Dear Members

Cabinet

A meeting of the Cabinet will be held in the Craddock Room, Civic Centre, Riverside, Stafford on Thursday 6 February 2020 at 6.30pm to deal with the business as set out on the agenda.

Please note that this meeting will be recorded

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

[Signature]

Head of Law and Administration
CABINET - 6 FEBRUARY 2020
Chair - Councillor P M M Farrington

AGENDA

1 Minutes of 16 January 2020 as published in Digest No 263 on 17 January 2020

2 Apologies

3 Councillors’ Question Time (if any)

4 Proposals of the Cabinet Members (as follows):

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<th>Portfolio</th>
<th>Page Nos</th>
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<td>(a) ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO</td>
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<td>(i) Stafford Borough Economic Growth Strategy 2020-2025</td>
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<td>(i) Application for Voluntary Flexible Retirement</td>
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</tbody>
</table>

This Report is part confidential due to the inclusion of information relating to an individual, information which is likely to reveal the identity of an individual and information relating to the financial or business affairs of any particular person (including the authority holding the information). No representations have been received in respect of this matter.
Membership

Chair - Councillor P M M Farrington

P M M Farrington - Leader
R M Smith - Deputy Leader and Resources Portfolio
J M Pert - Community and Health Portfolio
J K Price - Environment Portfolio
F Beatty - Economic Development and Planning Portfolio
C V Trowbridge - Leisure Portfolio
SUBMISSION BY COUNCILLOR F BEATTY  
ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO

CABINET  
6 FEBRUARY 2020  
Stafford Borough Economic Growth Strategy 2020-2025

1 Purpose of Report

1.1 To update Cabinet on the changes to the draft Stafford Borough Economic Growth Strategy 2020-2025 following public consultation and to seek approval to adopt the Strategy.

2 Proposal of Cabinet Member

2.1 That the Stafford Borough Economic Growth Strategy 2020-2025 as set out in the APPENDIX be adopted.

3 Key Issues and Reasons for Recommendation

3.1 The Stafford Borough Economic Growth Strategy (EGS) has been produced by the Stafford Growth, Regeneration and Infrastructure Partnership (SGRIP) and sets out the Partnership’s ambitions for the economic prosperity of the borough.

3.2 Taking a partnership approach enables the range of skills and expertise from a number of organisations to come together to deliver a range of projects and initiatives that will collectively strengthen our local economy. It also ensures that the priorities of each organisation are recognised.
4 Relationship to Corporate Priorities

4.1 The EGS is relevant to all three Corporate Business Objectives as it seeks to promote and encourage economic growth, support the development of our communities and to generate Business Rates and Council Tax revenue that supports our position as a financially stable organisation.

5 Report Detail

5.1 In March 2019 Cabinet gave approval for public consultation on the draft EGS to commence. In the following months the document was shared with local businesses, education providers, elected members and residents.

5.2 The EGS Vision is to develop a high value, high skill, innovative and sustainable economy and sets out 5 Growth Priorities that cover the themes of business support and development, influencing infrastructure led development, rural growth opportunities, learning and skills and the visitor economy.

5.3 During the consultation exercise several key messages emerged around recognising the strengths and weaknesses of our local economy, taking pride in our County town status and being clear on what the Partnership can realistically deliver.

5.4 The document in the APPENDIX has been agreed by the member organisations of the SGRIP, all of whom will be signing up to the Strategy and leading the implementation of the detailed action plans that will follow.

5.5 Monitoring and Evaluation of the impacts and effectiveness of the EGS will be managed via the SGRIP with regular reporting to Economic Development and Planning Scrutiny Committee.

6 Implications

<table>
<thead>
<tr>
<th>6.1 Financial</th>
<th>Individual projects and initiatives within the Strategy are subject to detailed financial evaluation in their own right.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>N/A</td>
</tr>
<tr>
<td>Human Resources</td>
<td>N/A</td>
</tr>
<tr>
<td>Human Rights Act</td>
<td>N/A</td>
</tr>
<tr>
<td>Data Protection</td>
<td>N/A</td>
</tr>
<tr>
<td>Risk Management</td>
<td>Individual projects and initiatives within the Strategy are subject to individual risk assessments.</td>
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<tr>
<td>Section</td>
<td>Description</td>
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<tr>
<td>6.2 Community Impact Assessment Recommendations</td>
<td>The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.</td>
</tr>
<tr>
<td>Previous Consideration</td>
<td>Nil</td>
</tr>
<tr>
<td>Background Papers</td>
<td>File available in Development</td>
</tr>
</tbody>
</table>
LOGOS FOR PARTNERS

Stafford Borough Economic Growth Strategy 2020-2025
Foreword

As we enter a new decade, Stafford Borough’s economy and population are growing. It is an exciting time for the borough with big opportunities ahead. Together we want to take the initiative to shape and support that growth for the good of everyone who lives, works and studies here, and to attract new investment. Our partnership, and this strategy, will put the right foundations in place for sustained and sustainable growth across the entire borough.

We will focus on skills, infrastructure and our identity to ensure Stafford Borough is an attractive place to live, where people enjoy a great quality of life. This requires the construction of quality, well-designed homes, commercially astute, innovative investment to help create excellent employment opportunities, and a skilled workforce able to benefit from and contribute to a growing economy.

These aspirations are already central to four key documents:

- Stafford Borough Council’s Corporate Business Plan,
- Staffordshire County Council’s Strategic Plan
- Staffordshire and Stoke-on-Trent Local Enterprise Partnership’s Strategic Economic Plan
- Stoke on Trent and Staffordshire Emerging Local Industrial Strategy

Our aspirations and energy will enhance Stafford, a county town with the ambition and capability to deliver a big city economy, as well as Stone, Eccleshall, and our thriving villages. The Partnership wants to drive Stafford Borough forward and reshape our position and reputation in the regional, national and global economy. Homes England also supports the direction of travel that the Partnership is taking.

Signed by members of the Stafford Growth, Regeneration and Infrastructure Partnership (SGRIP):

Signed by:

Patrick Farrington, Frances Beatty, Philip Atkins, XXXX (Chair of the Stoke on Trent and Staffordshire LEP), Sara Williams (Chief Executive of Staffordshire Chambers of Commerce), Mary Walker (Chair of Stafford Town Centre Partnership), xxxx (Newcastle and Stafford College Group), xxxx (Housing Plus Group), XXXX Staffordshire Commissioner, XXXX Staffordshire Police, XXXX Staffordshire Fire and Rescue Service
Introduction

We want people to enjoy Stafford Borough – to live, to work, to invest and to flourish.

With our connectivity, appetite for growth and ability to make things happen Stafford Borough plays a major role in the economy of Staffordshire and beyond. It has the potential to do more, which in turn must and will benefit its communities.

Destination Stafford

134,800 people call Stafford Borough home with the population set to increase between 2017 and 2027 by 3%. This rate of growth is faster than the England average. With over 5,000 businesses delivering over 68,000 jobs, as Staffordshire’s largest district, covering around 230 square miles we have great transport links which are already improving and adapting as the Stafford Western Access Route takes shape.

An urban extension to Stone and to the north, east and west of Stafford are creating 6,000 new homes and more than 1,200 jobs have been delivered at the £11m Redhill Business Park. With more homes comes greater opportunities for inward investment and demand for education, employment and leisure facilities. The need is clear for a dynamic local enterprise culture and to build on what is already a sustainable and vibrant economy.

We want the Borough to offer a choice of high quality, demand driven options to live, work and invest.

Live, Work, Enjoy

Continuing to improve the quality of life of our local residents by developing strong communities that promote health and wellbeing underpins our ambitions for growth. We’ve delivered a new £10 million leisure centre in Stone and are working in partnership with the Heritage Lottery Fund to restore the landmark Victoria Park back to its former glory.

Building Blocks

To realise the full potential of our area we need to aim for maximum economic productivity and assemble the building blocks of ideas, people, infrastructure, business environment and place to achieve this. The changing transport network coursing through our Borough provides the opportunity to move with the changing face of industry to keep the Borough at the forefront of sustainable economic growth and maximise employment opportunities.

With a range of successful skills development programmes already up and running, the Borough is already well placed to cope with the changing nature of the workplace. Our strong existing partnership arrangements are built on a shared ambition to deliver our strategy for growth and provide the capacity and resilience to achieve our objectives.

Rural Stafford Borough

Stafford, Stone and Eccleshall are our hub towns for business and enterprise but a significant area of our Borough is rural. In these rural areas investment in Meaford Business Park and Raleigh Hall Industrial Estate demonstrate that we want to support our business sectors to grow and diversify. Agriculture, agri-tech, tourism

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1 Stafford: District Data Pack, September 18, Staffordshire Observatory

2 The Five Foundations of the Government’s Industrial Strategy, 2017
and the food industry all have a massive role to play in our borough and provide major opportunities for innovation and growth.

**Delivering our vision**

**How are we going to get all of this done?**

Strategic governance is provided by the Stafford Growth, Regeneration and Infrastructure Partnership who will drive progress and scrutinise performance.

This strategy doesn’t exist in isolation and is closely aligned with the emerging Local Industrial Strategy, the new Local Plan for Stafford Borough and the Stafford Town Centre Strategic Framework.

It’s also important that this strategy is a live document that responds to changes in the economy, technology and population as it drives forward opportunities for success.
The Partnership's Vision

*To develop a high value, high skill, innovative and sustainable economy*

As a Partnership we will grow a diverse and balanced business economy to optimise the benefits from our connectivity, opportunities and skills that supports new and existing businesses by working together in a collaborative and flexible way.

To deliver this vision the Partnership will focus on:

- **Growth Priority 1**: Enabling new and existing businesses to grow and build confidence in Stafford Borough as a hub of productivity with a balanced economy
- **Growth Priority 2**: Leading on the delivery of infrastructure led commercial and housing growth to shape Stafford Borough as the best place to invest
- **Growth Priority 3**: Understanding and unlocking the economic growth opportunities in our rural areas
- **Growth Priority 4**: Developing access to learning for all to create a local workforce with specialist skills that can respond to our ambitions for growth
- **Growth Priority 5**: Taking pride in our County Town status and maximising our visitor offer in the market towns of Stone and Eccleshall and villages across the Borough

Our success will be measured by tracking the following:

<table>
<thead>
<tr>
<th>Growth Priority</th>
<th>Measure</th>
<th>Frequency</th>
<th>Indicator of Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Businesses operating within the Borough</td>
<td>Quarterly</td>
<td>Increasing total across the Borough</td>
</tr>
<tr>
<td></td>
<td>Gross Value Added (GVA) for Stafford Borough</td>
<td>Annually</td>
<td>Increasing GVA across all sectors</td>
</tr>
<tr>
<td>2</td>
<td>Supply of new homes</td>
<td>Annually</td>
<td>Local Plan housing delivery target met year on year</td>
</tr>
<tr>
<td></td>
<td>Supply of new affordable homes</td>
<td>Annually</td>
<td>Local Plan affordable housing delivery target met year on year</td>
</tr>
<tr>
<td></td>
<td>Supply of Employment Land</td>
<td>Annually</td>
<td>Local plan employment land delivery target met year on year</td>
</tr>
<tr>
<td>3</td>
<td>Rural business growth</td>
<td>Quarterly</td>
<td>Increasing number of rural businesses</td>
</tr>
<tr>
<td>4</td>
<td>Education level</td>
<td>Annually</td>
<td>Reducing the percentage of the working age population with no qualifications</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Increasing the proportion of residents qualified to NVQ Level 3 and above</td>
</tr>
<tr>
<td></td>
<td>Graduate Retention</td>
<td>Annually</td>
<td>Increasing number of graduates staying in the borough after education</td>
</tr>
<tr>
<td></td>
<td>Unemployment level</td>
<td>Quarterly</td>
<td>Reduction in the number of working aged people who are unemployed</td>
</tr>
<tr>
<td></td>
<td>Raising skills level</td>
<td>Annually</td>
<td>Increasing number of adults participating in skills training</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Increasing number of residents progressing into work, education, training or apprenticeships, or being upskilled</td>
</tr>
<tr>
<td>Growth Priority</td>
<td>Measure</td>
<td>Frequency</td>
<td>Indicator of Success</td>
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<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>5</td>
<td>Town Centre Health Check</td>
<td>Quarterly</td>
<td>Reduction in vacant properties (all uses)</td>
</tr>
<tr>
<td></td>
<td>Visitor Numbers – day visits</td>
<td>Annually</td>
<td>Increasing number of day visitors</td>
</tr>
<tr>
<td></td>
<td>Visitor Numbers – staying trips</td>
<td>Annually</td>
<td>Increasing number of staying visitors</td>
</tr>
</tbody>
</table>
Growth Priority 1: Enabling new and existing businesses to grow and build confidence in Stafford as a hub of productivity with a balanced economy

Looking to invest in Stafford?
What helps businesses to make that decision?

We make it easy with the partnership planning approach that focuses on design, quality and creating a great place to live and our urban and rural economies nurture innovative and smart technologies. Transformational projects like the Stafford Station Gateway look to improve our offer with new hotel and conferencing facilities.

We already cover the spectrum of employment sectors and maintaining a balanced economy with jobs growth remains a key priority for the Partnership. However we need to address the fact on average each hour worked in Staffordshire was nearly a fifth less productive than the national average.3

Stafford is traditionally a large public sector employer, not just local government but across the health and defence services. As with other industries people are likely to experience more than one career during their working life, it’s important that we support these moves and retain our skilled workforce locally.

Stafford has been showcased at the international property event MIPIM4 where our ambitions have been shared and investment interest is growing. As our proposals take shape so must the way we shout about them and announce that

3 Increasing Economic Output (Gross Value Added) and Raising Productivity in Staffordshire and Stoke-on-Trent; Staffordshire County Council, April 2018
4 Le Marché International des Professionnels de l’Immobilier; an international property event

Stafford is one of the best places in the UK to invest in.

What are we already doing?

- Delivering £6m of access improvements to unlock the 34 hectare Meaford Business Park
- Offering one-to-one support to businesses looking to relocate to or grow within Stafford Borough, taking an holistic approach to inward investment enquiries which has resulted in 690 additional businesses created since 2011
- Exploring new options for the existing business support package provided through the Stafford Town Centre Partnership

What will we be doing next?

- Launching a business engagement protocol across the partnership to guarantee that our interventions are targeted, co-ordinated, effective and making a difference to productivity
- Building stronger links with local universities to support business incubation and unlock the right locations for starter units so that the Borough can ‘grow our own’ innovative businesses
- Identifying new employment sites through our new local plan and taking early action to support the right businesses into the right locations
- Working in partnership to deliver an innovative and well connected business district within the Stafford Station Gateway
- Promoting commercial development opportunities created around the Stafford Western Access Route
- Using evidence based research to understand the depth of impact of urban enterprise on the Borough’s economy to build future capacity
Growth Priority 2: Leading on the delivery of infrastructure led commercial and housing growth to shape Stafford Borough as the best place to invest

Using our connectivity to grow a strong economy

The opening of the Stafford Western Access Route in 2021 will improve connectivity between the west and north of Stafford and the 2022 completion of the Smart Motorway programme between Junctions 16 and 19 of the M6 will reduce congestion and unreliable journey times. 2027 will see High Speed 2 services at Stafford railway station, cutting journey times to London to just 53 minutes. **Our prime location makes us a great base for business.**

Whilst Superfast Staffordshire has provided 94% of the Borough population with internet speeds of around 25mbps+ over 11,000 of our residents are still waiting on this connectivity. **In rural areas robust digital connectivity has the potential to transform the economy.**

The housing and business growth that we’ve seen over the last five years demonstrates how much **people want to come and live and work here** and our aspiration for a new garden community means there is more work to be done to continue to create the places where people want to live.

We want Stafford to be the place where people choose to set down roots, commuting into rather than away from the Borough. This means delivering more aspirational housing to attract high skilled workers and continue to positively promote the Borough as an area of good quality accommodation across all tenures.

What are we already doing?

- Delivering the £62m Stafford Western Access Road which will unlock major housing growth, relieve congestion and improve journey reliability across Stafford
- Modelling options with the Department for Transport and Network Rail for a new West Coast Mainline railway station as part of our proposals for a new garden community
- Promoting the development potential of HS2 in Stafford Borough through the Constellation Partnership Growth Strategy

What will we be doing next?

- Delivering our new Local Plan that provides the framework for future development
- Refreshing the Borough Infrastructure Delivery Plan to ensure that the right infrastructure is in place to deliver our vision
- Working in partnership to deliver the Strategic Infrastructure Plan that will consider the cumulative impact of growth and identify major infrastructure requirements needed to deliver sustainable growth
- Launching a Parking and Movement Strategy for Stafford Borough that responds to growth and changes in technology and supports our ambitions for sustainable travel that will support healthy lifestyles
- Supporting faster more resilient digital connectivity to add flexibility to the location options for our businesses
- Making sustained progress on the new garden community proposals and the transformational change that they can realise
Growth Priority 3: Understanding and unlocking the economic growth opportunities in our rural areas

Whether you look at our towns or villages the proportion of working age residents is the same. This is mirrored in the rural Borough\(^5\). So why is it important that we pay particular attention to our rural areas? Because some of the challenges and opportunities there are different. Nearly 4,000 businesses in our Borough are located in the rural areas but issues around digital connectivity, mobile phone coverage and access to skilled labour are more problematic.

There is also a need to understand our rural communities and make sure that a reliance on digital connectivity doesn’t increase concerns around social isolation by limiting the amount of interaction people have.

Building sustainable economies means providing affordable rural homes, encouraging tourism and supporting the mix with a better public transport offer.

The countryside isn’t just about farming and food production but these continue to be hugely important and we must recognise the volatility of the farming industry. The emerging Local Industrial Strategy will take account of rural economies and their future potential.

What are we already doing?

- Working together to deliver a successor funding programme following successful European funding support for rural areas
- Identifying residential and commercial areas within the Borough that are working with internet speeds of less than 30 mbps
- Using the new Local Plan process as a mechanism to encourage developers to think about designing in broadband connectivity to new developments

What will we be doing next?

- Developing the support given to Stone and Eccleshall by working together to deliver ‘Town Deals’
- Targeting specific business and planning policy advice and funding opportunities to rural businesses to facilitate business growth
- Developing employment opportunities for young people in rural areas and wherever possible removing barriers to employment
- Exploring the feasibility of supporting rural business hubs, clustering complementary goods and services to build strength into the rural economy
- Promoting 5G connectivity and the Gigabit Broadband Voucher Scheme which can be used by small businesses and the local communities surrounding them to contribute to the installation cost of a gigabit-capable connection
- Supporting Staffordshire County Council to identify how its farm estate in the Borough can contribute to unlocking economic growth opportunities in our rural areas.
- Using evidence based research to understand the depth of impact of rural enterprise on the Borough’s economy to build future capacity

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\(^5\) Staffordshire Rural Economy Evidence Base; Staffordshire County Council, 2015
Growth Priority 4: Developing access to learning for all to create a local workforce with specialist skills that can respond to our ambitions for growth

Staffordshire is an economic success story with almost full employment, with currently only 1.7% of the working age population claiming benefits. But as the aims and aspirations of our communities change **few people will have, or expect, a job for life.** Our careers will take many paths and we now need to provide multiple employment pathways to support this way of working, including a choice of more **flexible working.**

Reflecting the aims of the emerging Local Industrial Strategy, we want **sustainable employment offers that promise not just jobs but careers.**

We know that Stafford Borough has an ageing population but our **economic prosperity relies on a balanced demographic** within our workforce. We also need to address the barriers to work faced by our residents with long term health conditions and encourage employment opportunities that support this.

We have ambitions for our Borough that **will see the digital sector grow.** Our businesses have identified the need to work with schools to encourage young people into skilled industry. It’s well documented how successful we are in delivering growth but we need to make sure that our local communities are prepared and ready to benefit from regeneration projects.

To achieve all this we need to build on the strengths of our existing education offer and ensure that we are providing opportunities for lifelong learning to everyone in our Borough so that **we’re the right place to bring business to** and we provide the opportunities to make people want to stay.

