Car parking usage:-Number of tickets purchased** Current Status SMART Actions if Off Target

High  
Is Good  
Cumulative (Per Annum)

Negative  
Yearly Trend



**368.99K** ✓

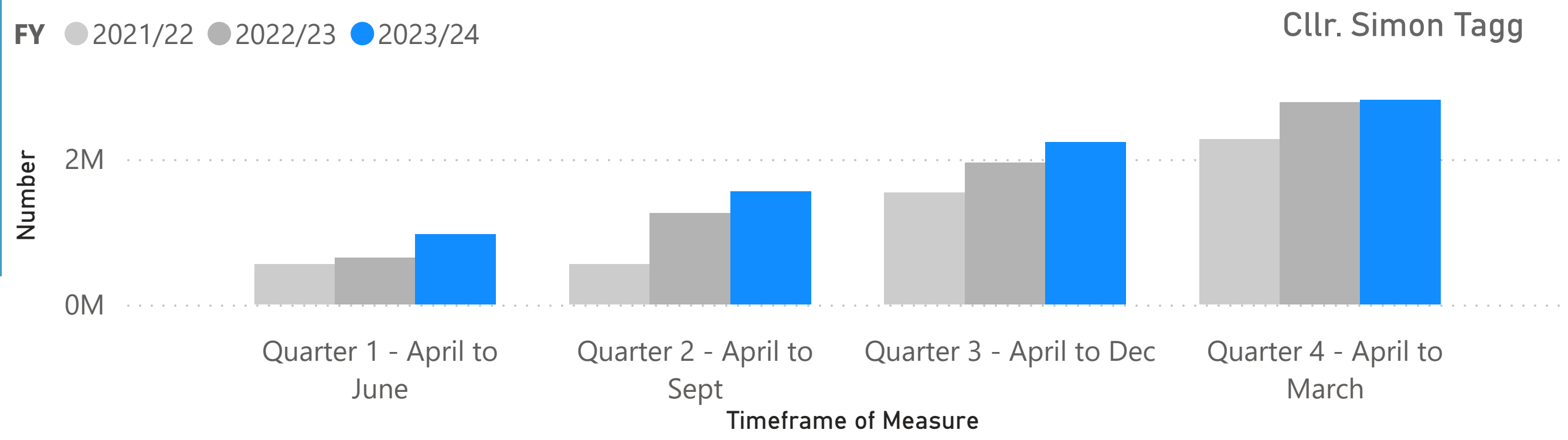
Target: 340.00K

Not Required as Target Met

**ID4.2 - Town Centre Footfall - Newcastle** Current Status SMART Actions if Off Target

High  
Is Good  
Cumulative (Per Annum)

