

Members' Digest

ISSUE DATE

CALL IN DATE

NUMBER

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SECTION ONE

Cabinet Decisions

Call-in Process

Any Member of the Council may by notice in writing to the Head of Law and Administration request that a decision of the Cabinet be referred to the appropriate Scrutiny Committee. The reports supporting the decisions are reproduced in Section 2 and further information can be obtained from the Officer contact identified in the report.

The notice must state the reason why the Member wishes the decision to be referred and must be received by the Head of Law and Administration by 5.00 pm on the last day of the call-in period - shown on the front cover of the Digest.

If notices are received signed by one Member of the appropriate Scrutiny Committee and any two other Members, the decision will be referred to the Scrutiny Committee.

It is, therefore, important that Members who wish to call in a decision should seek support from other appropriate Members. If you return the call-in response without securing support from other appropriate Members you risk there not being the necessary three signatures to support the call-in. If you cannot obtain the support of two other appropriate Members, you may still return the call-in request to register your concern/objection but this will not result in call in unless two other appropriate Members act independently of you on the same issue.

Blank call-in forms have been sent to you in the past and further copies are available on request from Democratic Services and on the Members webpage. However, if you do not have a form, a letter, e-mail or a fax to the Head of Law and Administration setting out the item and reason for call-in will be accepted. The Head of Law and Administration will accept three separate forms, e-mails, letters or faxes, suitably signed, to call-in an item or three signatures on one form, letter or fax.

You can obtain further information on the call-in process by telephoning Stafford (01785) 619212.

Call-in forms or letters relating to call-in items should be returned to

Head of Law and Administration
Democratic Services
Civic Centre
Riverside
Stafford ST16 3AQ

E-mails should be addressed to democraticservices@staffordbc.gov.uk

Faxes should be sent to Stafford (01785) 619119

**Minutes of the Cabinet held at the Civic Centre, Riverside, Stafford
on Thursday 30 August 2018**

Chairman - Councillor P M M Farrington

Present (for all or part of the meeting):-

Councillors:

F Beatty	- Economic Development and Planning Portfolio
F A Finlay	- Environment Portfolio
J M Pert	- Community Portfolio
R M Smith	- Deputy Leader and Leisure Portfolio
K S Williamson	- Resources Portfolio

Also present - Councillor A T A Godfrey

Officers in attendance:-

Mr T Clegg	- Chief Executive
Mrs T Redpath	- Corporate Business and Partnerships Manager
Mr J Dean	- Democratic Services Officer

CAB20 Minutes

The minutes of the meeting held on 2 August 2018 were submitted and signed.

CAB21 Barlaston Submission Neighbourhood Plan - Response

Considered a report setting out the current position regarding the Barlaston Neighbourhood Plan and seeking agreement of the Council's representation to the submission document, as set out in Section 2 of Digest No 246 of 31 August 2018.

The Cabinet Member highlighted the associated timetable and confirmed discussions with Barlaston Parish Council were continuing before noting the proposals as set out in paragraph 2 of the report, to which the Cabinet voted on the recommendations.

RESOLVED:- that the proposals of the Cabinet Member - Economic Development and Planning Portfolio be approved as follows:-

that (a) the response as set out in the appendix to the report be approved;

- (b) the Council's response concerning the Barlaston Submission Neighbourhood Plan be submitted before Friday 7 September 2018.

Recording of the meeting was suspended at this time.

CAB22 Exclusion of Press and Public

RESOLVED:- that pursuant to Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting whilst the next following item of business be discussed, on the grounds that it includes the disclosure of exempt information of the type specified in paragraph 3 of Schedule 12A to the Act.

CAB23 Glover Street Refurbishment - Confidential

Considered a confidential report regarding refurbishment of the Glover Street Gypsy and Traveller Site, as set out in Section 2 of Digest No 246 of 31 August 2018.

RESOLVED:- that the proposal of the Cabinet Member - Community Portfolio, as set out in paragraph 2 of the Confidential Report be approved.

CHAIRMAN



SECTION TWO

Reports Supporting Cabinet Decisions

SECTION 2 - REPORTS SUPPORTING CABINET DECISIONS

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Glover Street Refurbishment - CONFIDENTIAL	2.8 - 2.15

CABINET

30 AUGUST 2018

Barlaston Submission Neighbourhood Plan - Response

This is the Report supporting Cabinet Decision reference CAB21/18.