**What are we already doing?**

- Supporting Newcastle and Stafford College Group in its exciting regeneration proposals for the Earl Street campus which will deliver a new £25m Skills and Innovation Centre
- Commissioning the Careers Enterprise Company to support Staffordshire schools in implementing the national Careers Strategy
- Supporting New Beacon Group to establish a new university and links to China
- Working inclusively to tackle health inequalities and provide support into work

**What are we doing next?**

- Equipping local people with the skills and flexibility needed to respond to a changing employment market by continuing to access the European Social Fund and further commissioning of Community Learning provision for adults
- Working with education providers like Staffordshire, Wolverhampton and Keele Universities, Newcastle and Stafford College Group and the New Beacon Group to establish an evening learning environment in Stafford
- Maximise local job and supply chain opportunities during the construction phase of HS2 and other strategic developments
- Expanding the activity of the Careers Enterprise Company to develop Careers Hubs linking schools with employers
- Supporting smaller businesses to get involved in work experience and skills sharing and provide access to workforce development activities for Stafford employers
- Developing a new model to facilitate and promote the contribution of the over 60s to our local economy that understands the value of volunteering
Growth Priority 5: Taking pride in our County Town status and maximising our visitor offer in the market towns of Stone and Eccleshall and villages across Stafford Borough

When you hear someone say Stafford what do you think?

Stafford is a beautiful county town with a history of shoemaking. The canal network that runs through Stone and many of our villages is hugely popular. We have railway heritage and a focus on heavy electrical engineering. Stafford Borough is rural and urban, traditional yet always looking forward. Being clear about what Stafford has to offer is fundamental to encouraging significant investment in our Borough.

We know that Stafford already tempts people in for the day with successful events like the County Show or the annual Cheese and Ale Festival that brings in over 72,000 visitors into Stafford town centre. What we need to strengthen is our offer for staying visits and our town centres sit at the heart of this.

Whatever the reason for visiting Stafford the visitor economy contributes towards over 3,000 jobs in our Borough, a figure that is only set to rise. The visitor economy is the sixth largest employment sector in the UK and by supporting local businesses and facilities it helps to create an attractive place for investment.

Ease of movement in and around our town centres is crucial to attracting people in and this is a key theme in our business case for Future High Streets Funding.

Stafford is perfectly placed to enjoy family days out and leisure activities for all, with attractions like Shugborough and theme parks such as Alton Towers and Drayton Manor Park and Zoo are a stone’s throw away.

What are we already doing?

- Completing a Strategic Framework for Stafford Town Centre that links existing plans to deliver town centre homes and a quality leisure and culture offer
- Developing a Future High Streets Fund business case and exploring other funding options for sustainable transformation in Stafford town centre. This work includes options for the Shire Hall.
- Developing masterplan proposals for the regeneration of the Eastgate area of Stafford into an investible proposition for development
- Exploring options to improve the public realm in Stafford to deliver a quality environment that will support the town centre
- Stafford Town Centre Partnership are commissioning a feasibility study to understand the implications of creating a Business Improvement District in Stafford and to assess the viability of the scheme

What will we be doing next?

- Launching a comprehensive Visitor Economy Strategy that develops the Borough’s evening economy, our business offer and a programme of events to boost our reputation as a destination Borough
- Responding to the demand for overnight stays in the Borough as set out in the recently published Staffordshire Hotel and Visitor Accommodation Development Strategy
- Building Brand Stafford, having a clear marketing strategy and shouting loudly about what the Borough has to offer
- Expanding work opportunities in the visitor sector through new hotels and conferencing facilities and expanding our cultural offer with innovative new destinations like the Staffordshire History Centre
Pictures/Case Studies to be added to final document:

Priority 1: Redhill – showing GE/St Gobain/Omicron with the text: The £11 million Redhill Business Park has delivered more than 1200 jobs and is home to multinationals GE, St Gobain and power testing specialist Omicron.

Priority 2: Rail infrastructure – picture of Stafford Station with the text: Stafford Borough is already well connected with three M6 junctions and railway stations in Stafford and Stone on the West Coast mainline. Government investment can already be seen in rail capacity improvements at Norton Bridge and the Smart Motorway programme.

Priority 2: Road infrastructure – showing Meaford Business Park with the text: £6m of access improvements unlocked the 34 hectare Meaford Business Park near Stone. We'll continue to work in partnership to unlock sites across the Borough.

Priority 3: Rural Enterprise Funding – picture of Wissage Bakehouse with the text: Rural Enterprise Funding helped a farming couple in Aston to transform under-used agricultural buildings into a bakery specialising in savoury pies. Business start ups in the Borough are higher than the Staffordshire average and have the highest rate of business survival.

Priority 3: Rural Exception Housing Development – picture of St Peters Close, Hixon with the text: Partnership working between Stafford and Rural Homes, Housing Plus Group, Stafford Borough Council and Homes England delivered a £1m housing scheme of much needed affordable homes in one of our villages

Priority 4: Apprenticeship Graduation Ceremony with the text: 500 people attended the fifth annual Stoke on Trent and Staffordshire Apprenticeship Graduation Ceremony to see 151 graduates receive their qualifications.

Priority 4: Universities – pictures of Staffs/Wolves/New Beacon Group with the text: 42% of Stafford’s 18 year olds entered Higher Education in 2018 against a national average of 37%.

Priority 4: Wolves Uni photo of a mindfulness seminar with the text: Wolverhampton University offers the opportunity for learning to people of all ages in our communities

Priority 5: Events – picture of Iron Man with the text: The 2019 edition of IRONMAN 70.3 Staffordshire saw a record 2653 athletes from over 35 different countries enter, making this a sold-out race and showcasing the Borough on the international stage. Also picture of County Showground with the text: with a wide range of exhibition halls, conference suites and outdoor facilities, the Showground has the capacity to host events large and small.

Priority 5: Leisure – picture of Odeon Luxe with the text: The first purpose built Odeon Luxe cinema opened in Stafford in November 2018 demonstrating our commitment to supporting investment in new leisure and entertainment facilities.
Priority 5: Leisure - Picture of Stone Leisure Centre with the text: A new £10 million leisure centre opened in March 2019 as part of the transformation of Westbridge Park, the gateway to Stone. Also picture of the Trentham Estate with the text: he award winning Trentham Estate offers visitors a mix of shopping, eating, relaxing and a wide range of events.

APPENDIX

Why Stafford Borough?

Infographics:

Connected: 3 M6 junctions, 2 railways stations and 4 airports within an hours drive
Skilled: 50% of Borough residents are educated to NVQ Level 4 or above
Focused: 17% growth in manufacturing since 2011, 489 digital businesses
Committed: £100 million investment in Stafford town centre

Information Sources

Office of National Statistics

- Population Estimates 2017
- Annual Population Survey
- Business Register and Employment Survey 2017
- Interdepartmental Business Register 2018

Staffordshire County Council

- Stafford Locality Profile, January 2018

Links to other Strategies

Homes England Strategic Plan 2018/19-2022/23
Housing Plus Group Corporate Plan 2018-2023
Industrial Strategy White Paper
Ladder for Staffordshire
Midlands Engine Strategy
Stafford Borough Housing Strategy 2015-2019
Stafford Borough Climate Change Strategy – Consultation Draft
Staffordshire Hotel and Visitor Accommodation Development Strategy
Stoke on Trent and Staffordshire Strategic Economic Plan (April 2018)
Stoke on Trent and Staffordshire Local Enterprise Partnership Skills Strategy
Stoke on Trent and Staffordshire Local Industrial Strategy – Consultation Draft
The Constellation Partnership – Delivery Plan and Skills Strategy
The Plan for Stafford Borough 2011-2031
Green Finance Strategy
SUBMISSION BY COUNCILLOR F BEATTY
ECONOMIC DEVELOPMENT AND PLANNING PORTFOLIO

CABINET
6 FEBRUARY 2020
Parking Orders

1 Purpose of Report

1.1 For the Cabinet to consider the objections received during the consultation on the off-street Parking Orders; and to consider the approval and the implementation of the off-street Parking Orders.

2 Proposal of Cabinet Member

2.1 That the Head of Operations in conjunction with the Head of Law and Administration be authorised to take all necessary steps to make the following Orders, and bring them into force:

(i) The Borough of Stafford (Various Car parks, Stafford) Order 2020;
(ii) The Borough of Stafford (Various Car parks, Stone) Order 2020;

3 Key Issues and Reasons for Recommendation

3.1 Prior to making the Orders, the Council must take into account any objections received following a period of public consultation. The period for objections ended on 13 January 2020. Objections were received to the proposed Borough of Stafford (Various Car parks, Stone) Order 2020; no objections were received for the other two orders, The Borough of Stafford (Various Car

4 Relationship to Corporate Priorities

4.1 These proposals will contribute to the Corporate Priorities as set out below:

1. To deliver sustainable economic and housing growth to provide income and jobs.
2. To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.

5 Report Detail

5.1 On 19 November 2019, the Council approved the fees and charges for car parking on Council owned car parks. The purpose of the 3 orders is to introduce changes to fees and charges, days and hours of operation, and to include additional parking restrictions in relation to the various off-street car parks located within Stafford and Stone town centres. The various changes and amendments are set out in the Schedules to each order. The orders also set out the powers of enforcement in the event of there being a contravention of any provision of the orders. The existing car parking orders currently in force will also be revoked once the new orders take effect.

5.2 The Council placed a public notice in the Staffordshire Newsletter on 18 December 2019 advertising the 3 orders (**APPENDIX 1**) and wrote to all statutory consultees.

Public consultation also included notices being placed on all the Council’s car parks and the proposed site at Waterfront advertising the Council’s intention to bring the Orders into force. Copies of the proposed Order and notices published were also made available for public inspection during the consultation period. The final date by which any objections were to be made was 13 January 2020.

5.3.1 The Borough of Stafford (Various Car parks, Stafford) Order 2020 can be found in **APPENDIX 2**.

5.3.2 The Borough of Stafford (Various Car parks, Stone) Order 2020 can be found in **APPENDIX 3**.

5.3.3 The Waterfront Car Park, Stafford (Off-street Parking Places) Order 2020 can be found in **APPENDIX 4**.

5.4.1 No objections to all 3 orders have been received from the statutory consultees.

5.4.2 No objections from the public consultation for the following two orders:
(i) The Borough of Stafford (Various Car parks, Stafford) Order 2020; and

5.4.3 Objections have been received to The Borough of Stafford (Various Car parks, Stone) Order as follows:

(i) 12 residents of Stone,
(ii) Rev P H C Kingman on behalf of the Parochial Church Council of the Ecclesiastical Parish of Christ Church Stone;
(iii) 226 name petition organised by the Church Wardens of Christ Church;
(iv) A Stone town centre worker
(v) Councillor Ian Fordham Ward Councillor - St Michael's and Stonefield
(vi) Clerk to the Council on behalf of Stone Town Council
(vii) 3 Stone business owners
(viii) Stone Traders Group

The objections include:

(i) Objections to Sunday parking charges, primarily in connection with Christchurch car park. Comments include the effect on worshippers at Christ Church, the effect on community events and clubs taking place at the church, and the ownership/agreements in connection with the Christ Church car park.

(ii) Objections to evening parking charges mainly in connection with Christchurch carpark, due to the effect on the night time economy of the town centre and the effect on community events and clubs.

(iii) Objections to the increase generally of fees and charges for car parking due to the effect on the economy of Stone town centre.

(iv) Additionally comments have been made on the lack of car parking available in Stone, the lack of public transport, and that all car parking should be free of charge.

5.5 The decision of the Cabinet is not subject to call in as it has been referred to the Economic Development and Planning Scrutiny Committee 11 February 2020 for consideration.
6 Implications

6.1 Financial

The overall cost/savings were considered as part of the report on fees and charges reported to Full Council on 19 November 2019.

Legal

The Road Traffic Regulation Act 1984 gives powers for local authorities to provide both on-street and off-street parking places, and to make charges for the parking of vehicles. The Traffic Management Act 2004 allows for the management and civil parking enforcement of sites where parking provision is made. However such powers can only be exercised if a formal Parking Order is made by the local authority concerned.

| Human Resources | None identified |
| Human Rights Act | None identified |
| Data Protection | None identified |

Risk Management

The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register. The level of income generated by the Council from fees and charges is a key risk as the income stream is sensitive to adverse economic conditions and can vary significantly as a result.

6.2 Community Impact Assessment Recommendations

The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

- Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity,
- race, religion or belief, sex, sexual orientation.

Previous Consideration - Nil

Background Papers - File available in Operations
### ROAD TRAFFIC REGULATION ACT 1991
#### TRAFFIC MANAGEMENT ACT 2004

#### THE BOROUGH OF STAFFORD (VARIOUS CAR PARKS, STAFFORD) ORDER 2020

#### THE BOROUGH OF STAFFORD (VARIOUS CAR PARKS, STONE) ORDER 2020

#### WATERFRONT CAR PARK, STAFFORD

#### (OFF-STREET PARKING PLACES) ORDER 2020

1. Notice hereby given that the Stafford Borough Council, in exercise of the powers conferred by Sch 6 of the Road Traffic Regulation Act 1991, the Traffic Management Act 2004 and under The Local Authorities’ Traffic Orders (England and Wales) Regulations 1996 and all other enabling powers, and subject to the approval of the County Council of Staffordshire and the Chief Officer of Police, propose to make new parking orders under the said Acts, the effect of which is to control the general use of parking places described in the Schedules to each order.

2. The purpose of the orders is to introduce changes to the times and charges, days and hours of operation, and to include additional parking restrictions in relation to the various off-street car parks located within the Stafford and Stone town centres. The various changes and amendments are set out in the Schedules to each order. The orders also set out the powers of enforcement in the event of there being a contravention of any provision of the orders. The existing car parking zones currently in force will also be revoked once the new orders take effect.

3. Copies of the proposed Orders and an accompanying plan showing the locations of the relevant car parks, together with a copy of the Council’s Statement of Reasons for making the Orders, may be inspected on weekdays between 9am and 5pm at the office of the Council, Three Acres House, 14 Town Hall Square, ST16 2AG, and also between 9am and 4pm on Saturdays, 16th December 2020.

4. Objections to the proposed Orders and any other representations may be made to the undersigned at the Civic Centre, Henshaw Street, Stafford, ST16 2AJ by no later than 13th January 2021. All objections and representations must be made in writing (address: reference GPO12345), and all objections must specify the grounds upon which they are made.

Dated the 16th day of December 2020

Ian Curtis

Head of Law and Administration
THE BOROUGH OF STAFFORD
(VARIOUS CAR PARKS, STAFFORD)
OFF-STREET PARKING PLACES ORDER 2020

The Council of the Borough of Stafford (hereinafter referred to as "the Council") in exercise of their powers under Section 35 and 124 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act of 1984"), and of all other enabling powers with the consent of the County Council of Staffordshire in accordance with Section 39(3) of the Act of 1984, and after consultation with the Chief Officer of Police in accordance with paragraph 20(1) Schedule 9 to the Act of 1984, hereby make the following Order:-

PART I

GENERAL

1 This Order shall come into operation on the day of 2020 and may be cited as the Borough of Stafford (Various Car Parks, Stafford) Off-Street Parking Places Order 2020.

2 In this Order, except where the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:-

"Alternative Approved Method of Payment" means Park and Phone, payment by debit or credit card facilitated by on site or remote verification by, for example, card reader or mobile phone text, contactless or phone call.

"Disabled Person's Vehicle" is a vehicle displaying a valid disabled person's badge in accordance with the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

"Disabled Person's Badge" has the same meaning as in regulation 2(1) of the Disabled Persons (Badges for Motor Vehicles)(England) Regulations 2000;

"Driver", in relation to a vehicle waiting in a Parking Bay, means the person driving the vehicle at the time it was left in the Parking Bay;

"Electric Vehicle (EV) Charging Bays" means a Parking Bay for the charging of vehicles powered wholly or in part by rechargeable battery electric systems whilst such a vehicle is connected to the charging point with the intention of re-charging the battery;

"Owner" has the same meaning as in Section 92 of the 2004 Act and regulation 5(3) of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

"Civil Enforcement Officer" means a person authorised by or on behalf of the Council to supervise a Parking Bay and enforce the restrictions imposed by this Order;
“Park and Phone” means a method of payment of the parking charge involving registration of payment by phone or electronic means and, on first use, registration of the relevant registration number of the vehicle, location of the Parking Place, credit or debit card details or any such other details as the Council may from time to time require which is accepted by the Council as a valid method of payment for the relevant time of use of the Parking Bay;

“Parking Bay” means any area of land specified by name in column 1 of the Schedule to this Order and shown on the plans accompanying this Order provided by the Council under Section 32(1) of the Act of 1984 for use as a Parking Bay; and

“Relevant Position” means, in relation to Article 9 of this Order,

(a) in the case of a vehicle fitted with a front windscreen, the ticket is exhibited thereon with the obverse side facing forwards on the near side of and immediately behind the windscreen;

(b) in the case of a vehicle not fitted with a front windscreen, the ticket is exhibited in a conspicuous position on the vehicle.

(c) Parking Permits provided by Stafford Borough Council must be displayed so that vehicle registration details are clearly visible.

“Parking Permit” means a permit issued by the Council for the purposes of allowing a vehicle to park on the relevant car park during the relevant period in accordance with Article 12 of this Order.

“Virtual permit” means a season ticket or permit issued by the Council for which no paper ticket is issued and will be referred to as a paperless permit.

“Parking Place” means an area of land provided by the Council pursuant to Section 32(1) of the 1984 Act for the purpose of parking vehicles.

“Valid Parking Ticket” means a ticket purchased for that Parking Bay by the insertion of an appropriate coin or coins into an apparatus or device specially or generally approved by the Minister of Transport for such purpose.

“Minibus”, “Motor Caravan”, “Trailer” and “Goods Vehicle” have the same meaning as they have in Regulation 3 of the Road Vehicles (Construction and Use) Regulations 1986.


“The Parking Authority” means the Council of the Borough of Stafford.

“Penalty Charge” means the charge referred to in Article 7 hereof, imposed by legislation in respect of Parking contraventions that are subject to civil enforcement and has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
"Penalty Charge Notice" has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

PART II

USE OF PARKING BAYS

3 (1) Each area of land specified by name in column 1 of the Schedule to this Order may be used, subject to the following provisions of this Order, as a Parking Bay for such classes of vehicles, in such positions and on such days and during such hours and on payment of such charges as are specified in the said Schedule.

(2) Nothing in the last preceding paragraph shall restrict the power of the Council temporarily to close any of the Parking Bays referred to therein.

4 (1) Where in the Schedule to this Order a Parking Bay is described as available for vehicles of a specified class or in a specified position, the Driver of a vehicle shall not permit it to wait in that Parking Bay:-

(a) unless it is of the specified class; or

(b) in a position other than that specified.

5 (1) The Driver of a vehicle shall not permit it to wait in a Parking Bay for longer than the maximum period permitted for waiting specified in the Schedule to this Order in relation to that Parking Bay.

(2) When a vehicle has left a Parking Bay after waiting therein the Driver thereof shall not within one hour after its leaving permit it to wait again in that Parking Bay.

(3) Time restrictions for pick up, drop off and click and collect bays/parking area will be as displayed on respective signage*

6 Subject to the other provisions of this Order herein contained the charge for a vehicle left in a Parking Bay otherwise than in accordance with these regulations shall be that published by the Council in accordance with Section 77 and Schedule 9 of the 2004 Act.

7 In the case of a vehicle in respect of which a Penalty Charge may have been incurred it shall be the duty of a Civil Enforcement Officer to either hand the Penalty Charge Notice to the Driver of the vehicle, post the Penalty Charge Notice to the Owner of the vehicle or attach the Penalty Charge Notice to the vehicle in a conspicuous position.

8 Where a notice has been attached to a vehicle in accordance with the provisions of Article 7 of this Order, no person not being a Civil Enforcement
Officer or some other person duly authorised by the Council shall remove the notice from the vehicle until the vehicle is removed from the Parking Bay.