Positive  
Yearly Trend



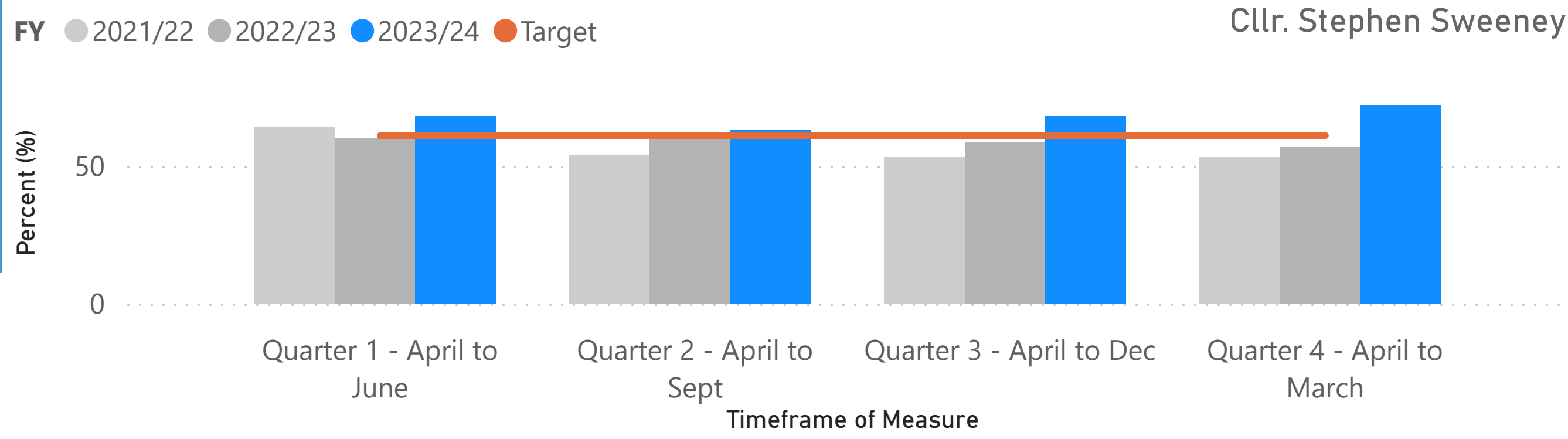
**2.81M**

Data for this measure is provided by the BID. Estimates have been provided in order to backdate reporting of this measure with solution now found by the BID meaning data moving forward can continue to be regularly supplied.

**ID4.3 - Average stall occupancy rate for markets - Overall** Current Status SMART Actions if Off Target

High  
Is Good  
Cumulative (Per Annum)

Positive  
Yearly Trend

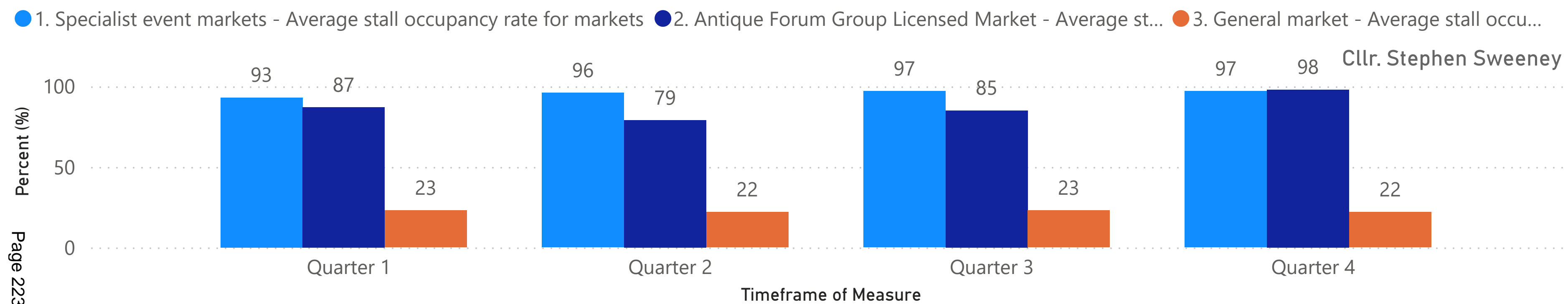


**72.00** ✓

Target: 61.00

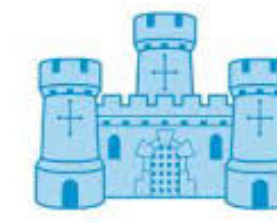
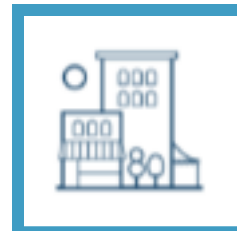
Stall occupancy for Sunday specialist markets and AFG markets on Tuesdays and Thursdays is high and above target. Occupancy rates for the general market are lower. Since 1 March 2024, Monday is a rent free day, run mostly by traders. With no Markets Officer on duty PIs are not compiled. A spot check of traders shows occupancy has increased to between 40% and 50% on the Monday General market.