1 Purpose of Report

- 1.1 To set out the current position regarding the Barlaston Neighbourhood Plan, and agree the Borough Council's representation to the Submission document concerning a lack of evidence to support policies.

2 Proposal of Cabinet Member

- 2.1 To agree the response set out in the **APPENDIX**; and
- 2.2 To agree that the Head of Development will submit the response on behalf of the Council as part of the consultation process concerning the Barlaston Submission Neighbourhood Plan before Friday 7 September 2018.

3 Key Issues and Reasons for Recommendation

- 3.1 Barlaston Parish Council is progressing with a Neighbourhood Plan, in line with the process set out in the Neighbourhood Plan Regulations 2012, submitting the Plan to the Borough Council on 22 June 2018 for the Examination and Referendum. Once a Neighbourhood Plan has been 'made' (adopted) it forms part of the statutory development plan for Stafford Borough to be used for deciding planning applications within the Parish. The Barlaston Neighbourhood Plan must be in general conformity with the adopted Plan for Stafford Borough (June 2014), the Part 2 Plan (adopted January 2017) and the National Planning Policy Framework.
- 3.2 At this key stage in the process it is important that the Borough Council again raise concerns about the lack of housing and flooding evidence to support the policies contained in the Barlaston Neighbourhood Plan, together with policies not being in general conformity with the adopted Plan for Stafford Borough. Submitting a representation at this stage will ensure these issues are considered by the independent Examiner before the Neighbourhood Plan progresses to the Referendum and adoption stages.

4 Relationship to Corporate Priorities

- 4.1 The Barlaston Neighbourhood Plan should help to deliver the Council's Corporate Business Plan 2018-2021 key objectives set out below:

“To deliver sustainable economic and housing growth to provide income and jobs.”

“To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and well-being.”

5 Report Detail

- 5.1 The Parish Council submitted their Neighbourhood Plan to Stafford Borough Council on 22 June 2018, together with the Basic Conditions Statement, Consultation Statement and Environmental Screening Assessment. The following stages have so far been completed as part of the process to producing the Barlaston Neighbourhood Plan:

Barlaston Neighbourhood Plan Area designation	July 2013
Consultation on Key Issues	June to September 2014
Environmental Screening Assessment	July and August 2017
Consultation on Draft Neighbourhood Plan	November 2017 to January 2018

- 5.2 With responsibility for implementing the process transferring to the Borough Council from the Parish Council at Submission, the Borough Council launched the Submission consultation stage on 18 July 2018 through to 12 noon on Friday 7 September 2018. Appendix 1 sets out the Borough Council's proposed representation to the Submission Neighbourhood Plan.

5.3 In terms of next steps in the process, following the Submission consultation stage it is anticipated that the Barlaston Neighbourhood Plan will proceed as set out below:

Independent Examination of Neighbourhood Plan	September / October 2018
Examiner's Report received by Borough Council	December 2018
Cabinet to consider Examiner's Report and Referendum	February 2019
Referendum	May 2019
Borough Council to adopt Neighbourhood Plan	July 2019

5.4 It will be important that the Barlaston Neighbourhood Plan satisfies the basic conditions from the Neighbourhood Plan Regulations 2012 set out below, which will be considered by the independent Examiner in due course.

- (a) The plan must have regard to national policies and advice contained in guidance issued by the Secretary of State;
- (b) Contribute to the achievement of sustainable development;
- (c) Be in general conformity with strategic policies of the development plan for the area;
- (d) Be compatible with European Rights (EU) and European Convention on Human Rights (EUCR) obligations.

6 Implications	
6.1 Financial	To support Parish Councils with Neighbourhood Plans and arrange an independent Examination and Referendum funding is provided by the Ministry of Housing, Communities and Local Government (DCLG) to the Borough Council: £5k at Designation of Neighbourhood Area and £20k after successful Examination. Therefore no costs will be required by the Council.
Legal	Following consultation, the Barlaston Neighbourhood Plan will be tested through Independent Examination concerning the legal requirements and Basic Conditions set out in Schedule 4B of the Town and Country Planning Act 1990.