Save for payment by an Alternative Approved Method Payment, once a vehicle has been parked within a Parking Bay, the person in charge of the vehicle shall ensure that a valid parking ticket or a Parking Permit has been obtained, in respect of any period for which a vehicle is left in a Parking Bay and such ticket or permit shall be exhibited on the vehicle in the Relevant Position.

Where payment is received through an Alternative Approved Method of Payment and no valid parking ticket or permit is produced, the Driver of a vehicle shall be exempt from the requirement to display such a ticket or permit.

If at the time when a vehicle is parked in a Parking Bay during the charging hours there is no ticket machine at the Parking Place, or all the ticket machines at that Parking Place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, providing that another form of Alternative Approved Method of Payment is not available, the Driver of that vehicle shall be exempt from purchasing a valid parking ticket.

The Owner of a vehicle may on application to the Council purchase a Parking Permit in respect of that vehicle for a charge ascertained by reference to the Scale of Charges specified in column 7 of the Schedule to this Order, and that permit shall be valid in such Parking Bays as are specified thereon during the period for which it is issued.

An Owner of a vehicle of the class specified in column 3 of the Schedule may apply to the Council for the issue of a Parking Permit in respect of that vehicle and any such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.

The Council may at any time require an applicant for a Parking Permit to produce to an officer of the Council such evidence in respect of an application for a Parking Permit made to them or in respect of any Parking Permit issued by them as they may reasonably require to verify that the Parking Permit is valid.

Upon receipt of an application duly made under Article 12 above, the Council upon being satisfied that the Owner of a vehicle of the class specified and on receipt of the fee specified in Column 7 of the Schedule may issue to the applicant a Parking Permit for the leaving during the permitted hours in a Parking Place the vehicle to which such Parking Permit relates by the Owner of such vehicle or by any person using such vehicle with the consent of the Owner.

A Parking Permit shall only be valid for use in a Parking Place within the car park identified in the terms and conditions of use and signed within the car park, failure to do so will incur a fee for the payment due on exiting the car park.
17 When a Parking Permit or parking ticket has been exhibited on a vehicle in the Relevant Position, in accordance with the provisions of Article 9 of this Order, no person shall remove the Parking Permit or parking ticket from the vehicle until the vehicle is removed from the Parking Bay.

18 Nothing in Articles 3, 4 or 5 of this Order shall prevent any person from causing or permitting a vehicle to wait in the Parking Bays referred to in those Articles for so long as may be necessary and without payment of any charge to enable the vehicle, if it cannot conveniently be used for such purpose in any other place, to be used in connection with any building operations or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of the Parking Bays so referred to or the laying, erection, alteration or repair in or near to the said Parking Bays, of any sewer, or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunications services subject to the prior written consent of Stafford Borough Council.

19 No person shall cause or permit a vehicle to be parked in a Parking Bay formally marked as an Electronic Vehicle (EV) Charging Bay as shown on the car park signage unless such a vehicle is powered wholly or in part by rechargeable battery electrical systems and is connected to the EV charging point with the intention of recharging the vehicle's battery.

20 The Driver of a vehicle shall not permit that vehicle to wait in a Parking Bay unless the vehicle is licensed in accordance with the provisions of the Vehicle Excise and Registration Act 1994 unless there is in relation to the use of the vehicle by the Driver such a policy of insurance as complies with the requirements of the Road Traffic Act 1968.

21 (1) The following vehicles left in a Parking Bay shall be exempt from the payment of any charge specified in Article 6, or in column 6 or 7, as the case may be, of the Schedule to this Order:

(i) a pedal cycle;

(ii) a motor cycle not having a sidecar attached;

provided that in the case of sub-paragraphs (i) and (ii) such vehicles shall only be exempt from the payment of a charge when the vehicle is in a Parking Bay specifically allocated for that class of vehicle.

(2) The following vehicles left in a Parking Bay shall be able to park as specified in Article 5 or in column 6 or 7, as the case may be, of the Schedule to this Order:

(i) a valid Disabled Person's Vehicle which displays a Disabled Person's Badge and clock.
22 No person shall cause or permit any vehicle except a Disabled Person's Vehicle displaying a Disabled Person's Badge to park in a Parking Bay marked for Disabled Persons.

23 The Driver of a motor vehicle using a Parking Bay shall stop the engine as soon as the vehicle is in position in the Parking Bay and shall not start the engine except when about to change the position of the vehicle in or to depart from the Parking Bay.

24 No person shall, while a vehicle is in a Parking Bay, permit or cause to permit the carrying out of any work of maintenance or repair thereto except such as may be necessary to enable the vehicle to be moved from the Parking Bay.

25 No person shall use a vehicle, while it is in a Parking Bay, in connection with the sale of any article to persons in or near the Parking Bay or in connection with the selling or offering for hire of his or her skill or services.

26 Subject to the proviso hereto, when a vehicle is left in a Parking Bay in contravention of any of the provisions of Articles 3, 4 or 5 of this Order, a person authorised on behalf by the Council may remove the vehicle or arrange for its removal from that Parking Bay:-

Provided that when a vehicle is waiting in a Parking Bay in contravention of the provision of Article 4(1)(b) of this Order, a person authorised in that behalf by the Council may alter or cause to be altered the position of the vehicle in order that its position shall comply with that provision.

27 The Driver of a motor vehicle using a Parking Bay shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the Parking Bay.

28 Save as provided in Article 18 of this Order, no person shall, except with the permission of any person duly authorised by the Council, drive any vehicle in a Parking Bay other than for the purpose of leaving that vehicle in the Parking Bay in accordance with the provisions of this Order or for the purpose of departure from the Parking Bay.

29 No person shall in a Parking Bay wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the Parking Bay or residents of premises in the neighbourhood.

30 No person shall in a Parking Bay use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.

31 No person shall use any part of a Parking Bay or any vehicle left in a Parking Bay:-
(a) for sleeping or camping purposes;
(b) for eating or cooking purposes; or

(c) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the Parking Bay.

No person shall in a Parking Place affix to a vehicle in any Parking Place any notice, leaflet or other material of whatsoever nature unless they is an authorised officer of the Council or the Council has previously given him consent in writing to do so.

The Driver of any vehicle using a Parking Place shall at all times conform to the directions given by any signs erected or painted on the surface of a Parking Bay, for the purpose of regulating the movement of vehicles within the Parking Place and to any instructions given by any car park attendant or other person authorised by the Council.

Where, within a Parking Place, there is a sign or surface marking which indicates that a Parking Bay is available only for a Disabled Person’s Vehicle, the Driver of a vehicle shall not permit it to wait in that Parking Bay unless displaying a valid Disabled Person’s Badge.

Where within the Parking Place there is a sign or surface marking which indicates that a Parking Bay may only be used as a parent and toddler space, the driver of a vehicle shall not permit their vehicle to wait in that parking space unless a toddler is a passenger in that same vehicle.

Where within a Parking Place there is an Electric Vehicle (EV) Charging Bay and there is a sign or surface marking which indicates that a Parking Bay may only be used by an Electric Vehicle when connected to the EV charging point, the vehicle may not wait therein unless its battery is being re-charged.

The Council does not undertake to supervise the Parking Places specified in column 1 of the Schedule 1 and entry to and exit from and use of these Parking Places is entirely at the users risk and although the Council, its servants or agents do not attempt to exempt themselves from their common law duty of reasonable skill and care or their obligations under the Occupiers Liability Acts 1957 and 1984 the Council, its servants and agents do not accept liability for any damage to or loss of vehicles or their contents which arise from acts or omissions outside their reasonable control.

No person shall remove or in any way interfere with any barrier or machinery whether moveable or immovable, or any sign or equipment in a Parking Place unless so authorised by a person authorised in that behalf by the Council.

No person shall drive or cause or permit to be driven any vehicle (i) so that it enters the Parking Bay otherwise than by an entrance or leaves the Parking Bay otherwise than by an exit so indicated, or (ii) in a direction other than that specified as the case may be.
In a Parking Bay no person shall:-

(a) erect or cause or permit to be erected any tent, booth, stand building or other structure without the written consent of the Council;

(b) light or cause or permit to be lit any fire.

Any person removing a vehicle by virtue of Article 26 of this Order may do so by towing or driving the vehicle or in such other manner as he may think necessary and may take such measures in relation to the vehicle as he may think necessary to enable him to remove it or alter its position as the case may be.

When a person authorised by the Council removes or makes arrangements for the removal of a vehicle from the Parking Bay by virtue of Article 26 of this Order he shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.

(1) Save as provided in sub-article (2), no person shall cause any vehicle to be left at any time in a Parking Bay in the Broad Street Parking Place if that Parking Bay is marked for use by clients of the shopmobility scheme;

(2) Nothing in sub-article (1) shall prevent a vehicle being left in a Parking Bay of the type specified in that sub-article if that vehicle is being used by or is required for use by a client of the shopmobility scheme, subject otherwise to the provisions of this Order.

(3) A valid permit to park must be obtained at the shopmobility premises and clearly displayed in the Relevant Position on the vehicle.

(1) Save as provided in sub-article (2), no person shall cause any vehicle to be left at any time in a Parking Bay in the Broad Street Parking Place if that Parking Bay is marked "Ambulance";

(2) Nothing in sub-article (1) shall prevent a vehicle being left in a Parking Bay of the type specified in that sub-article if the vehicle is an ambulance.

The following Order is hereby revoked:-

The Borough of Stafford (Various Car Parks, Stafford) Order 2016

THE COMMON SEAL OF THE
COUNCIL OF THE BOROUGH OF
STAFFORD was hereunto affixed
this day of 2020
In the presence of:-

Authorised Signatory
<table>
<thead>
<tr>
<th>Name of Parking Place</th>
<th>Position in which vehicle may wait</th>
<th>Classes of Vehicle</th>
<th>Days of Operation of Parking</th>
<th>Hours of Operation of Parking</th>
<th>Max Period for which vehicles may wait</th>
<th>Scale of Charges for Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civic Centre and South Walls Car Parks ST16 3AQ Car Park No 01 Variable Stay (96 spaces)</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All hours</td>
<td>24 Hours (All Days)</td>
<td>Charges apply at all times on all days:- Monday to Saturday between 6.30am and 6.00pm:- Up to 1 hour £1.10 Up to 2 hours £2.10 Up to 3 hours £3.10 Up to 4 hours £4.00 Up to 5 hours £6.00 Up to 6 hours £8.00 Up to 8 hours £10.00 Up to 24 hours £12.00 Monday to Saturday (evening charge) from 6.00pm to 6.30am the following day:- £1.00 Sundays only between 6.30am and 12:00 midnight:- £1.00 No charge for the registered disabled for up to 3 hours. Thereafter charges will apply. (Season tickets not valid) Parking Permit valid at the discretion of the Council Christmas Day - no charge No charge for motorcycles if parked in a designated bay</td>
</tr>
<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
<td>Hours of Operation of Parking</td>
<td>Max Period for which vehicles may wait</td>
<td>Scale of Charges for Parking</td>
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<td>Broad Street ST16 2DE</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles and Ambulances</td>
<td>All Days</td>
<td>All Hours</td>
<td>24 Hours (All Days)</td>
<td>Charges apply at all times on all days:-</td>
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<td>Car Park No 05</td>
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<td>Monday to Saturday between 8:00 am and 6:00 pm:-</td>
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<td>Short Stay (145 spaces)</td>
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<td>Up to 1 hour £1.10</td>
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<td>(8 parking bays reserved for use by Shopmobility users)</td>
<td>(1 parking bay reserved for use by Ambulances)</td>
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<td>Up to 2 hours £1.70</td>
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<td>Up to 3 hours £2.60</td>
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<td>Up to 4 hours £3.20 (Maximum stay 4 hours)</td>
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<td>Monday to Saturday (evening charge) from 6.00pm to 8.00am the following day:- £1.00</td>
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<td>Sundays only from 8.00am to 8.00am Monday (24 hours):- £1.00</td>
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<td>No charge for the registered disabled (season tickets not valid)</td>
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<td>Parking Permit valid at the discretion of the Council</td>
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<td>Christmas Day - no charge</td>
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<td>No charge for motorcycles if parked in a designated bay</td>
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<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
<td>Hours of Operation of Parking</td>
<td>Max Period for which vehicles may wait</td>
<td>Scale of Charges for Parking</td>
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<tr>
<td>Victoria Park ST16 2QP Car Park No 09</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>24 Hours (All Days)</td>
<td>Charges apply at all times on all days:- Monday to Saturday between 8.00am and 6.00pm:- Up to 1 hour £1.10 Up to 2 hours £1.70 Up to 3 hours £2.60 Up to 4 hours £3.20 Up to 5 hours £4.20 Up to 6 hours £5.50 Up to 8 hours £6.50 Up to 24 hours £7.50 Monday to Saturday (evening charge) from 6.00pm to 8.00am the following day:- £1.00 Sundays only from 8.00am to 8.00am Monday (24 hours):- £1.00 No charge for the registered disabled for up to 3 hours. Thereafter charges will apply. (Season tickets not valid) Parking Permit valid at the discretion of the Council Christmas Day - no charge. No charge for motorcycles if parked in a designated bay</td>
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<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
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<td>Scale of Charges for Parking</td>
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<tr>
<td>Doxey Road Car Park, Stafford ST16 2TF</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>24 Hours (All Days)</td>
<td>Charges apply at all times on all days:- Mon. to Sat. between 8.00am and 6.00pm:- Up to 1 hour £1.10 Up to 2 hours £1.70 Up to 3 hours £2.60 Up to 4 hours £3.20 (Max stay 4 hours) Monday to Saturday (evening charge) from 6.00pm to 8.00am the following day:- £1.00 Sundays only from 8.00am to 8.00am Monday (24 hours):- £1.00 No charge for the registered disabled (Season tickets not valid) Parking Permit valid at the discretion of the Council Christmas Day - no charge No charge for motorcycles if parked in a designated bay</td>
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<tr>
<td>Car Park Nos. 11 and 11A Short Stay (854 spaces)</td>
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<tr>
<th>Name of Parking Place</th>
<th>Position in which vehicle may wait</th>
<th>Classes of Vehicle</th>
<th>Days of Operation of Parking</th>
<th>Hours of Operation of Parking</th>
<th>Max Period for which vehicles may wait</th>
<th>Scale of Charges for Parking</th>
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<tbody>
<tr>
<td>North Walls Car Park ST16 3AD Car Park No12 Long Stay (76 spaces)</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>24 Hours (All Days)</td>
<td>Charges apply at all times on all days:- Monday to Saturday between 8:00am and 6:00pm:- Monday to Saturday (evening charge) from 6:00pm to 8:00am the following day:- £1.00 Sundays only from 8.00am to 8.00am Monday (24 hours):- £1.00 No charge for the registered disabled Christmas Day - no charge Season Tickets (Band B):- Monthly: £55.00 3 Monthly: £150.00 6 Monthly: £265.00 12 Monthly: £450.00 (Valid on Lammascote, Gaol Road and Doxey Road Long Stay car parks only) Parking Permit valid at the discretion of the Council No charge for motorcycles if parked in a designated bay</td>
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<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
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| Doxey Road Car Park   | Wholly within a Parking Bay       | Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles | All days                     | All hours                     | 24 Hours (All Days)               | Charges apply at all times on all days:-  
1 Day - £4.40  
2 Days - £8.80  
3 Days - £13.20  
4 Days - £17.60  
5 Days - £22.00  
(Maximum stay 5 days)  
No charge for the registered disabled  
Christmas Day - no charge  
Season Tickets (Band C):-  
Monthly - £47.00  
3 Monthly - £130.00  
6 Monthly - £225.00  
12 Monthly - £385.00  
(Valid on Doxey Road and Gaol Road Long Stay car parks only)  
Parking Permit valid at the discretion of the Council  
No charge for motorcycles if parked in a designated bay |
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<tr>
<th>Name of Parking Place</th>
<th>Position in which vehicle may wait</th>
<th>Classes of Vehicle</th>
<th>Days of Operation of Parking</th>
<th>Hours of Operation of Parking</th>
<th>Max Period for which vehicles may wait</th>
<th>Scale of Charges for Parking</th>
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<tr>
<td>Windmill Car Park</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>24 Hours (All Days)</td>
<td>Charges apply at all times on all days:-</td>
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<td>ST16 2BH</td>
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<td></td>
<td>Monday to Saturday between 8.00am and 6.00pm:-</td>
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<td>Car Park No. 14</td>
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<td>Up to 1 hour £1.10</td>
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<td>Variable Stay (44 spaces)</td>
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<td>Up to 2 hours £1.70</td>
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<td>Up to 3 hours £2.60</td>
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<td>Up to 4 hours £3.20</td>
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<td>Up to 5 hours £4.20</td>
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<td>Up to 6 hours £5.50</td>
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<td>Up to 8 hours £6.50</td>
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<td>Up to 24 hours £7.50</td>
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<td>Monday to Saturday (evening charge) from 6.00pm to 8.00am the following day:- £1.00</td>
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<td>Sundays only from 8.00am to 8.00am Monday (24 hours):- £1.00</td>
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<td>No charge for the registered disabled for up to 3 hours. Thereafter charges will apply. (Season tickets not valid)</td>
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<td>Christmas Day – no charge</td>
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<td>Parking Permit valid at the discretion of the Council</td>
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<td></td>
<td>No charge for motorcycles if parked in a designated bay</td>
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<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
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<tr>
<td>Gaol Road ST16 3AW Car Park No. 15 Long Stay (45 spaces)</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>24 Hours (All Days)</td>
<td>Charges apply at all times on all days:- Monday to Saturday Up to 24 hours:- £4.40 Monday to Saturday (evening charge) from 6.00pm to 8.00am the following day:- £1.00 Sundays only from 8.00am to 8.00am Monday (24 hours):- £1.00 No charge for the registered disabled Christmas Day - no charge Season Tickets (Band C):- Monthly - £47.00 3 Monthly - £130 .00 6 Monthly - £225.00 12 Monthly - £385.00 Valid on Gaol Road and Doxey Road, Long stay car parks only. Parking Permit valid at the discretion of the Council No charge for motorcycles if parked in a designated bay</td>
</tr>
<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
<td>Hours of Operation of Parking</td>
<td>Max Period for which vehicles may wait</td>
<td>Scale of Charges for Parking</td>
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<tr>
<td>Stafford Leisure Centre ST16 3TA Car Park No. 2 Short Stay (108 spaces)</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>Between 8.00am and 5.30pm on any day except Sunday. Between 5.30pm on any day and 8.00am on the following day and between 8.00am and 5.30pm on Sunday - no limit Christmas Day - no limit</td>
<td>Between 8:00 am and 5.30pm on any day except Sunday:- Up to 2 hours £1.50 Up to 3 hours £2.50 Up to 4 hours £3.00 (Maximum stay 4 hours) No charge for the registered disabled (Season tickets not valid) Parking Permit valid at the discretion of the Council Sunday and Christmas Day - no charge No charge for motorcycles if parked in a designated bay</td>
</tr>
<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
<td>Hours of Operation of Parking</td>
<td>Max Period for which vehicles may wait</td>
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<tr>
<td>Victoria Street ST16 3AR (50 spaces)</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>24 Hours (All Days)</td>
<td>Free</td>
</tr>
<tr>
<td>Fancy Walk ST16 3BA (12 spaces)</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>24 Hours (All Days)</td>
<td>Free</td>
</tr>
<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
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<tr>
<td>Stafford Market Service Area ST16 2DJ (17 spaces)</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>45 minutes (with no return within 4 hours) whilst engaged in the act of loading or unloading</td>
<td>Permit Holders Only</td>
</tr>
<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
<td>Hours of Operation of Parking</td>
<td>Max Period for which vehicles may wait</td>
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<tr>
<td>Riverside Car Park</td>
<td>Wholly within a Parking Bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All Days</td>
<td>All Hours</td>
<td>24 Hours (All Days)</td>
<td>Charges apply at all times on all days:- Monday to Saturday between 6.30am and 6.00pm:- Up to 1 hour £1.10 Up to 2 hours £2.20 Up to 3 hours £3.10 Up to 4 hours £4.00 Up to 5 hours £6.00 Up to 6 hours £8.00 8 to 8 hours - £10.00 Over 8 hours to close - £12.00 Monday to Saturday 6.00pm to close:- £1.00 Sunday (all day):- £1.00 Lost token:- £14.40 plus daily charge due Overnight parking by arrangement (in addition to daily fee due):- £8.50 Vehicle lock in release fee:- £150 plus daily charge due (season tickets not valid) Parking Permit valid at the discretion of the Council No charge for motorcycles if parked in a designated bay</td>
</tr>
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</table>
THE BOROUGH OF STAFFORD
(VARIOUS CAR PARKS, STONE)
OFF-STREET PARKING PLACES ORDER 2020

The Council of the Borough of Stafford (hereinafter referred to as "the Council") in exercise of their powers under Section 35 and 124 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act of 1984"), and of all other enabling powers with the consent of the County Council of Staffordshire in accordance with Section 39(3) of the Act of 1984, and after consultation with the Chief Officer of Police in accordance with paragraph 20(1) Schedule 9 to the Act of 1984, hereby make the following Order:-

PART I

GENERAL

1 This Order shall come into operation on the day of 2020 and may be cited as the Borough of Stafford (Various Car Parks, Stone) Off-Street Parking Places Order 2020.