**ID4.3a, 4.3b and 4.3c- Average stall occupancy rate for Specific Markets**



Specialist Markets - Remains high occupancy with Castle Artisan, Vegan and Charity markets held this quarter. Antique Forum - Remains high occupancy with almost all 40 stalls being occupied. General Market - Market stall remodelling is scheduled for Summer 2024 by removing some fixed stalls in preference of on-the-day temporary stalls. The objective is to create an attractive event space.





## Project Status Split for Priority 4.

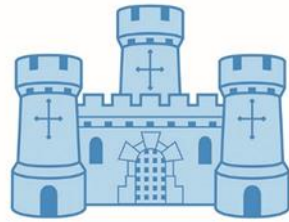
Project/Action is Progressing as Expected

4

Project/Action is Completed

1

Portfolio Holder	Service Area	Action	Corporate Objective	Status report	Commentary on progress
Cllr. Stephen Sweeney	1. Commercial Delivery 2. Planning	Redeveloping Midway car park to provide aspirational town centre residential accommodation	Increasing the number of people living, working and using Newcastle town centre	✔ Project/Action is Progressing as Expected	Capital and Centric have been chosen as the developers for the site and initial surveys are underway to enable development of the early designs for a mix of accommodation and shared facilities including a gym, private dining and residents lounge.
Cllr. Stephen Sweeney	1. Neighbourhoods 2. Commercial Delivery	Developing a Town Centre Strategy for Kidsgrove	Encourage visitors and support local businesses in Kidsgrove	★ Project/Action is Completed	The Experience Kidsgrove brochure has been developed in conjunction with Kidsgrove Town Council and Go Kidsgrove and is now published on the Council's website. Funding bids are being prepared for rial events in Kidsgrove.
Cllr. Stephen Sweeney	Commercial Delivery	Redevelopment of Ryecroft Site	Continuing to work with key partners to deliver the redevelopment of opportunities across the borough	✔ Project/Action is Progressing as Expected	The Council continues to work with several key partners to bring a variety of plans for different uses on the Ryecroft site, Cabinet have approved for Capital and Centric to commissioned Pre- Development Agreements . The development of the new multistorey car park is now commencing. Accor have been appointed for the new hotel Ibis Styles and are working with Capital and Centric to bring forward the site plans. Negotiations have commenced with McCarthy Stone for the purchase of the land for their element of the redevelopment
Cllr. Stephen Sweeney	Commercial Delivery	Redevelopment of York Place	Continuing to work with key partners to deliver the redevelopment of opportunities across the borough	✔ Project/Action is Progressing as Expected	All businesses were vacated out of York Place in February to enable the redevelopment of the site. Capital and Centric have been appointed as the lead developer and asbestos removal has been completed (except for the CoOp unit), submitted updated demolition proposals for planning and commenced procurement process to select a demolition contractor.
Cllr. Stephen Sweeney	Neighbourhoods	Further enhance the historic market and public realm and boost our signature specialist market programme	Further enhance the historic market and public realm and boost our signature specialist market programme	✔ Project/Action is Progressing as Expected	New canopies have been installed on the fixed market stalls in Newcastle and tenders have been invited for public realm works. Discussions are in progress with specialist market providers to deliver a programme of market events for 2024/25.



**NEWCASTLE·UNDER·LYME**  
**BOROUGH COUNCIL**

## **Cabinet Forward Plan: Newcastle under Lyme Borough Council**

### **Notice of Key Decisions to be taken under the Local Authorities (Executive Arrangements) (Meetings & Access to Information) (England) Regulations 2012 between 1 June 2024 and 30 September 2024**

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 an amount which is significant having regard to the Council’s budget for the service or the function to which the decision relates. (NB: The financial threshold above which expenditure or savings become significant has been set by the Council at £100,000 Revenue and £250,000 Capital Expenditure); and/or
- B) be significant in terms of its 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](#).