Human Resources	The Council supports Parish Councils through the Forward Planning section in the Neighbourhood Planning process and administers the legislative requirements. The Law & Administration Department will provide support throughout the referendum. Therefore work associated with the Barlaston Neighbourhood Plan will be delivered by existing staff. At this stage it is not anticipated that external support will be required to complete this work
Human Rights Act	Preparation of the Barlaston Neighbourhood Plan will need to meet the Human Rights Act 1998 as well as the Planning & Compulsory Purchase Act 2004, the Neighbourhood Planning Act 2017 and relevant Regulations. Localism Act 2011 and the Human Rights Act 1998
Data Protection	Representations received to the Barlaston Neighbourhood Plan will be subject to the General Data Protection Regulations requirements
Risk Management	<p>The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register</p> <p>Failing to progress with the Barlaston Neighbourhood Plan process would mean that the Council is not meeting its legislative requirements under the Neighbourhood Planning Act 2017, the Localism Act 2011 in the context of the Planning & Compulsory Purchase Act 2004 and relevant Regulations.</p>

6.2 Community Impact Assessment Recommendations	The Barlaston Neighbourhood Plan process has been designed to provide the local community of the Parish with an opportunity to be involved in the preparation of this planning policy document and subsequently the process of determining planning applications. It seeks to ensure no groups and individuals, including hard to reach groups, are excluded.
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Contact Officer:	Alex Yendole
Telephone No:	01785 619536

CABINET
30 AUGUST 2018
Barlaston Submission Neighbourhood Plan - Response

**Barlaston Submission Neighbourhood Plan - Stafford Borough Council
representation (August 2018)**

List of Key Recommendations

Section	Representation
Policies	
Policy H1: Housing Type (p35)	<p>POLICY H1: Housing Type</p> <p>Page 35, Policy H1 must be in general conformity with the adopted Plan for Stafford Borough Policy C1, C2 and C3.</p> <p>As referenced in the Parish Council's response to the Borough Council's comments provided in December 2017 the Housing Needs Assessment prepared by Stafford and Rural Homes should be included within the Barlaston Neighbourhood Plan, together with other evidence to set out the local needs identified in Policy H1.</p> <p>The second sentence of the Policy H1 states that developments 'should provide a mix of housing types and tenures that suit local housing needs'. This policy needs to be in line with the adopted Plan for Stafford Borough's Policy C2 relating to Barlaston. Therefore the following wording should be applied "<i>should provide a mix of housing types and tenures <u>on sites of 12 dwellings or more</u> that suit local housing need ...</i>"</p> <p>At this stage the Borough Council has not had an opportunity to consider the Barlaston Housing Needs Assessment and therefore has not been able to establish the context for the second paragraph of Policy H1. Further consideration is required, subject to national planning policy and the adopted Plan for Stafford Borough, for Policy H1 to be a material consideration relating to all residential planning applications.</p>

<p>Policy D1: Design of New Development (p38)</p>	<p>POLICY D1: Design of New Development</p> <p>Page 38, Policy D1 must be in general conformity with the adopted Plan for Stafford Borough Policy N1.</p> <p>The first criteria of Policy D1 is overly prescriptive, with the following words to be deleted ‘, including degree of set-back’.</p> <p>It is noted that a number of criteria contained in Policy D1 duplicates the adopted Plan for Stafford Borough’s Policy D1 on design principles and should therefore be altered or removed , as set out below:</p> <p>3. <i>Provide convenient access to surrounding community facilities; Covered by Policy N1, criteria m.</i></p> <p><i>m. Development should be well-connected to public transport and community facilities and services, and be well laid out so that all the space is used efficiently, is safe, accessible and user-friendly;</i></p> <p>6. <i>Provide buildings, landscaping and planting to create well defined streets and attractive green spaces; Covered by Policy N1 criteria f:</i></p> <p><i>f. Retention of significant biodiversity, landscaping features, and creation of new biodiversity areas that take into account relevant local information and evidence;</i></p>
<p>Policy BE1: High Speed Connectivity (p41)</p>	<p>The first sentence of Policy BE1 is overly prescriptive, to be amended with the following wording ‘<i>New development, including housing and commercial use, should:</i>’</p>
<p>Policy LNE1: Flooding in Barlaston Village (p46)</p>	<p>Page 46, Policy LNE1 must be in general conformity with the adopted Plan for Stafford Borough Policy N1, N4 and the National Planning Policy Framework paragraphs 155 to 165.</p> <p>The Borough Council considers that the current policy is not required as its approach is largely covered by the National Planning Policy Framework, and Policies N1 and N4 in the adopted Plan for Stafford Borough. In particular not all development sites will be effected by flooding and therefore it is overly prescriptive to require all proposals to mitigate against flooding problems. A map showing the flooding areas from the Environment Agency is also included in the Neighbourhood Plan. Further evidence going beyond the NPPF to be provided.</p>