2 In this Order, except where the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:-

"Alternative Approved Method of Payment" means Park and Phone, payment by debit or credit card facilitated by on site or remote verification by, for example, card reader or mobile phone text or phone call.

"Disabled person's vehicle" is a vehicle displaying a valid disabled person's badge in accordance with the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000;

"Disabled person's badge" has the same meaning as in Regulation 2(1) of the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 as amended;

"Driver", in relation to a vehicle waiting in a parking bay, means the person driving the vehicle at the time it was left in the parking bay;

"Electric Vehicle (EV) Charging Bays" means a parking bay for the charging of vehicles powered wholly or in part by rechargeable battery electric systems whilst such a vehicle is connected to the charging point with the intention of re-charging the battery;

"Owner" has the same meaning as in Section 92 of the 2004 Act and regulation 5(3) of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007;

"Civil Enforcement Officer" means a person authorised by or on behalf of the Council to supervise a parking bay and enforce the restrictions imposed by this Order;

"Park and Phone" means a method of payment of the parking charge involving registration of payment by phone or electronic means and, on first
use, registration of the relevant registration number of the vehicle, location of
the parking place, credit or debit card details or any such other details as the
Council may from time to time require which is accepted by the Council as a
valid method of payment for the relevant time of use of the parking bay;

"Parking bay" means any area of land specified by name in column 1 of
Schedule 1 to this Order and shown on the plan accompanying the Order
provided by the Council under Section 32(1) of the Act of 1984 for use as a
parking bay; and

"Relevant position" means, in relation to Article 9 of this Order,

(a) in the case of a vehicle fitted with a front windscreen, the ticket is
exhibited thereon with the obverse side facing forwards on the near
side of and immediately behind the windscreen;

(b) in the case of a vehicle not fitted with a front windscreen, the ticket is
exhibited in a conspicuous position on the vehicle.

(c) season tickets or parking permits provided by Stafford Borough Council
must be displayed so that vehicle registration details are clearly visible.

"Parking permit" means a permit issued by the Council for the purposes of
allowing a vehicle to park on the relevant car park during the relevant period.

"Virtual Permit" means a season ticket or permit issued by the Council for
which no paper ticket is issued and will be referred to as a paperless permit.

"Parking place" means an area of land provided by the Council pursuant to
section 32(1) of the 1984 Act for the purpose of parking vehicles.

"Season ticket" means a ticket purchased from the Council in accordance
with Article 12 of this Order.

"Valid parking ticket" means a ticket purchased for that parking bay by the
insertion of an appropriate coin or coins into an apparatus or device specially
or generally approved by the Minister of Transport for such purpose.

"Minibus", "motor caravan", "trailer" and "goods vehicle" have the same
meaning as they have in Regulation 3 of the Road Vehicles (Construction
and Use) Regulations 1986.

"The 2004 Act" means the Traffic Management Act 2004,
"The Parking Authority" means the Council of the Borough of Stafford.

"Penalty Charge" means the charge referred to in Article 7 of this Order
imposed by legislation in respect of Parking contraventions that are subject
to civil enforcement and has the same meaning as in the Civil Enforcement
"Penalty Charge Notice" has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

PART II

USE OF PARKING BAYS

3 (1) Each area of land specified by name in column 1 of the Schedule to this Order may be used, subject to the following provisions of this Order, as a parking bay for such classes of vehicles, in such positions and on such days and during such hours and on payment of such charges as are specified in the said Schedule.

(2) Nothing in the last preceding paragraph shall restrict the power of the Council temporarily to close any of the parking bays referred to therein.

4 (1) Where in the Schedule to this Order a parking bay is described as available for vehicles of a specified class or in a specified position, the driver of a vehicle shall not permit it to wait in that parking bay:

(a) unless it is of the specified class; or

(b) in a position other than that specified.

5 (1) The driver of a vehicle shall not permit it to wait in a parking bay for longer than the maximum period permitted for waiting specified in the Schedule to this Order in relation to that parking bay.

(2) When a vehicle has left a parking bay after waiting therein the driver thereof shall not within one hour after its leaving permit it to wait again in that parking bay.

6 Subject to the other provisions of this Order herein contained the charge for a vehicle left in a parking bay otherwise than in accordance with these regulations shall be that published by the Council in accordance with Section 77 and Schedule 9 of the 2004 Act.

7 In the case of a vehicle in respect of which a Penalty Charge may have been incurred it shall be the duty of a Civil Enforcement Officer to either hand the Penalty Charge Notice to the driver of the vehicle, post the Penalty Charge Notice to the owner of the vehicle or attach the Penalty Charge Notice to the vehicle in a conspicuous position.

8 Where a notice has been attached to a vehicle in accordance with the provisions of Article 7 of this Order, no person not being a Civil Enforcement Officer or some other person duly authorised by the Council shall remove the notice from the vehicle until the vehicle is removed from the parking bay.

9 Save for payment by an Alternative Approved Method Payment, once a vehicle has been parked within a parking bay, the person in charge of the
vehicle shall ensure that a valid parking ticket, season ticket, or a parking permit has been obtained, in respect of any period for which a vehicle is left in a parking bay and such ticket or permit shall be exhibited on the vehicle in the relevant position.

Where payment is received through an Alternative Approved Method of Payment and no valid parking ticket or permit is produced, the driver of a vehicle shall be exempt from the requirement to display such a ticket or permit.

If at the time when a vehicle is parked in a parking bay during the charging hours there is no ticket machine at the parking place, or all the ticket machines at that parking place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, and there is no alternative cashless method of payment available, the driver of that vehicle shall be exempt from purchasing a valid parking ticket.

The owner of a vehicle may on application to the Council purchase a season ticket in respect of that vehicle for a charge ascertained by reference to the Scale of Charges specified in column 7 of the Schedule to this Order, and that season ticket shall be valid in such parking bays as are specified thereon during the period for which it is issued.

When a season ticket, parking permit or parking ticket has been exhibited on a vehicle in the relevant position in accordance with the provisions of Article 9 of this Order, no person shall remove the season ticket, parking permit or parking ticket from the vehicle until the vehicle is removed from the parking bay.

Nothing in Articles 3, 4 or 5 of this Order shall prevent any person from causing or permitting a vehicle to wait in the parking bays referred to in those Articles for so long as may be necessary and without payment of any charge to enable the vehicle, if it cannot conveniently be used for such purpose in any other place, to be used in connection with any building operations or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of the parking bays so referred to or the laying, erection, alteration or repair in or near to the said parking bays, of any sewer, or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunications services subject to the prior written consent of Stafford Borough Council.

No person shall cause or permit a vehicle to be parked in a parking bay formally marked as an Electronic Vehicle (EV) Charging Bay between the hours indicated on the signage unless such a vehicle is powered wholly or in part by rechargeable battery electrical systems and is connected to the EV charging point with the intention of recharging the vehicle's battery.

The driver of a vehicle shall not permit that vehicle to wait in a parking bay unless the vehicle is licensed in accordance with the provisions of the Vehicle Excise and Registration Act 1994 unless there is in relation to the
use of the vehicle by the driver such a policy of insurance as complies with the requirements of the Road Traffic Act 1988.

17 (1) The following vehicles left in a parking bay shall be exempt from the payment of any charge specified in Article 6, or in column 6 or 7, as the case may be, of the Schedule to this Order:-

(i) a pedal cycle;

(ii) a motor cycle not having a sidecar attached;

provided that in the case of sub-paragraphs (i) and (ii) such vehicles shall only be exempt from the payment of a charge when the vehicle is in a parking bay specifically allocated for that class of vehicle.

(2) The following vehicles left in a parking bay shall be exempt from any limitation on time and from the payment of any charge specified in Article 6 or in column 6 or 7, as the case may be, of the Schedule to this Order:-

a disabled person's vehicle which displays a valid disabled person's badge and clock.

18 No person shall cause or permit any vehicle except a disabled person's vehicle displaying a valid disabled person's badge to park in a parking bay marked for Disabled Persons.

19 The driver of a motor vehicle using a parking bay shall stop the engine as soon as the vehicle is in position in the parking bay and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking bay.

20 No person shall, while a vehicle is in a parking bay, permit or cause to permit the carrying out of any work of maintenance or repair thereto except such as may be necessary to enable the vehicle to be moved from the parking bay.

21 No person shall use a vehicle, while it is in a parking bay, in connection with the sale of any article to persons in or near the parking bay or in connection with the selling or offering for hire of his or her skill or services.

22 Subject to the proviso hereto, when a vehicle is left in a parking bay in contravention of any of the provisions of Articles 3, 4 or 5 of this Order, a person authorised in that behalf by the Council may remove the vehicle or arrange for its removal from that parking bay:

Provided that when a vehicle is waiting in a parking bay in contravention of the provision of Article 4(1)(b) of this Order, a person authorised in that behalf by the Council may alter or cause to be altered the position of the vehicle in order that its position shall comply with that provision.
23 The driver of a motor vehicle using a parking bay shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the parking bay.

24 Save as provided in Article 14 of this Order, no person shall, except with the permission of any person duly authorised by the Council, drive any vehicle in a parking bay other than for the purpose of leaving that vehicle in the parking bay in accordance with the provisions of this Order or for the purpose of departure from the parking bay.

25 No person shall in a parking bay wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the parking bay or residents of premises in the neighbourhood.

26 No person shall in a parking bay use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.

27 No person shall use any part of a parking bay or any vehicle left in a parking bay:-

(a) for sleeping or camping purposes;

(b) for eating or cooking purposes; or

(c) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking bay.

28 No person shall use a parking bay as a means of passage proceeding from one road to another road.

29 Where in a parking bay signs are erected or surface markings are laid for the purpose of:-

(a) indicating the entrance to or exit from the parking bay; or

(b) indicating that a vehicle using the parking bay shall proceed in a specified direction within the parking bay;

30 No person shall drive or cause or permit to be driven any vehicle (i) so that it enters the parking bay otherwise than by an entrance or leaves the parking bay otherwise than by an exit so indicated, or (ii) in a direction other than that specified as the case may be.

31 In a parking bay no person shall:-

(a) erect or cause or permit to be erected any tent, booth, stand building or other structure without the written consent of the Council;

(b) light or cause or permit to be lit any fire.
32 Any person removing a vehicle by virtue of Article 22 of this Order may do so by towing or driving the vehicle or in such other manner as he may think necessary and may take such measures in relation to the vehicle as he may think necessary to enable him to remove it or alter its position as the case may be.

33 When a person authorised by the Council removes or makes arrangements for the removal of a vehicle from the parking bay by virtue of Article 22 of this Order he shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.

34 Where within a Parking Place there is a sign or surface marking which indicates that a Parking Bay may only be used as a parent and toddler space, the driver of a vehicle shall not permit their vehicle to wait in that parking space unless a toddler is a passenger in that same vehicle.

35 Where within a Parking Place there is an Electric Vehicle (EV) Charging Bay and there is a sign or surface marking which indicates that a Parking Bay may only be used by an Electric Vehicle when connected to the EV charging point, the vehicle may not wait therein unless its battery is being re-charged.

36 The driver of any vehicle using a Parking Place shall at all times conform to the directions given by any signs erected or painted on the surface of a Parking Bay, for the purpose of regulating the movement of vehicles within the Parking Place and to any instructions given by any car park attendant or other person authorised by the Council.

37 The following Order is hereby revoked:-

The Borough of Stafford (Various Car Parks, Stone) Order 2016.

THE COMMON SEAL OF THE
COUNCIL OF THE BOROUGH OF
STAFFORD was hereunto affixed
this day of 2020
in the presence of:-

Authorised Signatory
## SCHEDULE

<table>
<thead>
<tr>
<th>Name of Parking Place</th>
<th>Position in which vehicle may wait</th>
<th>Classes of Vehicle</th>
<th>Days of Operation of Parking</th>
<th>Hours of Operation of Parking</th>
<th>Max Period for which vehicles may wait</th>
<th>Scale of Charges for Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crown Street ST15 8QN</td>
<td>Wholly within a parking bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles, (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All days</td>
<td>All hours</td>
<td>24 hours (all days)</td>
<td>Charges apply at all times on all days:--</td>
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<tr>
<td>(Short Stay)</td>
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<td></td>
<td></td>
<td></td>
<td>Monday to Saturday Between 8:00 am and 6:00 pm:--</td>
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<tr>
<td>(89 spaces)</td>
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<td></td>
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<td>Up to 1 hour £0.70</td>
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<td>Up to 2 hours £1.20</td>
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<td>Up to 4 hours £2.40</td>
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<td>(Maximum stay 4 hours)</td>
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<td></td>
<td>Monday to Saturday (evening charge) from 6:00pm to 8:00am the following day:--</td>
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<td></td>
<td></td>
<td></td>
<td>£1.00</td>
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<td></td>
<td></td>
<td>Sundays only from 8:00am to 8:00am Monday (24 hours):--</td>
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<td></td>
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<td>£1.00</td>
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<td></td>
<td>No charge for the registered disabled</td>
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<td></td>
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<td></td>
<td></td>
<td>(season tickets not valid)</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>Christmas Day - no charge</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No charge for motorcycles if parked in a designated bay</td>
</tr>
<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
<td>Hours of Operation of Parking</td>
<td>Max Period for which vehicles may wait</td>
<td>Scale of Charges for Parking</td>
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</tr>
</tbody>
</table>
| Christchurch Way      | Wholly within a parking bay        | Motor cars, estate cars, station wagons, motor cycles, (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles | All days                    | All hours                      | 24 hours (all days)                  | Charges apply at all times on all days:–  
Monday to Saturday between 8:00am and 8:00pm:–  
Up to 1 hour £0.70  
Up to 2 hours £1.20  
Up to 4 hours £2.40  
All day £3.50  
Monday to Saturday (evening charge) from 6:00pm to 8:00am the following day:– £1.00  
Sundays only from 8:00am to 8:00am Monday (24 hours) £1.00  
No charge for the registered disabled  
Christmas Day - no charge  
No charge for motorcycles if parked in a designated bay  
Season Tickets (Band D):–  
Monthly - £47.00  
3 Monthly - £130.00  
6 Monthly - £225.00  
12 Monthly - £385.00 |
<table>
<thead>
<tr>
<th>Name of Parking Place</th>
<th>Position in which vehicle may wait</th>
<th>Classes of Vehicle</th>
<th>Days of Operation of Parking</th>
<th>Hours of Operation of Parking</th>
<th>Max Period for which vehicles may wait</th>
<th>Scale of Charges for Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stafford Street 7 ST15 8QW Disabled Parking Bays (7 spaces)</td>
<td>Wholly within a parking bay</td>
<td>Blue Badge Holders</td>
<td>All days</td>
<td>All hours</td>
<td>Between 8:00am and 5:30pm on any day except Sunday. At any other times - no limit. Christmas Day - no limit</td>
<td>No charge provided that the driver of a vehicle complies with the terms of the Order</td>
</tr>
<tr>
<td>Stafford Street 2 ST15 8QW Loading Bays (2 spaces)</td>
<td>Wholly within a parking bay</td>
<td>Motor cars, estate cars, station wagons, motor cycles with or without sidecars, light vans the unladen weight of which does not exceed 2 tonne</td>
<td>All days</td>
<td>All hours</td>
<td>15 minutes (with no return within 1 hour)</td>
<td>No charge provided that the driver of a vehicle complies with the terms of the Order</td>
</tr>
<tr>
<td>Name of Parking Place</td>
<td>Position in which vehicle may wait</td>
<td>Classes of Vehicle</td>
<td>Days of Operation of Parking</td>
<td>Hours of Operation of Parking</td>
<td>Max Period for which vehicles may wait</td>
<td>Scale of Charges for Parking</td>
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</tr>
<tr>
<td>Stone Leisure Centre</td>
<td>Wholly within a parking bay</td>
<td>Motor cars, estate cars, station wagons, motorcycles (with or without sidecars), light vans the unladen weight of which does not exceed 2 tonne, invalid carriages, pedal cycles</td>
<td>All days</td>
<td>All hours</td>
<td>Monday to Saturday between 8:00am and 5:30pm on any day except Sunday Up to 2 hours £1.50 Between 5:30pm on any day and 8:00am on the following day, and between 8:00am and 5:30pm on Sunday – no limit (maximum stay 4 hours) Leisure Centre Members – no charge for up to 2 hours parking (but vehicle must display a relevant parking permit) Leisure Centre Staff – no limit Sunday and Christmas Day – no limit No charge for the registered disabled No charge for motorcycles if parked in a designated bay (season tickets not valid)</td>
<td></td>
</tr>
<tr>
<td>ST15 8QW (formerly known as Westbridge Park)</td>
<td>Leisure Centre Staff may park in the designated parking bays as shown marked by yellow hatching on the plan accompanying this Order, but their vehicle must display a relevant parking permit</td>
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</tbody>
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THE BOROUGH OF STAFFORD

WATERFRONT CAR PARK, STAFFORD
(OFF-STREET PARKING PLACES) ORDER 2020

The Council of the Borough of Stafford (hereinafter referred to as "the Council") in exercise of its powers under sections 35 and 124 of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act of 1984") and under the Traffic Management Act 2004 ("the Act of 2004") and of all other enabling powers with the consent of the County Council of Staffordshire in accordance with Section 39(3) of the Act of 1984 and after consultation with the Chief Officer of Police in accordance with paragraph 20(1) Schedule 9 of the Act of 1984, hereby makes the following Order:—

PART 1

GENERAL

This Order shall come into operation on the day of 2020 and may be cited as the Borough of Stafford Waterfront Car Park, Stafford (Off-Street Parking Places) Order 2020.

Any reference in this Order to a numbered Article is a reference to the Article bearing that number in this Order, and any reference in this Order to "the Schedule" is a reference to the Schedule to this Order.

In this Order, except where the context otherwise requires, the following expressions have the meanings hereby assigned to them:


2. "Alternative Approved Method of Payment" means Park and Phone, payment by debit or credit card facilitated by on site or remote verification by, for example, card reader or wave and pay. Where payment is received through Alternative Approved Method of Payment and no valid parking Ticket is produced, the Driver of a vehicle shall be exempt from the requirement to display such a Ticket.

3. "ANPR" means an automated number plate recognition device which captures vehicle details at entry to and exit from the council's car parks.

4. "Civil Enforcement Officer" means a person authorised by or on behalf of the Council to supervise any Parking Place and enforce the restrictions imposed by this order.

5. "Disabled Person's Badge" has the same meaning as in the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000.


7. "Driver" in relation to a vehicle left in a Parking Place means the person driving the vehicle at the time it was left in the Parking Place.
8. "Electric Vehicle (EV) Charging Bays" means a Parking Bay for the charging of vehicles powered wholly or in part by rechargeable battery electric systems whilst such a vehicle is connected to the charging point with the intention of re-charging the battery.