For all enquiries, please contact Democratic Services, Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire ST5 1BL.  
Telephone – 01782 742222 / Email – [DemocraticServices@newcastle-staffs.gov.uk](mailto:DemocraticServices@newcastle-staffs.gov.uk)

Report Title	Description	Portfolio	Intended Decision Taker and Date	Overview & Scrutiny Committee	Wards Affected	Reason for Determining in Private Session (if Applicable)	Key Decision
Walleys Quarry Odour Update	To receive an update on odour issues at Walleys Quarry	Cabinet Portfolio Holder - One Council, People and Partnerships	Cabinet 4 June 2024	Health, Wellbeing and Environment	All Wards	N/A	No
Refreshed Sustainable Environment Strategy and Action Plan	To consider a report on the Refreshed Sustainable Environment Strategy and Action Plan	Cabinet Portfolio Holder - Sustainable Environment	Cabinet 4 June 2024	Health, Wellbeing and Environment	All Wards	N/A	Yes
Award of	To consider a report	Cabinet Portfolio	Cabinet 4 June	Economy and	Town	N/A	Yes



Report Title	Description	Portfolio	Intended Decision Taker and Date	Overview & Scrutiny Committee	Wards Affected	Reason for Determining in Private Session (if Applicable)	
Contract for Castle Car Park Payment System	on the awarding of a contract for the Castle Car Park Payment system	Holder - One Council, People and Partnerships	2024	Place			
Crematorium and Cemeteries Rules and Regulations Update	To consider a report on the Crematorium and Cemeteries Rules and Regulations Update	Cabinet Portfolio Holder - Sustainable Environment	Cabinet 4 June 2024	Health, Wellbeing and Environment	All Wards	N/A	Yes
Staffordshire Leaders Board -Terms of Reference	To consider a report on the amended Terms of Reference for the Staffordshire Leaders Board	Cabinet Portfolio Holder - One Council, People and Partnerships	Cabinet 4 June 2024	Finance, Assets and Performance	All Wards	N/A	Yes
Taxi Metered Fares	To consider a report on Taxi Metered Fares	Cabinet Portfolio Holder - Finance, Town Centres and Growth	Cabinet 4 June 2024	Finance, Assets and Performance	All Wards	N/A	Yes
Quarter Four Finance and Performance Report 2023/24	To consider a report on the Quarter Four Finance and Performance Report 2023/24	Cabinet Portfolio Holder - Finance, Town Centres and Growth	Cabinet 4 June 2024	Finance, Assets and Performance,Audit and Standards	All Wards	N/A	No
Wales Quarry Odour Update	To consider a report on odour issues at	Cabinet Portfolio Holder - One	Cabinet 16 July 2024	Health, Wellbeing and Environment	All Wards	N/A	No

Report Title	Description	Portfolio	Intended Decision Taker and Date	Overview & Scrutiny Committee	Wards Affected	Reason for Determining in Private Session (if Applicable)	
	Walleys Quarry	Council, People and Partnerships					
Delivery of Electric Vehicle Charging through the County Council's Local Government Electric Vehicle Infrastructure (LEVI) funding	To consider a report on the delivery of Electric Vehicle Charging through the County Council's Local Government Electric Vehicle Infrastructure (LEVI) funding	Cabinet Portfolio Holder - Finance, Town Centres and Growth	Cabinet 16 July 2024	Economy and Place	All Wards	N/A	Yes
Brampton Museum Funding Application to National Lottery Heritage Fund	To consider a report on the Brampton Museum Funding Application to the National Lottery Heritage Fund	Cabinet Portfolio Holder - Finance, Town Centres and Growth	Cabinet 16 July 2024	Economy and Place	May Bank	N/A	No
Procurement of Contact Centre Telephony	To consider a report on the procurement of Contact Centre Telephony	Cabinet Portfolio Holder - One Council, People and Partnerships	Cabinet 16 July 2024	Finance, Assets and Performance, Audit and Standards	All Wards	3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes

Report Title	Description	Portfolio	Intended Decision Taker and Date	Overview & Scrutiny Committee	Wards Affected	Reason for Determining in Private Session (if Applicable)	
Keele Sustainable Solar Energy Business Case	To consider a report on the Keele Sustainable Solar Energy Business Case	Cabinet Portfolio Holder - One Council, People and Partnerships	Cabinet 16 July 2024	Economy and Place	Keele	3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes
Kidsgrove Town Deal Contract Award - Shared Services and Garage Replacement	To consider a report on the Kidsgrove Town Deal Contract Award - Shared Services and Garage Replacement	Cabinet Portfolio Holder - Finance, Town Centres and Growth, Cabinet Portfolio Holder - One Council, People and Partnerships	Cabinet 16 July 2024	Economy and Place	Kidsgrove & Ravenscliffe	3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes
Provisional Outturn 2023/24	To consider a report on the Provisional Outturn 2023/24	Cabinet Portfolio Holder - Finance, Town Centres and Growth	Cabinet 16 July 2024	Finance, Assets and Performance, Audit and Standards	All Wards	N/A	No
Productivity Plan	To consider a report on the Productivity Plan	Cabinet Portfolio Holder - One Council, People and Partnerships	Cabinet 16 July 2024	Finance, Assets and Performance	All Wards	N/A	No
Bradwell Dingle Recreational	To consider a report on Bradwell Dingle	Cabinet Portfolio Holder - Sustainable	Cabinet 16 July 2024	Health, Wellbeing and Environment	Bradwell	N/A	No



Report Title	Description	Portfolio	Intended Decision Taker and Date	Overview & Scrutiny Committee	Wards Affected	Reason for Determining in Private Session (if Applicable)	
Facilities	Recreational Facilities	Environment					
Urban Tree Planting Strategy-Phase 6	To consider a report on the Urban Tree Planting Strategy-Phase 6	Cabinet Portfolio Holder - Sustainable Environment	Cabinet 16 July 2024	Health, Wellbeing and Environment	All Wards	N/A	No
Draft LNRS Strategy	To consider a report on the draft LNRS Strategy	Cabinet Portfolio Holder - Sustainable Environment	Cabinet 16 July 2024	Health, Wellbeing and Environment	All Wards	N/A	No
Award of Short Form Services Contracts to a Consortium of Architectural Service Providers	To consider a report on the award of Short Form Services Contracts to a Consortium of Architectural Service Providers	Cabinet Portfolio Holder - Community Safety and Wellbeing	Cabinet 16 July 2024	Health, Wellbeing and Environment	All Wards	N/A	Yes
Medium Term Financial Strategy 2025/26	To consider a report on the Medium Term Financial Strategy 2025/26	Cabinet Portfolio Holder - Finance, Town Centres and Growth	Cabinet 10 September 2024	Finance, Assets and Performance	All Wards	N/A	No
Quarter 1 Finance and Performance Report 2024/25	To consider a report on the Quarter 1 Finance and Performance Report 2024/25	Cabinet Portfolio Holder - Finance, Town Centres and Growth	Cabinet 10 September 2024	Finance, Assets and Performance, Audit and Standards	All Wards	N/A	No

Report Title	Description	Portfolio	Intended Decision Taker and Date	Overview & Scrutiny Committee	Wards Affected	Reason for Determining in Private Session (if Applicable)	
Contract Award for the Digital Infrastructure	To consider a report on the Contract Award for the Digital Infrastructure	Cabinet Portfolio Holder - Finance, Town Centres and Growth	Cabinet 10 September 2024	Economy and Place	All Wards	3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes
Annual Report	To consider the Council's Annual Report	Cabinet Portfolio Holder - One Council, People and Partnerships	Cabinet 10 September 2024	Finance, Assets and Performance	All Wards	N/A	No

This page is intentionally left blank