Other	
Developer Contributions (p33)	<p>Whilst the adopted Plan for Stafford Borough includes Policy I1 concerning Infrastructure Delivery, at this stage there is no Community Infrastructure Levy in place. Therefore in the context of potential funding opportunities and directing funding towards the aspirations of the local community, this needs to be achieved through other contributions. It should be noted that S106 contributions need to specifically relate to the development and cannot be directed to other requirements. Funding for projects cannot be sourced through planning conditions. Therefore the following wording is suggested for the Developer Contributions paragraphs on page 33:</p> <p align="center"><i>“As part of development contributions the adopted Plan for Stafford Borough includes Policy I1 which sets out the requirement for infrastructure provision and contributions from new development. Parish Councils which have a Neighbourhood Plan in place are entitled to 25% of Community Infrastructure Levy contributions when this particular mechanism exists. Currently the Borough Council is progressing with establishing a CIL. Any planning application subject to a Section 106 agreement will need to meet the relevant tests, in line with national policy.”</i></p>

List of Minor Changes

Section	Representation
Front Cover	Amend to read ‘Submission’ rather than ‘Draft’.
SWOT Analysis – Housing and Planning, Environment (p14 and p16)	Capitalise <u>Green Belt</u> within the ‘Threats’ section on page 14 and the ‘Strengths’ and ‘Threats’ section on page 16
Planning for Housing Growth in Barlaston (p50)	Amend second and third paragraph to refer to ‘The Plan for Stafford Borough Part 2, adopted January 2017’ and delete reference to the Proposals Consultation stage 2015.
Non-Planning Issues (p57)	In this section it states a number of non-planning issues which the Parish Council wish to pursue. However some of these issues are all linked to planning, in particular Policy BE1 of the Barlaston Neighbourhood Plan. If the Parish Council is referring to aspects of these issues which fall outside of a planning remit, for example projects to improve community facilities themselves, these aspirations should be explained.

Contact Officer:	Anna Nevin
Telephone No:	01785 619176



SECTION THREE

Minutes of the Council

(None)



SECTION FOUR

Minutes of the Scrutiny Committees

(None)



SECTION FIVE

Minutes of the Regulatory and Joint Committees

SECTION 5 - MINUTES OF REGULATORY AND JOINT COMMITTEES

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	Page Nos
Audit and Accounts Committee - 30 July 2018	5.1 - 5.4

Minutes of the Audit and Accounts Committee held at the Civic Centre, Riverside, Stafford on Monday 30 July 2018

Chairman - Councillor A M Loughran

Present (for all or part of the meeting):-

Councillors:

I E Davis

D B Price

A J Perkins

R M Sutherland

Officers in attendance:-

Mr A Welch

- Head of Law and Administration

Mr B Kean

- Head of Finance

Mrs E Fullager

- Principal Accountant

Mr J Dean

- Democratic Services Officer

Also present:-

Mr R Percival

- Engagement Lead, Grant Thornton

Mr J McLarnon

- Audit Manager, Grant Thornton

AAC11 Minutes

Minutes of the meeting held on 12 June 2018, as published in Digest No 244, were submitted and signed.

AAC12 Apologies

Apologies for absence were received from Councillors R A James and K S Williamson.

AAC13 Audit Findings - Year Ending 31 March 2018

Considered the report of Grant Thornton summarising the key issues from the statutory audit of the Council and the preparation of the Council's financial statements for the year ended 31 March 2018.

Mr Richard Percival, Engagement Lead, Grant Thornton, introduced the report and highlighted the headline issues as set out on page 5 of the agenda.

Continuing, Mr Percival appraised elements of the document for Members, specifically:-

- Financial Statements
- Value for Money arrangements
- Statutory duties
- Materiality for the financial statements
- Significant audit risks

The Chairman invited Members to raise any points requiring clarification, of which the following were discussed:-

- Certification of the audit conclusion
- Management of override of controls - Auditor findings
- Valuation of property, plant and equipment – basis of Council's valuer valuation
- Employee remuneration - % of Council's operating expenses
- Publication of draft Annual Governance Statement

Mr Percival referred Members to pages 16, 18 and 22 of the agenda, namely:-

- Value for Money
- Action Plan
- Fees

to which the queries relating to the following were addressed:-

- Internal control issues relating to IT issues (update(s) to be reported to the next meeting of the Committee)
- Proposed total audit fees

Members subsequently voted to receive the report, which was declared to be carried.