9. "Owner" has the same meaning as in Section 142(1) of the Act of 1984.


11. "Parking Permit" means a permit issued by the Council for the purposes of allowing a vehicle to park on the relevant car park during the relevant period.

12. "Permit Holder" means an Owner of a vehicle to whom a valid parking permit has been issued for use of a Parking Place on the relevant car park under the provisions of this Order.

13. "Penalty Charge" means the charge referred to in Articles 6 to 11 of Part II hereof, imposed by legislation in respect of parking contraventions that are subject to civil enforcement and has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

14. "Penalty Charge Notice" has the same meaning as in the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

15. "Parking Place" means any area of land specified by name in column 1 of Schedule 1 to this Order and shown on the plans accompanying this Order.

16. "Parking Bay" means any area of a Parking Place which is provided for the leaving of a vehicle and indicated by markings on the surface of the Parking Place.

17. "Retail Store Customer" means any customer of a retail premises who offers a parking discount agreed by the Council at the point of sale.

18. "Ticket Machine" means an apparatus or device provided in the Parking Place being an apparatus or device approved in accordance with section 35(3) of the Act.

19. "Ticket" means any parking device such as card, disc, token or other similar device.
PART II

USE OF PARKING PLACES

General conditions in respect of Parking Places

1. (a) Each area of land specified by name in Column 1 of Schedule 1 to this Order may be used, when available subject to the following provisions of this Order, as a Parking Place for such classes of vehicles in such positions on such days and during such hours as are specified in relation to that area of the Schedule.

(b) Where in Schedule 1 a Parking Place is described as available for vehicles of a specified class or in a specified position the Driver of a vehicle shall not be permitted to wait in that Parking Place unless it is of the class and in the position so specified.

(c) In so far as a vehicle is left in a Parking Place during the charging hours the Driver thereof shall pay such charge or charges as are specified in the following provisions of this Order.

(d) The charge for a lost or damaged ticket shall be as specified in Column 6 of Schedule 1 to this Order.

When parking durations span more than one period an appropriate combined charge may apply.

(e) The Car Park will be locked after 1 hour of closing time and there will be a call out fee as shown in Schedule 1 payable prior to the vehicle being released. It is at the Council's discretion whether the vehicle is released immediately.

2. Nothing in the last preceding paragraph shall restrict the power of the Council temporarily to close any of the Parking Places referred to therein.

3. Where in the Schedules to this Order a Parking Place is described as available for vehicles of a specified class or in a specified position, the Driver of a vehicle shall not permit it to wait in that Parking Place:

(a) unless it is of the specified class; or

(b) in a position other than that specified.

Manner of standing in a Parking Place

4. Every vehicle left in a Parking Place in accordance with the provisions of this Order shall stand:

(a) So that no part of the vehicle obstructs any vehicular means of access to the car park entrance; and

(b) So that every part of the vehicle is within the limits of the Parking Place as marked within the car park.
Contravention of the Order

5. If a vehicle is left outside of a marked Parking Place or left in a Parking Place otherwise than in accordance with the provisions of this Order a contravention shall have occurred and a Penalty Charge shall be payable for each day of the contravention and/or the vehicle may be removed from that location. A Penalty Charge Notice showing the information required by the Act of 2004 may then be issued by a Civil Enforcement Officer in accordance with the requirements of the Act of 2004 or any subsequent applicable legislation.

Penalty Charge and Penalty Charge Notice

6. In the case of a vehicle in respect of which a Penalty Charge may have been incurred it shall be the duty of a Civil Enforcement Officer to either hand the Penalty Charge Notice to the Driver of the vehicle, post the Penalty Charge Notice to the Owner of the vehicle or attach the Penalty Charge Notice to the vehicle in a conspicuous position.

7. Where a Penalty Charge Notice has been attached to a vehicle in a conspicuous position, no person not being a Civil Enforcement Officer or some other person duly authorised by the Council shall remove the notice from the vehicle until the vehicle is removed from the Parking Place.

8. The Penalty Charge shall be paid to the Council in the amount and manner prescribed in the Penalty Charge Notice within 28 days of its issue. Provided that, if the said twenty eighth day falls upon a day on which the Council office is closed, the period within which payment of the Charge shall be made to the council shall be extended until 4.30pm on the next full day on which the Council office is open.

9. If the Penalty Charge is paid before the end of the period of 14 days beginning with the date of the notice, or within 21 days for Penalty Charge Notices issued by post, the amount of the Penalty Charge will be reduced by the specified proportion.

10. If the Driver fails to pay the Penalty Charge by the end of the 28 day period, a notice to the Owner may be served and if the Charge is not paid within a further 28 days it may be increased by 50% on the issue of a charge certificate in accordance with the provisions of Section 21 of part 5 of The Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

11. Continuing failure to pay the Penalty Charge may result in a judgment in the County Court against the Owner of the vehicle to enable the Council to recover the payment due.
Designation of Permit Holders only Parking Places

12. Subject to the provisions of this Order all Parking Places identified are Permit Holders only Parking Places and are hereby designated as being restricted to use by Permit Holders during the permitted hours.

13. Save as provided in Article 40 no person shall, except upon the direction or with the Permission of a police officer in uniform, cause or permit any vehicle to wait in a Permit Holders only Parking Place during the periods specified in the Schedule unless they have a valid Permit for that Parking Place.

Permits to be displayed on vehicles

14. A valid Parking Permit shall be obtained in respect of any period for which a vehicle is left in a Parking Place. No person shall remove the Parking Permit from the vehicle until the vehicle is removed from the Parking Place.

Application for and issue of Parking Permits

15. An Owner of a vehicle may on application to the Council purchase a Parking Permit in respect of that vehicle for a charge ascertained by reference to the Scale of Charges specified in Column 6 of Schedule 1 to this Order, and that Permit shall be valid in such Parking Places as are specified thereon during the period for which it is issued.

16. An Owner of a vehicle of the class specified in Column 3 of Schedule 1 may apply to the Council for the issue of a Parking Permit in respect of that vehicle and any such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.

17. The Council may at any time require an applicant for a Parking Permit or a Permit Holder to produce to an officer of the Council such evidence in respect of an application for a Permit made to them or in respect of any Permit issued by them as they may reasonably require in order to verify that the Permit is valid.

18. Upon receipt of an application duly made under Article 16 above, the Council upon being satisfied that the Owner of a vehicle of the class specified and on receipt of the fee specified in Column 6 of Schedule 1 may issue to the applicant a permit for the leaving during the permitted hours in a Parking Place the vehicle to which such Permit relates by the Owner of such vehicle or by any person using such vehicle with the consent of the Owner.

19. A Parking Permit shall only be valid for use in a Parking Place within the car park identified in the terms and conditions of use and signed within the car park. Failure to do so will incur a fee for the payment due on exiting the car park.
Form of Permit

20. Permits will be electronic and access and exit to and from the car park and designated areas will be managed by ANPR which will raise the barriers to the permitted areas automatically, or by proximity card reader which will raise the barrier automatically when the card is presented to the card reader located on the entrance Ticket Machine.

Details of the permit will be stored electronically and shall include the following:-

(a) The registration mark of the vehicle in respect of which the permit has been issued;

(b) The period during which, subject to article 26, the permit shall remain valid;

(c) Name, address and contact details of the applicant or Owner of the vehicle;

(d) An authentication that the permit has been issued by the Council;

(e) A code indicating the parking area for which the permit is valid;

(f) Any other information the Council may deem appropriate.

Duplicate Parking Permits

22. If the Permit is accidentally mutilated or defaced or the figures or particulars thereon have become illegible, the Permit Holder shall surrender it to the Council and apply to the Council for the issue of a duplicate Permit.

23. If a Permit is lost, stolen or destroyed, the Permit Holder may apply to the Council for the issue of a duplicate Permit in accordance with Paragraph 10 of Schedule 2 to this Order.

24. If application is made under Articles 22 or 23 above, upon the Council being satisfied as to the circumstances as indicated, and on payment of the fee as the Council may from time to time determine, shall issue a duplicate Permit so marked and upon such issue the original Permit shall become invalid.

25. All the provisions of this Order shall apply to a duplicate Permit to the same extent as they applied to the original Permit.
Surrender of Permits

26. A Permit Holder may surrender/cancel a Parking Permit to the Council at any time and shall surrender such Permit to the Council on the occurrence of any one of the events set out in Article 27 below.

Withdrawal of Permit

27. The Council may, by notice in writing or email serve on the Permit Holder at the address shown by that person on the application for the Permit or at any other address believed to be that person’s residence or place of business, withdraw a Permit if it appears to the Council that any one of the following events has occurred and the Permit Holder shall surrender the Permit to the Council within 48 hours of receiving the aforementioned notice:-

(a) The Permit Holder ceasing to be the Owner of the vehicle in respect of which the Permit was issued;

(b) The vehicle in respect of which such a Permit was issued being adapted or used in such a manner that it is not a vehicle of the class specified in Column 3 of Schedule 1 to this Order;

(c) The issue of a duplicate Permit by the Council under the provisions of Article 22 or 23 above;

(d) The expiry of the period for which the Permit was issued;

(e) Failure by a Permit holder to comply with the provisions of this Order or the terms and conditions of the Permit as set in Schedules 1 and 2 may lead to the suspension and/or revocation of the Permit. In such cases, the Council may refund all or part of the cost of the Season Ticket. Any vehicle left in the car park when the Permit has been revoked or suspended will be deemed to be parked without displaying a valid Ticket and as a result a Penalty Charge may be issued.

Maximum period of waiting

28. Nothing in Articles 1, 2, 3 and 4 under Part II of this Order shall prevent any person from causing or permitting a vehicle to wait in the Parking Places referred to in those Articles for so long as may be necessary and without payment of any charge to enable the vehicle, if it cannot conveniently be used for such purpose in any other place, to be used in connection with any building operations or demolition, the removal of any obstruction to traffic, the maintenance, improvement or reconstruction of the Parking Places so referred to or the laying, erection, alteration or repair in or near to the said Parking Places, of any sewer, or of any main, pipe or apparatus for the supply of gas, water or electricity or of any telecommunications services subject to the prior written consent of the Council.
29. The Driver of a vehicle shall not permit that vehicle to wait in a Parking Place unless the vehicle is licensed in accordance with the provisions of the Vehicle Excise and Registration Act 1994 unless there is in relation to the use of the vehicle by the Driver such a policy of insurance as complies with the requirements of the Road Traffic Act 1988.

Restrictions of the use of vehicles in a Parking Place

30. The Driver of a motor vehicle using a Parking Place shall stop the engine as soon as the vehicle is in position in the Parking Place and shall not start the engine except when about to change the position of the vehicle in or to depart from the Parking Place.

31. No person shall, while a vehicle is in a Parking Place, permit or cause to permit the carrying out of any work of maintenance or repair thereto except such as may be necessary to enable the vehicle to be moved from the Parking Place.

32. No person shall use a vehicle, while it is in a Parking Place, in connection with the sale of any article to persons in or near the Parking Place or in connection with the selling or offering for hire of his or her skill or services.

33. The Driver of a vehicle using a Parking Place shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the Parking Place.

34. Save as provided in Article 28 of this Order, no person shall, except with the permission of any person duly authorised by the Council, drive any vehicle in a Parking Place other than for the purpose of leaving that vehicle in the Parking Place in accordance with the provisions of this Order or for the purpose of departure from the Parking Place.

35. No person shall in a Parking Place wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the Parking Place or residents of premises in the neighbourhood.

36. No person shall in a Parking Place use any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.

37. No person shall use any part of a Parking Place or any vehicle left in a Parking Place:-

(a) for sleeping or camping purposes;

(b) for eating or cooking purposes; or
(c) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the Parking Place without the prior permission of the council.

(d) Use any part of the Parking Place for skating (using in-line or roller skates), skateboarding or cycling

(e) Engage in any other activity which causes disturbance or annoyance to users of the Parking Place, occupants of neighbouring premises or passers-by.

38. Where in a Parking Place signs are erected or surface markings are laid for the purpose of:-

(a) indicating the entrance to or exit from the Parking Place; or

(b) indicating that a vehicle using the Parking Place shall proceed in a specified direction within the Parking Place;

no person shall drive or cause or permit to be driven any vehicle --

(c) so that it enters the Parking Place otherwise than by an entrance or leaves the Parking Place otherwise than by an exit so indicated; or

(d) in a direction other than that specified as the case may be.

39. No person shall in a Parking Place:-

a. Erect or cause or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council

b. Light or cause or permit to be lit any fire

c. Place upon or affix to a vehicle in any Parking Place any notice, leaflet or other material of whatsoever nature unless they is an authorised officer of the Council or the Council has previously given him consent in writing to do so.

d. The Driver of any vehicle using a Parking Place shall conform to the directions given by any signs erected by the Council for the purpose of regulating the movement of vehicles within the Parking Place and to any instructions given by any car park attendant of the said Council.

e. No person shall, except with the permission of a person authorised by the Council in that behalf, drive or permit to be driven any vehicle in a Parking Place for any purpose other than the purpose of leaving that vehicle in the Parking Place in accordance with the provisions of this Order or for the purpose of departing from the Parking Place.
f. Notwithstanding the provisions of this Order the Council may by notice displayed on or near the Parking Place, close any Parking Place or any part thereof for any period and no Driver of any vehicle shall use the Parking Place or any part thereof when it is so closed without the consent of the Council.

g. Where, within a Parking Place, there is a sign or surface marking which indicates that a Parking Bay is available only for a Disabled Person’s Vehicle, the Driver of a vehicle shall not permit it to wait in that Parking Bay unless displaying a valid Disabled Person’s Badge.

h. Where within the Parking Place there is a sign or surface marking which indicates that a parking space may only be used as a Parent and Toddler space and a Toddler is a passenger in the vehicle.

i. Where within the Parking Place there is a Electric Vehicle (EV) Charging Bay and there is a sign or surface marking which indicates that a parking space may only be used by an electric vehicle when connected to the electric vehicle charging point.

j. The Council does not undertake to supervise the Parking Places specified in Column 1 of Schedule 1 to this Order and entry to and exit from and use of these Parking Places is entirely at the users risk and although the Council, its servants or agents do not attempt to exempt themselves from their common law duty of reasonable skill and care or their obligations under the Occupiers Liability Acts 1957 and 1984 the Council, its servants and agents do not accept liability for any damage to or loss of vehicles or their contents which arise from acts or omissions outside their reasonable control.

k. No person shall remove or in any way interfere with any barrier or machinery whether moveable or immovable, or any sign or equipment in a Parking Place unless so authorised by a person authorised in that behalf by the Council.

Removal of vehicles

40 Subject to the proviso herefo, when a vehicle is left in a Parking Place in contravention of any of the provisions of Articles 1, 2, 3 or 4 of Part II to this Order, a person authorised in that behalf by the Council may remove the vehicle or arrange for its removal from that Parking Place provided that when a vehicle is waiting in a Parking Place in contravention of the provision of Article 4, a person authorised in that behalf by the Council may alter or cause to be altered the position of the vehicle in order that its position shall comply with that provision.

41 Any person removing a vehicle by virtue of Article 40 above, may do so by towing or driving the vehicle or in such other manner as he may think necessary and may take such measures in relation to the vehicle as he may
think necessary to enable him to remove it or alter its position as the case may be.

42 When a person authorised by the Council removes or makes arrangements for the removal of a vehicle from the Parking Place by virtue of Article 40 above, he shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.

Movement of a vehicle in a Parking Place in an emergency

43 A police officer in uniform may move or cause to be moved or remove or cause to be removed, in case of emergency, to any place they think fit, any vehicle left in a Parking Place and shall provide for the safe custody of the vehicle.

Suspension of use of Parking Place

44 Any person duly authorised by the Council may suspend the use of a Parking Place or any part thereof whenever they consider such suspension reasonably necessary for the purpose of any building operation, demolition or excavation adjacent to the Parking Place, the maintenance, improvement or reconstruction of the car park, the laying, erection, alteration or repair in or adjacent to the Parking Place of any sewer or of any main, pipe, or apparatus for the supply of gas, water or electricity or of any telecommunications system or the placing, maintenance or removal of any traffic sign.

45 No person shall cause or permit a vehicle to be waiting in Parking Place or any part thereof during which such period as the Council has suspended that Parking Place or part thereof and exhibits notice of such suspension on or near that Parking Place.

46 Any vehicle that does wait in the above described circumstances may be liable to receive a Penalty Charge Notice.

Revocation of Previous Orders

47 The following Order is hereby revoked:-

THE STAFFORD BOROUGH COUNCIL WATERFRONT CAR PARK (OFF-STREET PARKING) ORDER 2015.
<table>
<thead>
<tr>
<th>Name of Parking Place</th>
<th>Position in which vehicle may wait</th>
<th>Classes of vehicle</th>
<th>Days of operation of parking</th>
<th>Hours of operation of parking</th>
<th>Scale of charges for parking</th>
</tr>
</thead>
</table>
| Waterfront Car Park, Stafford | Wholly within a parking bay | Motor cars, invalid carriages, vehicles of an unladen weight not exceeding two tonnes | All Days | All Hours | Charges apply at all times on all days: -  
Monday to Saturday between 6:30am and 6:00pm: -  
Up to 1 hour - £1.10  
Up to 2 hours - £2.10  
Up to 3 hours - £3.10  
Up to 4 hours - £3.70  
Up to 5 hours - £4.20  
6 to 8 hours - £6.50  
Over 8 hours to close - £8.50  
Monday to Saturday (evening charge) from 6:00pm to close - £1.00  
Sunday all day - £1.00  
Lost chip coin token - £14.40 plus daily charge due |
Vehicle lock in release fee - £150.00 plus daily charge due

Replacement barrier card - £12.00

Overnight parking by arrangement (in addition to daily fee due) - £6.50

Season Ticket:
Annual - £510.00
Monthly top-up - £53.00

Initial deposit (refundable) for monthly top-up - £10.00
<table>
<thead>
<tr>
<th>Name of Parking Place</th>
<th>Position in which vehicle may wait</th>
<th>Classes of Vehicle</th>
<th>Days of operation of parking</th>
<th>Hours of operation of parking</th>
<th>Scale of charges for parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loading Bay adjacent to the Waterfront Car Park, Stafford</td>
<td>Wholly within a parking space (1x bay available)</td>
<td>All Classes</td>
<td>All Days</td>
<td>All Hours</td>
<td>Permit Holders (valid on date of issue only) Season Tickets not valid</td>
</tr>
</tbody>
</table>
SCHEDULE 2

Procedure to be followed by Drivers using certain Parking Places.

**Season/Permit Ticket Drivers:**

1. Permits will be electronic and access and exit to and from the car park and designated areas will be managed by ANPR which will raise the barriers to the permitted areas automatically or by proximity card reader which will raise the barrier automatically when the card is presented to the card reader located on the entrance Ticket Machine and permitted areas.

2. We require 14 days' notice for processing applications, permits will commence on the 1st or 15th day of the month; whichever is closest after that period. Therefore, applications must be made a minimum of 14 days and a maximum of 27 days before you need to use your permit.

3. There are no reserved spaces and the permit does not guarantee a space. The lack of free spaces will not be accepted as a reason to park in any unauthorised parking area.

4. The Season Ticket/Permit is valid only for the registration number(s) specified.

5. Changes of Season Tickets or Permit details e.g. change of registration number will incur an administration fee of £12. It is the holder’s responsibility to update or amend a vehicle’s registration.

6. Where more than one vehicle registration is specified on the account, the Permit will only be valid for one vehicle at any one time. Stafford Borough Council records the registrations of vehicles using a Permit. If more than one registration is seen to be using the same Season Ticket at the same time, a Penalty Charge Notice may be issued.

7. The Council reserves the right to alter the charges for Season Tickets/Permits and the car park or areas within the car park in which they can be used. Alterations to charges are advertised in the local press and on signage in and around the car park.

8. Requests for refunds must be made in writing to the Council who will consider issuing refunds for the remaining complete months on 6 and 12 month Season Tickets ONLY, subject to there being at least 2 complete months remaining. The Season Ticket will be cancelled once we have received it and a £12 administration fee will be charged.

9. Stafford Borough Council reserves the right to change the Season Ticket terms and conditions without prior notice.

10. Lost Season Tickets will be replaced at the discretion of the Council for a fee of £12.
Non-Season Ticket Drivers:

1. If the Driver is not the holder of a Season Ticket they shall take a Ticket (hereinafter referred to as "the Entry Ticket") from the Ticket-issuing machine at the entrance to the Parking Place. The removal of this Ticket from the machine will raise the barrier to allow entry.

2. When the Driver wishes to leave the Parking Place they must insert the Entry Ticket into the Ticket slot of one of the machines so provided within the Parking Place for the payment of charges (hereinafter referred to as the "payment machines"). The payment machine will then indicate the value of the charge for the period between the time of entry and the time of departure.

3. The Driver must then insert into the coin or note slot of the payment machine the amount due or in excess of the value of the charge so prescribed. In the case where the amount due is in excess of the value of the charge so prescribed are inserted, the machine will give change to the value of the excess of the charge inserted. Alternative Approved Method of Payment by credit or debit card may be used to make payment by inserting the credit/debit card in the slot marked and provided. Upon receipt of the value of the charge so prescribed the payment machine will issue a paid Ticket (hereinafter referred to as the "Exit Ticket").

4. The Driver must then remove the Exit Ticket from the payment machine and immediately drive the vehicle to the exit barrier. Upon arrival at the exit barrier the Driver must insert the Exit Ticket into the Ticket slot of the machine at the exit. This will raise the barrier allowing the vehicle to leave.

5. Where the machine at the exit refuses to accept the Exit Ticket because the Driver of the vehicle has failed to drive to the exit barrier immediately after obtaining the Exit Ticket from the payment machine, the Driver shall return to the payment machine and repeat the procedures described in paragraphs 3 to 5 above.

6. In the case where the Driver has lost the Entry Ticket or damaged it so that the payment machine will not accept it, the Driver shall pay the appropriate excess charge referred to in Column 6 of Schedule 1 to this Order.

THE COMMON SEAL OF THE
COUNCIL OF THE BOROUGH OF

STAFFORD was hereunto affixed
this day of 2020
in the presence of:

Authorised Signatory
SUBMISSION BY COUNCILLOR J M PERT
COMMUNITY AND HEALTH PORTFOLIO

CABINET
6 FEBRUARY 2020
Funding for Voluntary Sector Organisations

1 Purpose of Report

1.1 To determine and approve the support given by the Council to voluntary sector organisations for a four year period commencing from April 2020 to March 2024.

2 Proposal of Cabinet Member

2.1 To recommend that support provided to the voluntary sector in Stafford Borough, as detailed in paragraph 5.5 of this report, be approved.

3 Key Issues and Reasons for Recommendation

3.1 The Council has been providing financial support to the community and voluntary sector for a number of years. It currently supports seven community and voluntary sector organisations with grants totalling £125,250 per annum over the past four years. The current agreements are all scheduled to terminate on 31 March 2020. Six of the organisations have met their financial and service targets as well as their performance targets as set out in the service level agreements. It is recommended that support for the six organisations continues for a further four-year period.

3.2 In addition to this the council also runs a small grants scheme of £10,000 per annum which is administered by the Community Foundation. The scheme is very well established and successful now, providing support to small organisations within the Borough. It is recommended that support for this scheme continues for a further four-year period administered by the Community Foundation.
3.3 Sports Stafford Borough, supported by the Borough Council, has been very successful for a number of years disseminating grants for sports and celebrating local talent with the Annual Sports Awards evening. However, during the past 12 months, they have struggled with capacity which has meant that they no longer meet their service targets as set out in their service level agreement. The Council recognises the importance of sports within the Borough and the support that the annual grant of £7,000 can provide to enable local talent to be nurtured and developed. Therefore, it is proposed that this service level agreement is terminated and replaced by a grant scheme for sports which is administered by the Community Foundation.

3.4 Domestic abuse continues to be recognised as a priority for the Borough so it is proposed that the service level agreement for Staffordshire Women’s Aid is increased by £5,000 to support the delivery of early intervention activities with young women affected by domestic abuse.

3.5 The Council currently provides accommodation to the Signpost Centre based at Highfields for a peppercorn rent. It is proposed that this arrangement is reviewed on an annual basis from April 2020.

4 Relationship to Corporate Business Objectives

4.1 This interlinks with all of the Corporate Business Objectives but predominantly sits within Corporate Business Objective 2.

5 Report Detail

5.1 The Council has provided support to the voluntary sector for a number of years now which has been funded from a budget of £128,960. This support has been through a variety of different sources which includes:

(a) Accommodation
The Council provides accommodation to the Signpost Centre based at Highfields, Stafford at a peppercorn rent. It is recommended that from April 2020 that this is reviewed on an annual basis.

(b) Events
A budget of £2,000 is set aside for Stafford in the World and the council also holds an annual Community Awards event, both of these events are planned to support and recognise the work of the voluntary sector and volunteers.

(c) Commissioning
Commissioning of local projects that support the delivery of corporate business objectives, for example:
  - Support Staffordshire who are the local infrastructure organisation supporting the voluntary sector local and Staffordshire wide, setting up, growing and supporting all voluntary sector organisations to thrive and providing advice on preparing a constitution,
safeguarding and grant funding;
- Citizen Advice Bureau (CAB) who provide significant information, advice and guidance to the general public on many different subjects from debt advice, benefits support, general information through to advice on what to do if made homeless. In many cases, CAB are the first point of contact before many people have to access Council services.

(d) **Provision of financial support**
Direct support of eight voluntary sector organisations with grants totalling £125,250 per annum. Seven organisations are primarily governed by service level agreements which are monitored on a quarterly basis, and one organisation administers a grant scheme on behalf of the Council. Detailed support is as follows:-

- Citizens Advice Bureau - £60,000
- Support Staffordshire - Stafford District - £22,250 (provision of accommodation space included within this agreement)
- Staffordshire Women’s Aid - £10,000
- Stafford District Art’s Council - £10,000
- Sport Stafford Borough - £7,000
- Katharine House Hospice - £3,500
- Douglas MacMillan Hospice - £2,500
- Stafford Borough Small Grants Scheme - £10,000 (administered by the Community Foundation)

5.2 Support for organisations is determined on a four year basis to enable organisations to plan the long term delivery of benefits to the community and to try and establish sustainability of support to those in most need.

5.3 The report is recommending that the level of support remains at the same level for Stafford in the World and six of the organisations listed above with the exception of Staffordshire Women’s Aid and Sport Stafford Borough.

(a) **Staffordshire Women’s Aid**
It is recommended that this service level is increased by £5,000 per annum to provide additional funding to support the delivery of ‘Warrior Girls’ in the Borough. The project focuses on early intervention support for girls and young women who are vulnerable as a result of relationship abuse and low educational achievement. The project has been piloted over the past 12 months and received positive evaluation from participants. Domestic abuse has been highlighted as a priority for the Borough in the latest Community Safety Strategic Assessment. The proposed increase in the service level agreement would be met within current budget allocations.

(b) **Sport Stafford Borough**
This organisation has worked tirelessly over a number of years to provide grants to up and coming sports talent across the Borough. They have provided specialist
advice and guidance in relation to sports and have ensured that local
talent has been celebrated through events like the annual sports
awards. Unfortunately, over the past 12 – 18 months, the organisation
has experienced some difficult times which has affected their capacity
to fulfil the requirements of the service level agreement that they have
with the Council. Although the organisation has had a change in
membership within the organisation it has been very difficult for them to
achieve what has been required of them.

5.4 The Council recognises the amount of work that is required to sustain the
provision of grants for sports activity going forward and also the importance of
small groups having access to funding that enables the development of sport
in the local area. Therefore, the recommendation is to terminate the service
level agreement with Sport Stafford Borough and to implement a new grant
scheme for Sports that would be set up and administered by the Community
Foundation. The funding of £7,000 that was provided to Sports Stafford
Borough would be utilised for this purpose. Also, within the proposals would
be for existing members of Sport Stafford Borough to have the opportunity to
apply to be part of the new Sports Grants panel that would be set up for the
dissemination of the grants. The Council would also incorporate a ‘Sports and
Culture’ category in the annual Community Awards to ensure that emerging
local talent can be recognised and celebrated. Nominations would be
submitted through the existing Community Grants process, with a recognised
locally based sports leader joining the panel for that purpose.

If this proposal is agreed it is recommended that a letter is sent from the
Cabinet member to members of Sport Stafford Borough in recognition of, and
thanking them, for their dedication and contribution to sports over the past few
years.

5.5 In summary, the recommendations to support the voluntary sector in Stafford
Borough are as follows:

(a) it is recommended that the following organisations continue to be
supported, at existing levels, for a further four year period:

- Citizens Advice Bureau - £60,000
- Support Staffordshire - Stafford District - £22,250 (provision of
  accommodation space included within this agreement)
- Stafford District Art’s Council - £10,000
- Katharine House Hospice - £3,500
- Douglas MacMillan Hospice - £2,500
- Stafford Borough Small Grants Scheme - £10,000 (administered by
  the Community Foundation)

(b) That the service level agreement for Staffordshire Women’s Aid is
increased by £5,000 per annum to fund early intervention support for
girls and young women who are vulnerable as a result of relationship
abuse and low educational achievement.
(c) That agreement is sought for a new grants scheme to be set up for Sports that would be administered by the Community Foundation. The total funding per annum (including administration of the scheme) would be £7,000.

(d) That a letter of thanks is sent to members of Sport Stafford Borough.

(e) The level of support for Stafford in the World remains the same.

(f) That the current arrangements with the Signpost Centre at Highfields are reviewed on an annual basis commencing April 2020.

(g) The arrangements as set out above be reviewed on an annual basis to ensure that performance, financial and service targets are being met.

### 6 Implications

<table>
<thead>
<tr>
<th>6.1 Financial</th>
<th>The total grants proposed amount to £132,250 and exceed the budget provision by £3,290. The difference can be accommodated within the overall Community Portfolio Budget.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>None</td>
</tr>
<tr>
<td>Human Resources</td>
<td>None</td>
</tr>
<tr>
<td>Human Rights Act</td>
<td>None</td>
</tr>
<tr>
<td>Data Protection</td>
<td>None</td>
</tr>
<tr>
<td>Risk Management</td>
<td>None</td>
</tr>
</tbody>
</table>

| 6.2 Community Impact Assessment Recommendations | The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:- Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. |

**Previous Consideration** - None

**Background Papers** - Corporate Business and Partnerships
1 Purpose of Report

1.1 To provide an update to members regarding performance reporting for Quarter 3 2019 - 2020 for Cabinet

2 Proposal of Cabinet Member

2.1 That the information be noted

3 Key Issues and Reasons for Recommendation

3.1 The Council’s Performance Report for Quarter 3 is highlighted as follows:-

(a) Performance at a glance:
   - 9 quarterly targets have reported as being exceptional
   - 1 quarterly target is below what it should be

(b) Narrative updates:
   - 2 measures are reported as being exceptional
   - 3 measures are below what they should be
4 Relationship to Corporate Priorities

4.1 Performance reporting interlinks with all corporate business objectives.

5 Report Detail

5.1 The corporate business plan is the main strategic plan of the authority. It sets the direction over the next three years and outlines the main business objectives and areas of focus.

5.2 The plan is a high level plan that enables the authority to define its success, in terms of the delivery of outcomes, and prioritises those activities that will help to achieve those outcomes. It provides a focus to all of our staff so that they know and aware of what they should be working on and what to prioritise.

5.3 As part of the business planning the council now reports on the following:

- Performance at a glance
- Narrative update against business objectives
- Improvement report

The improvement report provides members with some reassurance that issues of performance are being addressed and the actions that are being taken to improve the situation.

5.4 Quarter 3 Performance Report highlights the following:-

(a) **Performance at a glance:**

**Economic Development and Planning**

Targets reported as exceptional are:

- LI1 There has been 100% compliance with individual Project Plans
- LI6 There has been a 100% of areas of open space to new houses approved

Narrative updates are contained in the associated **APPENDIX** and are summarised as:-

- 1 measure is reported as exceptional
Community Wellbeing

Targets reported as exceptional are:

- LI13 24 empty homes brought back into use following Officer intervention
- LI15 97 households have been given advice on energy efficiency

Target below what it should be:

- LI16 33% of disabled facility grants completed against a target of 37%

Narrative updates are contained in the associated APPENDIX and are summarised as:-

- 1 measure is reported as exceptional

Resources

Targets reported as exceptional are:

- LI19 2.52% abandoned calls against a target of 5%
- LI20 an actual of 98.6% against a target of 80% of residents are satisfied with our customer contact centre
- LI21 Days taken to process new HB/CT Claims has achieved 17 Days - Target 20 Days
- LI22 8 days taken to process new HB/CT change of circumstances against a target of 9 days
- LBV12 Sickness Rates is recorded as 1.43 days for quarter 3 (cumulative 3.59 days)

Narrative updates are contained in the associated APPENDIX and are summarised as:-

- 3 measures are reported as being below what they should be.
6 Implications

6.1 Financial
   Legal
   Human Resources
   Human Rights Act
   Data Protection
   Risk Management

6.2 Community Impact Assessment Recommendations

The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Previous Consideration - Nil

Background Papers - File available in Corporate Business and Partnerships
## Economic Development
### Performance at a glance

<table>
<thead>
<tr>
<th>No</th>
<th>Indicator</th>
<th>Responsible Officer</th>
<th>% good high or low</th>
<th>Q1 Actual</th>
<th>Q1 Target</th>
<th>Q1 Performance</th>
<th>Q2 Actual</th>
<th>Q2 Target</th>
<th>Q2 Performance</th>
<th>Q3 Actual</th>
<th>Q3 Target</th>
<th>Q3 Performance</th>
<th>Year End forecast</th>
<th>Year end target</th>
<th>Direction of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1</td>
<td>% Compliance with individual Project Plans</td>
<td>Michelle Smith</td>
<td>H</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
</tr>
<tr>
<td>L2</td>
<td>% increase in footfall associated with major events in Stafford Town Centre</td>
<td>Michelle Smith</td>
<td>H</td>
<td>26%</td>
<td>10%</td>
<td>😊</td>
<td>31.25%</td>
<td>20%</td>
<td>😊</td>
<td>4%</td>
<td>5%</td>
<td>😊</td>
<td>15%</td>
<td>15%</td>
<td>😊</td>
</tr>
<tr>
<td>L3</td>
<td>Stafford Retail premises occupancy rates %</td>
<td>Michelle Smith</td>
<td>H</td>
<td>89.50%</td>
<td>85.60%</td>
<td>😊</td>
<td>89.90%</td>
<td>85.60%</td>
<td>😊</td>
<td>85.00%</td>
<td>85.60%</td>
<td>😊</td>
<td>89%</td>
<td>88%</td>
<td>😊</td>
</tr>
<tr>
<td>L4</td>
<td>Stone Retail premises occupancy rates %</td>
<td>Michelle Smith</td>
<td>H</td>
<td>98%</td>
<td>92%</td>
<td>😊</td>
<td>97%</td>
<td>92%</td>
<td>😊</td>
<td>97%</td>
<td>92%</td>
<td>😊</td>
<td>94%</td>
<td>92%</td>
<td>😊</td>
</tr>
<tr>
<td>L5</td>
<td>Completion of Issues and Options stage by March 2020</td>
<td>Alex Yendole</td>
<td>N/A</td>
<td>Mar-20</td>
<td>Mar-20</td>
<td>😊</td>
<td>Mar-20</td>
<td>Mar-20</td>
<td>😊</td>
<td>Mar-20</td>
<td>Mar-20</td>
<td>😊</td>
<td>Mar-20</td>
<td>Mar-20</td>
<td>😊</td>
</tr>
<tr>
<td>L6</td>
<td>Area of open space to new houses approved</td>
<td>Michelle Smith</td>
<td>H</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
</tr>
</tbody>
</table>

### Performance direction of travel - Key

- Performance 10% or more above target
- On Track
- Performance 10% or more below target
### Narrative Updates

<table>
<thead>
<tr>
<th>Ref</th>
<th>Key Deliverable</th>
<th>Responsible Officer</th>
<th>End Date</th>
<th>Performance Symbol</th>
<th>Commentary/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.1</td>
<td>% Compliance with individual Project Plans</td>
<td>Amanda Holland</td>
<td>June 2020</td>
<td>🙁</td>
<td>On track for June 2020</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Continue to supply affordable housing working with Registered Providers and Homes England</td>
<td>Anna Nevin</td>
<td>Ongoing</td>
<td>😞</td>
<td>22 new affordable homes were completed this quarter, bringing the cumulative total this year to 148. There are a further 88 affordable homes forecast to be delivered in the final quarter of the year, subject to weather conditions, which bring the total number of affordable homes delivered this year above the target of 210.</td>
</tr>
<tr>
<td>1.1.3</td>
<td>Improve and maintain performance of development management and local land charges from April 2018 for 3 years</td>
<td>Michelle Smith</td>
<td>March 2021</td>
<td>🎉</td>
<td>Development Management performance is published based on a rolling 2 year snapshot. As at 30/09/19 performance is as follows: 93.4% of Major applications processed on time (decrease from 96.6% in Q2; national target is 60%) 96.2% Non-major applications processed on time (an increase from 95.8% in Q3; national target is 70%).</td>
</tr>
<tr>
<td>1.2.1</td>
<td>Delivery of the Stafford Town Centre Strategic Framework</td>
<td>Karen Tierney/ Michelle Smith</td>
<td>June 2020</td>
<td>😞</td>
<td>Detailed work is continuing in line with the project plan. Still on track.</td>
</tr>
<tr>
<td>1.2.2</td>
<td>Delivery of the Stafford Station Gateway</td>
<td>Michelle Smith</td>
<td>Ongoing</td>
<td>😞</td>
<td>Detailed specifications have been completed prior to procurement of technical studies during Q4.</td>
</tr>
<tr>
<td>1.2.3</td>
<td>Supporting the development of Meecebrook Garden Community</td>
<td>Karen Tierney/ Alex Yendole</td>
<td>Ongoing</td>
<td>😞</td>
<td>Government initial funding of £750K for feasibility studies and programme management received. 2nd meeting of Meecebrook Programme Board in October 2019; supported by monthly Delivery Team meetings. Progress on visioning, transport &amp; water infrastructure; new Programme Manager started in December 2019</td>
</tr>
<tr>
<td>1.2.4</td>
<td>Provide support for Stafford Western Access Route From April 2018 for duration of the plan</td>
<td>Michelle Smith</td>
<td>Ongoing</td>
<td>😞</td>
<td>The temporary mini-roundabout at Sainsbury’s has been installed, as have over 170 files. Vegetation clearance has been completed at Madford Retail Park and a high voltage cable relocated.</td>
</tr>
<tr>
<td>Ref</td>
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<tr>
<td>1.2.5</td>
<td>Strategic car parking in Stafford and Stone Phase 1</td>
<td>Michelle Smith</td>
<td>Summer 2020</td>
<td>☹</td>
<td>Initial scoping work for the Strategy is underway as the Economic Growth Strategy progresses to adoption stage which has moved to Q4 to enable an extension to final consultation comments.</td>
</tr>
<tr>
<td>1.2.7</td>
<td>Source and develop new Gypsy and Traveller sites</td>
<td>Alex Yendole</td>
<td>Timescales agreed</td>
<td>☹</td>
<td>Consultants progressing with a Gypsy and Traveller Needs Assessment. Officers continued work to identify a new gypsy site to deliver future need.</td>
</tr>
<tr>
<td>1.3.1</td>
<td>Enable new and existing businesses to grow and build confidence in Stafford as a hub of productivity</td>
<td>Michelle Smith</td>
<td>Determined once the Economic Growth Strategy has been approved</td>
<td>☹</td>
<td>Directly supported 9 businesses and 2 new business start ups. Meetings with University of Wolverhampton, Chamber of Commerce, CITB, LEP to advise of SBC one stop shop for business support. Attended Manufacturing Expo at Showground to raise awareness of Stafford as a great place to do business. Provided Business Rate Relief to a business relocating to Stafford. Implemented 'Fame' business database to support business intelligence.</td>
</tr>
<tr>
<td>1.3.2</td>
<td>Promote our visitor economy to demonstrate the offer in the Borough</td>
<td>Michelle Smith</td>
<td>Determined once the Economic Growth Strategy has been approved</td>
<td>☹</td>
<td>The delivery of the annual Cheese and Ale Festival now will form part of a wider Autumn programme including supporting the new Stafford Literary Festival and Business Games Event proposed for Summer 2020. Continuing to work with investors in the food, drink and leisure offer to develop a 'package' for visitors to Stafford.</td>
</tr>
<tr>
<td>1.3.3</td>
<td>Unlock economic opportunities in our rural areas</td>
<td>Michelle Smith</td>
<td>Determined once the Economic Growth Strategy has been approved</td>
<td>☹</td>
<td>Working with Staffordshire County Council's Broadband Manager to address low broadband speed areas and actions needed to eliminate 'hot-spots'. Promoted the latest Rural Development Programme for England (RDPE) funding to rural businesses.</td>
</tr>
<tr>
<td>1.3.4</td>
<td>Develop access to lifelong learning to create a local workforce with specialist skills that can respond to growth ambitions</td>
<td>Michelle Smith</td>
<td>Determined once the Economic Growth Strategy has been approved</td>
<td>☹</td>
<td>Working with the University of Wolverhampton to develop a business support programme to support local workforce both urban and rural.</td>
</tr>
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<tr>
<td>1.4.2</td>
<td>Embed high quality design into Planning Policy to ensure that Stafford is an attractive place that people want to live in, promoting healthy lifestyles and supporting future investment</td>
<td>John Holmes</td>
<td>February 2020</td>
<td>🙁</td>
<td>Planning applications are being considered in accordance with the Supplementary Planning Document: Design. Pre-application advice provided on major applications contains Design Advisor's input.</td>
</tr>
<tr>
<td>1.5.2</td>
<td>Stafford Brooks Project</td>
<td>Bill Waller</td>
<td>TBC</td>
<td>🙁</td>
<td>Working with partners to develop the business case for a future funding bid. Dates of the next round of bid submission not yet known.</td>
</tr>
<tr>
<td>1.6.1</td>
<td>To ensure that policies and codes of practice for the construction and operation of HS2 through the Borough adequately protect residents in terms of compensation, and mitigate any adverse environmental affects and protect biodiversity</td>
<td>John Holmes</td>
<td>Awaiting Bill to be passed by Parliament</td>
<td>🙁</td>
<td>Stafford Borough Council has signed the Memorandum of Understanding which will take effect following royal assent.</td>
</tr>
<tr>
<td>1.6.2</td>
<td>Monitoring of HS2 construction works to ensure approved policies and codes of practice has been implemented</td>
<td>Robert Simpson</td>
<td>Awaiting Bill to be passed by Parliament</td>
<td>🙁</td>
<td>We are awaiting the outcome of the Independent Review into the HS2 scheme. The meeting of the HS2 Phase 2A Environmental Health Sub-Group for the 7 November 2019 was cancelled due to purdah.</td>
</tr>
</tbody>
</table>

**Performance direction of travel - Key**

- Exceptional
- On Track
- Below what it should be
### Community Wellbeing

Performance at a glance

<table>
<thead>
<tr>
<th>No</th>
<th>Indicator</th>
<th>Responsible Officer</th>
<th>Is good high or low</th>
<th>Q1 Actual</th>
<th>Q1 Target</th>
<th>Q1 Performance</th>
<th>Q2 Actual</th>
<th>Q2 Target</th>
<th>Q2 Performance</th>
<th>Q3 Actual</th>
<th>Q3 Target</th>
<th>Q3 Performance</th>
<th>Year End forecast</th>
<th>Year end target</th>
<th>Direction of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>L17</td>
<td>% of enviro-crime complaints dealt with promptly and no longer than 72 hours after receipt</td>
<td>Julie Wallace</td>
<td>H</td>
<td>97.31%</td>
<td>94%</td>
<td>🙁</td>
<td>98.33%</td>
<td>94%</td>
<td>😊</td>
<td>99%</td>
<td>94%</td>
<td>😊</td>
<td>96%</td>
<td>94%</td>
<td>😊</td>
</tr>
<tr>
<td>L18</td>
<td>No of residents who think the town centres are clean and tidy</td>
<td>Phil Bates</td>
<td>H</td>
<td>98.34%</td>
<td>95%</td>
<td>🙁</td>
<td>98.73%</td>
<td>95%</td>
<td>😊</td>
<td>99.47%</td>
<td>95%</td>
<td>😊</td>
<td>96%</td>
<td>95%</td>
<td>😊</td>
</tr>
<tr>
<td>L19</td>
<td>KG3 of residual household waste collected per household</td>
<td>Becky Martin</td>
<td>L</td>
<td>106.58</td>
<td>102%</td>
<td>😊</td>
<td>105.09</td>
<td>102%</td>
<td>😊</td>
<td>105.09</td>
<td>102%</td>
<td>😊</td>
<td>105%</td>
<td>102%</td>
<td>😊</td>
</tr>
<tr>
<td>L20</td>
<td>% of household waste sent for reuse, recycling and composting</td>
<td>Becky Martin</td>
<td>H</td>
<td>58.03%</td>
<td>53%</td>
<td>😊</td>
<td>57.98%</td>
<td>53%</td>
<td>😊</td>
<td>54.96%</td>
<td>53%</td>
<td>😊</td>
<td>52%</td>
<td>53%</td>
<td>😊</td>
</tr>
<tr>
<td>L21</td>
<td>% of businesses compliant with legislation under the food hygiene rating system</td>
<td>Lisa Harvey</td>
<td>H</td>
<td>95.48%</td>
<td>93%</td>
<td>😊</td>
<td>94.81%</td>
<td>93%</td>
<td>😊</td>
<td>91.43%</td>
<td>93%</td>
<td>😊</td>
<td>93%</td>
<td>93%</td>
<td>😊</td>
</tr>
<tr>
<td>L22</td>
<td>% of programmed health and safety inspections of businesses carried out when due</td>
<td>Lisa Harvey</td>
<td>H</td>
<td>86%</td>
<td>100%</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
</tr>
<tr>
<td>L23</td>
<td>50 Empty Homes brought back into use following Officer interventions</td>
<td>Anna Nevin</td>
<td>H</td>
<td>17</td>
<td>15</td>
<td>😊</td>
<td>15</td>
<td>15</td>
<td>😊</td>
<td>24</td>
<td>10</td>
<td>😊</td>
<td>50</td>
<td>50</td>
<td>😊</td>
</tr>
<tr>
<td>L24</td>
<td>No of households given advice on energy efficiency</td>
<td>Anna Nevin</td>
<td>H</td>
<td>35</td>
<td>15</td>
<td>😊</td>
<td>40</td>
<td>25</td>
<td>😊</td>
<td>97</td>
<td>30</td>
<td>😊</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
</tr>
<tr>
<td>L25</td>
<td>% of homeless cases closed through prevention</td>
<td>Anna Nevin</td>
<td>H</td>
<td>35%</td>
<td>35%</td>
<td>😊</td>
<td>41%</td>
<td>35%</td>
<td>😊</td>
<td>33%</td>
<td>37%</td>
<td>😊</td>
<td>40%</td>
<td>40%</td>
<td>😊</td>
</tr>
<tr>
<td>L26</td>
<td>% of homeless cases closed through relief</td>
<td>Anna Nevin</td>
<td>L</td>
<td>65%</td>
<td>65%</td>
<td>😊</td>
<td>59%</td>
<td>65%</td>
<td>😊</td>
<td>67%</td>
<td>63%</td>
<td>😊</td>
<td>60%</td>
<td>60%</td>
<td>😊</td>
</tr>
<tr>
<td>L27</td>
<td>No of Disabled Facility Grants (DFGs) completed</td>
<td>Anna Nevin</td>
<td>H</td>
<td>12</td>
<td>25</td>
<td>🙁</td>
<td>11</td>
<td>25</td>
<td>🙁</td>
<td>26</td>
<td>25</td>
<td>🙁</td>
<td>100%</td>
<td>100%</td>
<td>😊</td>
</tr>
</tbody>
</table>

**Performance direction of travel - Key**
- Performance 10% or more above target 🆙
- On Track 😊
- Performance 10% or more below target 🙁
<table>
<thead>
<tr>
<th>No</th>
<th>Measure Detail</th>
<th>RO</th>
<th>Q3 Actual</th>
<th>Q3 Target</th>
<th>Performance Symbol</th>
<th>Context for current performance</th>
<th>Improvement Actions Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>LI16</td>
<td>% of homeless cases closed through prevention</td>
<td>Anna Nevin</td>
<td>33%</td>
<td>37%</td>
<td>😞</td>
<td>The focus remains on working with households at the earliest opportunity to prevent them from becoming homeless. Of those applicants that presented to us early 93% of cases were closed with successful outcomes that stopped a household becoming homeless.</td>
<td>The team work closely with community and faith based organisations to encourage households to address their housing needs at the earliest opportunity. The Team are undertaking outreach work to make it easier for those who are most vulnerable to access the service.</td>
</tr>
<tr>
<td>LI17</td>
<td>% of homeless cases closed through relief</td>
<td>Anna Nevin</td>
<td>67%</td>
<td>63%</td>
<td>😞</td>
<td>Households continue to present to the Housing Options Service at crisis point, requiring urgent intervention to stop them from being homeless. The Team work closely with partners, including the County Council, probation and prison services to work with such cases as early as possible. If those applicants that presented to us at relief stage, over 80% were closed successfully through relieving these households out of homelessness.</td>
<td>Long-standing protocols are in place for specialist groups, particularly care leavers and young people, that enable them to access the service at the earliest opportunity. These protocols are currently being refreshed and revised, in line with changes in legislation and policy, with the view of reducing the number of homeless relief cases.</td>
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## Community Wellbeing

### Narrative Updates

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<tbody>
<tr>
<td>2.1.1</td>
<td>Investigate appropriate Enviro-Crime complaints within 72 hours of receipt</td>
<td>Julie Wallace</td>
<td>March 2021</td>
<td>🙁</td>
<td>Reports dealt within the quarter, dealt within time frame.</td>
</tr>
<tr>
<td>2.1.2</td>
<td>Deliver high quality Neighbourhood Services to ensure that town centres, parks and open spaces are clean, tidy, and attractive</td>
<td>Phil Bates</td>
<td>March 2021</td>
<td>😊</td>
<td>373 Land Audit Management Systems (LAMS) inspections were carried out in the period with the following results: Streets Cleansing achieving 96.8% Grade B or better and Grounds Maintenance achieving 96.4% Grade B or better. Customer Satisfaction Survey carried out by the Customer Contact Centre with residents who called in specifically for Streetscene related issues. Response from 378 residents was 99.47% positive in the range of ‘satisfactory to excellent’ regarding the cleanliness of the town centres.</td>
</tr>
<tr>
<td>2.1.3</td>
<td>Monitor the air quality of the Borough to ensure a healthy air environment for our future</td>
<td>Lisa Harvey</td>
<td>March 2021</td>
<td>😞</td>
<td>Monitoring of the Air Quality of the Borough indicates that air quality standards continue to be met.</td>
</tr>
<tr>
<td>2.1.4</td>
<td>Monitoring of construction works associated with major infrastructure eg M6 Smart Motorways and HS2</td>
<td>Robert Simpson</td>
<td>March 2021</td>
<td>😞</td>
<td>The Service continues to be consulted by Kier, the contractor for the Smart Motorways work in connection with verge treatments and piling operations. Discussions are continuing with the Phase 2a Planning Forum – Environmental Health Subgroup, of which your officers are members. The purpose of the group is to discuss any potential air quality, noise, vibration and contaminated land issues associated with the construction and operation of HS2 Phase 2a, and appropriate mitigation measures. However, the last scheduled meeting was cancelled due to purdah in connection with the General Election.</td>
</tr>
<tr>
<td>2.1.5</td>
<td>Encourage households to increase recycling and minimise residual waste because this will be good for the environment and will reduce collection and disposal costs</td>
<td>Becky Martin</td>
<td>March 2021</td>
<td>😞</td>
<td>Continue to communicate with residents and offer advice where required. Working with Veolia to improve the quality and quantity of recyclate collected - service changes agreed in November 2019.</td>
</tr>
<tr>
<td>2.1.6</td>
<td>Provision of new, accessible and safe taxi ranks.</td>
<td>Julie Wallace</td>
<td>March 2021</td>
<td>😞</td>
<td>Discussions continue with Staffordshire County Council Highways on suitable locations for further taxi ranks.</td>
</tr>
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<tr>
<td>2.2.1</td>
<td><strong>Deliver the Heritage Lottery Fund (HLF) project to restore Victoria Park</strong></td>
<td>Phil Gammon</td>
<td>March 2021</td>
<td>😞</td>
<td>Excessive flooding in the park has led to a change in programme. The café and amphitheatre area was under water for some time and has pushed the completion date to the contractual date of June 2020. All other work packages are on schedule and no extension of time has been requested at present. The Project team are working closely with Robert Woodhead’s and The Environment Partnership to mitigate this risk. The Community Engagement and Events Officer has been developing the Activity Plan for the project and has engaged Stafford College successfully. The students have been on site and are carrying out some of the joinery work for the Mottram shelter as well as other initiatives and work experience opportunities. The catering contract is due to be advertised for tender the first week of February 2020.</td>
</tr>
<tr>
<td>2.3.2</td>
<td>To implement and co ordinate Stafford in the World</td>
<td>Ella Smith</td>
<td>February-May</td>
<td>😞</td>
<td>Action against this objective will be reported in quarter 4.</td>
</tr>
<tr>
<td>2.3.4</td>
<td><strong>Support the implementation of volunteer led and supported schemes to help improve Health and Wellbeing</strong></td>
<td>Anna Nevin</td>
<td>March 2021</td>
<td>😊</td>
<td>The Stepping Stones pilot project is underway to enable isolated or lonely people to attend social activities within their local area by resolving transport issues. A further locality has been identified as an area in which to trial active transport methods and to build capacity of a volunteer car scheme. The Walking for Health group continues to be supported by the Council to become a sustainable, independent group. Volunteers chair the Walk Leader meetings and coordinate all programme administration. The walking groups are being encouraged to establish links with social prescribers across the Borough.</td>
</tr>
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<tr>
<td>2.4.1</td>
<td>Support partners to set up initiatives to enhance the Health and Wellbeing of residents</td>
<td>Anna Nevin</td>
<td>April 2021</td>
<td></td>
<td>This quarter, four Health and Social Care students, working closely with Warmer Homes Stafford, created a targeted plan to deliver a Winter Warmth Campaign, promoting the Boroughs work on energy efficiency, supporting the health and wellbeing of residents and working towards everyone having safe and suitable accommodation. Joint working has been ongoing with the Ark community centre and food bank; referral pathways for a range of housing and health issues have been established. During October, 20 council employees and 12 councillors were trained as Dementia Friends. The Council is also supporting the Dementia Action Alliance to develop a resource to help people to create dementia friendly environments. This work supports the delivery of the Stafford Borough Council: a Dementia Friendly Council Action Plan approved by Cabinet in July 2019. In November, the Community Wellbeing Partnership hosted a special networking event for link workers. Inspired by the recent success and learning from Support Staffordshire’s social prescribing project and the recruitment of paid prescribers across three GP networks covering Stafford Borough, the partnership invited 20 people who perform linking or connecting roles to share their experiences.</td>
</tr>
<tr>
<td>2.4.2</td>
<td>Support the co-ordination of high profile events in the Borough, for example those run by Freedom Leisure as part of the Leisure and Cultural Partnership project</td>
<td>Lee Booth/ Robert Simpson</td>
<td>March 2021</td>
<td></td>
<td>Freedom Leisure will be providing their update by the end of January 2020 in accordance with their contractual requirements.</td>
</tr>
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<tr>
<td>2.4.3</td>
<td>Promote and maximise the use of Stafford and Stone Town Centres by utilising market demonstration areas and consent streets.</td>
<td>Robert Simpson/ Lee Booth</td>
<td>March 2021</td>
<td></td>
<td>The regular weekly Wednesday Market, monthly Makers Market and monthly Farmers Markets continued to be held in Stafford. The new monthly Stafford “Walking Streets” event on a Thursday afternoon/evening continues to grow in popularity and after a short break due to the colder winter months will return in April 2020. In Stone the monthly Stone Farmers Market continues to thrive and the Council continues to support the monthly Stone Street Food Events. On the 9th November, the Market Square in Stafford was visited by a local Bikers Group lending their support to the Poppy Appeal collection. The annual Act of Remembrance took place in the Market Square on the 11th November. The Christmas Tree and Christmas Lights were put up in the Market Square and around the town for the very successful Christmas Lights switch-on, firework display and entertainment on the 16th November. The Christmas Market was held on the 23rd November, and the Christmas Food and Drink Festival on the weekend of the 30th November-1st December. On the 25th Nov for 5 days there were free health checks for the public undertaken by “Everyone’s Health”. Paul Warwick fairground rides were in attendance on the 7th, 21st, 23rd and 24th of December. Staffordshire and Stoke on Trent Fire and Rescue Service provided fire awareness information to the public on the 17th December. The local Rotary Club’s Santa Sleigh visited Stafford Town centre on the 14th and 21st December.</td>
</tr>
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<tr>
<td>2.5.1</td>
<td>To assist in the operational delivery of, and lead on, the implementation of specific initiatives in respect of domestic abuse; anti-social behaviour, criminal exploitation, substance misuse and mental health</td>
<td>Victoria Cooper</td>
<td>Commences April through to March annually - as determined by allocation of funding from the Staffordshire Commissioner</td>
<td>☹</td>
<td>The community wellbeing and serious violence strategy is due to go out to consultation at the end of January in preparation for implementation in April. The new service delivered by Youth Net to assist in the reduction of exploitation and anti-social behaviour of young people within the borough has been a success to date and we have seen a reduction in Youth anti-social behaviour. The work they are doing links in with the new Vulnerable Adolescent Multi-Agency Panel (VAMAP) with regards to intelligence gathering. Working with schools and linking in with the DIP we have been able to shape our commissioned activities to reduce the number of exclusions and involvement in ASB. Staffordshire Womens Aid have developed a lesson plan for schools which will enable teachers to confidently deliver a lesson on Healthy Relationships. The lesson plan will include age suitable exercises and activities that meet the teaching areas included in the new Government Guidance for Relationships Education and OFSTED recommended standards. This preventative approach will address the concerns we are seeing around young people and their relationships. With funding from the county we are looking to enhance our exploitation, anti-social behaviour and domestic abuse prevention and early intervention activities.</td>
</tr>
<tr>
<td>2.5.2</td>
<td>To ensure that the authority adheres to its statutory responsibility in respect of the Prevent duty</td>
<td>Viki Ashcroft</td>
<td>March 2020</td>
<td>☹</td>
<td>Officers attended the Staffordshire Prevent Board Meeting on 22nd October. Following the London Bridge terror attack where the suspect resided in Stafford, Officers have liaised with relevant authorities to share information when required. Staffordshire County Council are developing updated training materials for distribution to districts to roll out.</td>
</tr>
<tr>
<td>2.5.3</td>
<td>To continue to utilise procedures and processes in respect of anti-social behaviour in order to reduce the number of incidents that occur</td>
<td>Victoria Cooper</td>
<td>Ongoing</td>
<td>☹</td>
<td>SBC continue to receive direct reports of anti-social behaviour (ASB). We have seen a decrease in reporting this quarter but this fits with seasonal reporting. During this quarter we have seen the community trigger activated on 3 occasions, multi agency reviews have been held and action plans implemented to address the issues. Work is on going with the police, housing providers, Youth Offending Team (YOT) and families first to address issues of youth ASB and exploitation, Community Protection Notices (CPN's) are being considered. The new Public Space Protection Order (PSPO) is going out for consultation in January, this will enhance the enforcement powers we have to deal with ASB within our town centres.</td>
</tr>
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</tr>
<tr>
<td>2.5.4</td>
<td>To ensure that the authority adheres to its statutory safeguarding duties, including domestic homicide reviews</td>
<td>Viki Ashcroft</td>
<td>Ongoing</td>
<td></td>
<td>1 child and 2 adult referrals have been made this quarter. Information and advice and guidance has been provided to staff members as and when required.</td>
</tr>
<tr>
<td>2.6.1</td>
<td>To work towards all businesses being compliant with environmental regulations</td>
<td>Lisa Harvey</td>
<td>March 2021</td>
<td></td>
<td>Resources have been used to ensure that 100% of high risk food and health and safety interventions have been completed.</td>
</tr>
<tr>
<td>2.6.2</td>
<td>Support businesses and partnership forums to keep them informed of relevant legislation and to assist businesses to comply</td>
<td>Robert Simpson</td>
<td>March 2021</td>
<td></td>
<td>A programme of food, and health and safety interventions that were due in the quarter has been undertaken. Relevant education and enforcement interventions have been taken including the serving of Improvement Notices and the preparation of files for prosecutions. Attendance and support has been given to the Stafford TCP, local pub and store watch groups, and the organisers of the “Walking Streets” and Stone Food and Drink events. Organisers of firework and bonfire events were supported to ensure they provided safe events and a number of organisers of events attended the Safety Advisory Group meetings with the Council and other responsible bodies for review. Support was given to Freedom Leisure on the safe planning of the Christmas Lights switch-on.</td>
</tr>
<tr>
<td>2.6.3</td>
<td>Organise taxi forums</td>
<td>Julie Wallace</td>
<td>March 2021</td>
<td></td>
<td>Taxi Forums are arranged yearly in advance, from February each year, 4 forums are held a year with the next one due on 26 February 2020.</td>
</tr>
<tr>
<td>2.7.1</td>
<td>Provide a comprehensive housing options service to prevent homelessness and support people into sustainable accommodation - review</td>
<td>Anna Nevin</td>
<td>In line with the Homelessness and Rough Sleeper Strategy 2020-2025</td>
<td></td>
<td>The Housing Options Team are continuing to upstream homeless prevention by working with Staffordshire County Council and housing providers to refresh current protocols relating to young persons homelessness, including care leavers. Similar work is also being undertaken in relation to ex-offenders and prison leavers with the Housing Options Service taking an increasingly proactive role to work with people threatened with homelessness before they are released from custody. Low levels of rough sleeping are being sustained through specialist interventions including the dual diagnosis worker and tenancy sustainment officer. The team is also working closely with the recently recruited housing solutions officer to enhance working with local letting agents and private landlords.</td>
</tr>
<tr>
<td>2.7.2</td>
<td>Ensure sufficient, well managed provision of Gypsy and Traveller Accommodation</td>
<td>Anna Nevin</td>
<td>Ongoing</td>
<td></td>
<td>Work is ongoing to identify appropriate land for a new Gypsy and Traveller site. The refurbishment of Glover Street has regrettably been delayed due to concerns raised by the Environment Agency.</td>
</tr>
<tr>
<td>Ref</td>
<td>Key Deliverable</td>
<td>Responsible Officer</td>
<td>End Date</td>
<td>Performance Symbol</td>
<td>Commentary/Action</td>
</tr>
<tr>
<td>-----</td>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2.7.3</td>
<td>Ensure good housing standards are delivered in the private sector</td>
<td>Anna Nevin</td>
<td>Ongoing</td>
<td></td>
<td>The team have been successful in obtaining grant funding for a housing solutions officer, who started in post at the beginning of December on a 12 month contract. The officer is already establishing links with private sector landlords across the Borough to secure accommodation for vulnerable households, as well as working with those landlords to improve housing standards in their properties. This quarter saw the successful prosecution of a rogue landlord who was harassing his tenant, the landlord received a fine, had to pay council costs and a victims surcharge.</td>
</tr>
</tbody>
</table>

**Performance direction of travel - Key**

- Exceptional 🌟
- On Track 😊
- Below what it should be 😞
## Performance at a Glance

<table>
<thead>
<tr>
<th>No</th>
<th>Indicator</th>
<th>Responsible Officer</th>
<th>Q1 Actual</th>
<th>Q1 Target</th>
<th>Q1 Performance</th>
<th>Q2 Actual</th>
<th>Q2 Target</th>
<th>Q2 Performance</th>
<th>Q3 Actual</th>
<th>Q3 Target</th>
<th>Q3 Performance</th>
<th>Year End forecast</th>
<th>Year end target</th>
<th>Direction of Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>L19</td>
<td>% of calls abandoned</td>
<td>Sue Pote</td>
<td>L</td>
<td>2.4%</td>
<td>☺</td>
<td>4.30%</td>
<td>☺</td>
<td>2.52%</td>
<td>☺</td>
<td>5%</td>
<td>☺</td>
<td>5%</td>
<td>☺</td>
<td>☺</td>
</tr>
<tr>
<td>L20</td>
<td>% of resident satisfaction with our customer contact centre</td>
<td>Sue Pote</td>
<td>H</td>
<td>96.7%</td>
<td>☺</td>
<td>97.10%</td>
<td>☺</td>
<td>98.60%</td>
<td>☺</td>
<td>80%</td>
<td>☺</td>
<td>95%</td>
<td>☺</td>
<td>80%</td>
</tr>
<tr>
<td>L21</td>
<td>Days taken to process new HB/CT Claims</td>
<td>Rob Wolfe</td>
<td>L</td>
<td>19.9</td>
<td>☺</td>
<td>19</td>
<td>☺</td>
<td>17 days</td>
<td>☺</td>
<td>20 days</td>
<td>☺</td>
<td>20.8</td>
<td>☺</td>
<td>20</td>
</tr>
<tr>
<td>L22</td>
<td>Days taken to process new HB/CT change of circumstances</td>
<td>Rob Wolfe</td>
<td>L</td>
<td>7.8</td>
<td>☺</td>
<td>9.6</td>
<td>☺</td>
<td>8 days</td>
<td>☺</td>
<td>9 days</td>
<td>☺</td>
<td>7</td>
<td>☺</td>
<td>9</td>
</tr>
<tr>
<td>LBV12</td>
<td>Sickness rates (cumulative)</td>
<td>Neville Raby</td>
<td>L</td>
<td>1.03</td>
<td>☺</td>
<td>2.16</td>
<td>☺</td>
<td>3.59</td>
<td>☺</td>
<td>5.25</td>
<td>☺</td>
<td>6.5</td>
<td>☺</td>
<td>7</td>
</tr>
</tbody>
</table>

### Performance direction of travel - Key

- Performance 10% or more above target ☺
- On Track ☺
- Performance 10% or more below target ☺
### Narrative Updates

#### Q3

<table>
<thead>
<tr>
<th>Ref</th>
<th>Key Deliverable</th>
<th>Responsible Officer</th>
<th>End Date</th>
<th>Performance Symbol</th>
<th>Commentary/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.1</td>
<td>Ensure the relative needs and resources of the authority are considered as part of the Local Government Finance settlement and that Government Funding is maximised wherever possible.</td>
<td>Emma Fullagar</td>
<td>Awaiting full timetable from Ministry of Housing and Local Government</td>
<td>😞</td>
<td>Ongoing responses to the Consultations on Fair Funding/Business Rates retention. Components of New Homes Bonus are subject to monthly review. Any potential changes delayed to 2021/22</td>
</tr>
<tr>
<td>3.1.2</td>
<td>Improve services</td>
<td>Leadership Team Tracy Redpath</td>
<td>31 March 2021</td>
<td></td>
<td>This workstream is contained in the wider Organisational Transformation Programme. Work this period has focused upon conducting several staff consultation workshops to look at customer services and digital solutions; organisational values and accommodation rationalisation.</td>
</tr>
<tr>
<td>3.1.3</td>
<td>Increase in income generated by the authority through trading activities and fees and charges</td>
<td>Leadership Team Tracy Redpath</td>
<td>31 March 2021</td>
<td></td>
<td>This directly links to the Service Review process and progress will be reported as service reviews have taken place.</td>
</tr>
<tr>
<td>3.1.4</td>
<td>Enable those residents who need to contact the Revenues and Benefits Services to be able to do so on-line.</td>
<td>Rob Wolfe</td>
<td>March 2020</td>
<td></td>
<td>The additional work required on the detail, costings and forecasting of the improvements to the local council tax reduction scheme have prevented the e-forms project from being completed. This remains a priority and will be completed as soon as possible.</td>
</tr>
<tr>
<td>Ref</td>
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</tr>
<tr>
<td>3.1.5</td>
<td>Support the accommodation rationalisation</td>
<td>Tracy Redpath</td>
<td>31 March 2021</td>
<td></td>
<td>This workstream is contained in the wider Organisational Transformation Programme. This period work has been focused upon staff consultation with two focus groups being held to discuss the proposed accommodation rationalisation and agile working practices. In addition to this a working group has been set up to progress this project further and meetings scheduled from January 2020.</td>
</tr>
<tr>
<td>3.1.6</td>
<td>Conduct a comprehensive review of all assets including land ownership and maintenance</td>
<td>Phil Gammon</td>
<td>March 2020</td>
<td></td>
<td>This will be completed as part of the Service Review process and progress will be reported to scrutiny committee once the audit has been completed.</td>
</tr>
<tr>
<td>3.1.7</td>
<td>Implement the recommendations from the Corporate Peer Challenge (CPC)</td>
<td>Tracy Redpath</td>
<td>31 May 2020</td>
<td></td>
<td>A follow up visit has been organised for March 2020 for the Local Government Association Peer Review Team to visit the authority. During the visit they will meet with a cross section of managers and staff, elected members and partners and will determine how much progress the council has made towards the recommendations made following the peer challenge in July 2018.</td>
</tr>
<tr>
<td>3.1.9</td>
<td>Develop a Corporate Organisational Development Strategy</td>
<td>Neville Raby</td>
<td>April 2019 - March 2020</td>
<td></td>
<td>Organisational Development Working Group (ODWG) work continued in the Quarter. Empowering People Focus Group met on 25 November to consider OD policy agenda. ODWG meeting due on 22 January followed by a further Focus Group meeting on 6 February.</td>
</tr>
<tr>
<td>3.1.10</td>
<td>Review Technology Policies and processes to enable agile working to support changes in workstyle and how we use our accommodation to improve efficiency and reduce costs</td>
<td>Peter Kendrick</td>
<td>July 2020</td>
<td></td>
<td>Further work has taken place to identify the policies that can be reduced or amended because of the move to Office 365.</td>
</tr>
<tr>
<td>Ref</td>
<td>Key Deliverable</td>
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</tr>
<tr>
<td>3.1.11</td>
<td>Support the specification, procurement and installations of new systems and data security</td>
<td>Peter Kendrick</td>
<td>July 2020</td>
<td>😞</td>
<td>Outlook boxes are being migrated a section at a time.</td>
</tr>
<tr>
<td>3.1.12</td>
<td>Support Members to be effective community leaders and representatives</td>
<td>Ian Curran</td>
<td>March 2020</td>
<td>😞</td>
<td>A Member survey was conducted to obtain feedback on the delivery and the effectiveness of the programme.</td>
</tr>
<tr>
<td>3.2.1</td>
<td>Review and revise Customer Access Strategy</td>
<td>Sue Pote</td>
<td>March 2021</td>
<td>😞</td>
<td>An independent review has been commissioned jointly with SBC and CCDC to assess the options for the future direction of technology across both Councils, covering both the corporate IT infrastructure and the service specific technology requirements. Once this piece of work is completed this will then feed into the Customer Access Strategy and the Digital Strategy. There is a three month time frame for this work to be completed by.</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Maintain good levels of customer satisfaction with our services</td>
<td>Sue Pote</td>
<td>March 2021</td>
<td>😞</td>
<td>A customer satisfaction plan will form part of the Customer Access Strategy and the transformation programme. Where customer satisfaction surveys are currently undertaken, we use the feedback to improve services.</td>
</tr>
<tr>
<td>3.2.3</td>
<td>Procure and implement a new Contact Centre Telephony system to enable a consistent approach to call handling</td>
<td>Sue Pote</td>
<td>March 2020</td>
<td>😞</td>
<td>This is a Joint Procurement with CCDC. There has been a delay in replacing the Netcall system due to the requirement to purchase additional telephone lines from Telecom providers. The revised implementation date is February 2020.</td>
</tr>
<tr>
<td>Ref</td>
<td>Key Deliverable</td>
<td>Responsible Officer</td>
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</tr>
<tr>
<td>3.2.4</td>
<td>Influence and support the procurement of a customer contact tools to replace existing CRM system and consider what systems are needed for SBC</td>
<td>Sue Pote</td>
<td>March 2021</td>
<td>☹️</td>
<td>An independent review has been commissioned jointly with SBC and CCDC to assess the options for the future direction of technology across both Councils, covering both the corporate IT infrastructure and the service specific technology requirements. Once this piece of work is completed this will then feed into the Customer Access Strategy and the Digital Strategy. There is a three month time frame for this work to be completed by.</td>
</tr>
<tr>
<td>3.2.5</td>
<td>Drive and support the implementation of digital by design</td>
<td>Sue Pote</td>
<td>March 2021</td>
<td>☹️</td>
<td>A Transformation Programme Board has now been set up, this will have a number of strands, of which, this will be one of them. There will also be a combined Customer Access Strategy and Digital Strategy which will have an associated work plan to transform our services.</td>
</tr>
<tr>
<td>3.3.1</td>
<td>Manage key corporate contracts to agreed service level specifications and standards; identify and manage risks that may arise through the operation of the contract and implement robust financial and operational controls.</td>
<td>Contract &amp; Procurement Manager/Robert Simpson</td>
<td>March 2021</td>
<td>☹️</td>
<td>The new Contract and Procurement Manager - Lee Booth, took up the position on the 10th December 2019 and has started to acquaint himself with the major contracts and to meet with relevant officers, and key contacts of the various contactors.</td>
</tr>
<tr>
<td>3.3.2</td>
<td>Review other Council expenditure on external providers to ensure compliance with procurement regulations</td>
<td>Contract &amp; Procurement Manager/Robert Simpson</td>
<td>December 2020</td>
<td>☹️</td>
<td>The new Contract and Procurement Manager - Lee Booth took up the position on the 10th December 2019, and has begun the task of talking to key officers in the Council in order to programme a review of the Council's expenditure on procurement.</td>
</tr>
</tbody>
</table>
### Key Deliverables

<table>
<thead>
<tr>
<th>Ref</th>
<th>Key Deliverable</th>
<th>Responsible Officer</th>
<th>End Date</th>
<th>Performance</th>
<th>Commentary/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3.3</td>
<td>Develop a contract management and procurement training package</td>
<td>Contract &amp; Procurement Manager/Robert Simpson</td>
<td>September 2020</td>
<td>😞</td>
<td>The new Contract and Procurement Manager - Lee Booth, took up the position on the 10th December 2019. He will be starting to develop a contract management and training procurement package in the fourth quarter in order to develop a training programme for the next financial year.</td>
</tr>
<tr>
<td>3.3.4</td>
<td>Specify and incorporate latest innovation within key corporate contracts</td>
<td>Contract &amp; Procurement Manager/Robert Simpson</td>
<td>January 2021</td>
<td>😞</td>
<td>Latest innovation is discussed with Contractors at all contract meetings and presently some exciting and innovative ideas are being developed in connection with the recycling of materials, the collection of green waste, and the introduction of new services at our Council car parks.</td>
</tr>
</tbody>
</table>

**Performance direction of travel - Key**

- Exceptional 😊
- On Track 😏
- Below what it should be 😞
### Improvement Report Q3

<table>
<thead>
<tr>
<th>No</th>
<th>Measure Detail</th>
<th>RO</th>
<th>Performance Symbol</th>
<th>Context for current performance</th>
<th>Improvement actions taken</th>
<th>Intervention/Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1.4</td>
<td>Enable those residents who need to contact the Revenues and Benefits Services to be able to do so on-line.</td>
<td>Rob Wolfe</td>
<td>😞</td>
<td>The service continues to perform well notwithstanding the delay in developing e-forms.</td>
<td>The improvements to LCTR scheme from April 2020 give added importance to the development of e-forms and so resource will be committed to completing the project.</td>
<td>None necessary.</td>
</tr>
<tr>
<td>3.2.3</td>
<td>Procure and implement a new Telephony System jointly with CCDC</td>
<td>Sue Pote</td>
<td>😞</td>
<td>Further telephone lines are required to implement the new telephony software.</td>
<td>IT have raised an order with Telecom providers to buy in more lines. This is estimated to be complete in February 2020.</td>
<td>Await the supply of the additional lines in order that all sites are able to take and receive calls.</td>
</tr>
<tr>
<td>3.3.3</td>
<td>Develop a contract management and procurement training package</td>
<td>Lee Booth/ Robert Simpson</td>
<td></td>
<td>The new Contract and Procurement Manager will take up the position on the 10th December 2019. In the interim period other senior officers within the Operations Service supported by officers from Law and Administration, Property Services and Finance have been managing and overseeing contracts, and attending regular Contract meetings with the relevant Contractor.</td>
<td>The new Contract and Procurement Manager - Lee Booth, took up the position on the 10th December 2019. He will be starting to develop a contract management and training procurement package in the fourth quarter in order to develop a training programme for the next financial year.</td>
<td></td>
</tr>
</tbody>
</table>

**Resources**

**Context for current performance**

Further telephone lines are required to implement the new telephony software.

**Improvement actions taken**

The new Contract and Procurement Manager will take up the position on the 10th December 2019. In the interim period other senior officers within the Operations Service supported by officers from Law and Administration, Property Services and Finance have been managing and overseeing contracts, and attending regular Contract meetings with the relevant Contractor.

**Intervention/Review**

None necessary.
1 Purpose of Report

1.1 To approve a request for Voluntary Flexible Retirement as set out in the CONFIDENTIAL APPENDIX.

2 Proposal of Cabinet Member

2.1 That the request for voluntary flexible retirement without enhancement be approved.

2.2 That the Head of Human Resources in conjunction with the Group Manager Neighbourhood Services implement the flexible retirement in line with the wishes of the employee and the exigencies of the service.

3 Key Issues and Reasons for Recommendation

3.1 The request is being considered in line with the Council’s policy statement outlining how it will apply areas of discretion arising from the Local Government Pension Scheme Regulations 2014.

4 Relationship to Corporate Priorities

4.1 Priority 3 - To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives.
5 Report Detail

5.1 The Council has for many years taken advantage of opportunities to gain efficiencies and/or to reduce the overall cost of delivering services as and when opportunities arise. One element of the Council's strategy to achieve envisaged savings is to consider flexible retirement.

5.2 Where the Council will incur a cost in allowing an employee to retire (what is referred to as ‘Actuarial Strain’) the process agreed right from the outset is to ensure that costs incurred are recouped by either restructuring or provision of services in a different way.

6 Implications

<table>
<thead>
<tr>
<th>6.1 Financial</th>
<th>As set out in the CONFIDENTIAL APPENDIX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>None</td>
</tr>
<tr>
<td>Human Resources</td>
<td>As set out in the CONFIDENTIAL APPENDIX</td>
</tr>
<tr>
<td>Human Rights Act</td>
<td>The early retirement proposed is in line with the Council’s policy on Early Retirement and Redundancy which is non-discriminatory</td>
</tr>
<tr>
<td>Data Protection</td>
<td>None</td>
</tr>
<tr>
<td>Risk Management</td>
<td>None</td>
</tr>
</tbody>
</table>

6.2 Community Impact Assessment Recommendations

The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:

- Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Previous Consideration - Nil

Background Papers - File available in Human Resources