RESOLVED:- that in exercise of the powers delegated to the Committee the Audit Findings for the Council for the year ended 31 March 2018 be received.

Mr Percival thanked the Council's Principal Accountant and her Team for their assistance in preparing the accounts and facilitating the audit.

AAC14 Financial Statements Audit 2017/18 - Management Representation Letter

Considered the report of the Head of Finance (V1 19/07/18) presenting the Management Representation Letter for 2017/18.

Mr Kean reminded Members of the formal conclusion process for the Council's accounts.

Members then voted on the recommendation as set out, which was declared to be carried.

RESOLVED:- that in exercise of the powers delegated to the Committee the Management Representation Letter for 2017/18 be endorsed.

The Management Representation Letter was subsequently signed by the Chairman of the Committee.

AAC15 Statement of Accounts 2017/18

Considered the report of the Head of Finance (V1 19/07/18) and the associated booklet presenting the audited Statement of Accounts for 2017/18 for approval by the Committee.

Introducing the report, the Head of Finance paid tribute to the work of the Principal Accountant and her Team in preparing the Council's draft accounts by the 31 May 2018 deadline.

Continuing, the Principal Accountant made specific reference to the following:-

- Narrative report
- Comprehensive income and expenditure account
- Movement in reserves statement
- Balance sheet
- Cash flow statement

Members asked for a number of points of clarification to which Officers responded accordingly, following which the Committee voted on the recommendation as set out, which was declared to be carried.

RESOLVED:- that in exercise of the powers delegated to the Committee the audited Statement of Accounts for 2017/18 be approved.

AAC16 Annual Treasury Management Report 2017/18

Considered the report of the Head of Finance (V1 18/07/18) updating Members on treasury management activity and performance during the 2017/18 financial year.

The Head of Finance referenced the overall treasury position as at 31 March 2018, as set out in paragraph 5.7 of the report and provided a response to a question regarding borrowing outturn for 2017/18.

Members then voted on the recommendations as set out, which were declared to be carried.

RESOLVED:- that in exercise of the powers delegated to the Committee:-

- (a) the annual treasury management report for 2017/18 be noted;
- (b) the actual 2017/18 prudential and treasury indicators as set out in the Appendix to the report be approved.

AAC17 Work Programme - Audit Accounts Committee

Considered the report of the Head of Law and Administration (V2 18/07/18) presenting the Committee's work programme.

Members then voted on the recommendation as set out, which was declared to be carried.

RESOLVED:- that in exercise of the powers delegated to the Committee the Work Programme be received.

CHAIRMAN



SECTION SIX

Corporate Information and Articles

SECTION 6 - CORPORATE INFORMATION AND ARTICLES

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List of Meetings - 4 September to 4 October 2018

Community Wellbeing Scrutiny Committee	6.30pm	Tuesday 4 September 2018
Council	7.00pm	Tuesday 18 September 2018
Resources Scrutiny Committee	6.30pm	Thursday 20 September 2018
Planning Committee	6.30pm	Wednesday 26 September 2018
Special Resources Scrutiny Committee	4.30pm	Thursday 27 September 2018
Cabinet	6.30pm	Thursday 4 October 2018

Contact Officer

James Dean, Democratic Services Officer, Tel 01785 619209

Assets of Community Value

Name and address of Property	Nominator	Date Listed	Date of Disposal Notice	End of Initial Moratorium (6 weeks after date of disposal notice)	End of Full Moratorium (6 months after date of disposal notice)	End of Protected Period (18 months after date of disposal notice)
<u>Hand and Cleaver Inn, Ranton Green, Stafford</u> (pdf 2.3mb)	Ranton Parish Council	29 August 2013	11 January 2017	22 February 2017	11 July 2017	11 July 2018
<u>Red Lion Inn, Derrington</u> (pdf 2.3mb)	Derrington Way Ahead Group	29 August 2013	2 September 2013	14 October 2013	2 March 2014	2 March 2015
<u>Roebuck Inn, Sandon Road, Hilderstone</u> (pdf 2.4mb)	Hilderstone Parish Council	2 September 2013	26 July 2017	6 September 2017	26 January 2018	26 January 2019
<u>Universal Sports Club, Doxey, Stafford</u> (pdf 5mb)	Members of the Universal Sports Club	8 January 2014				
<u>The Crown Inn, Hyde Lea</u> (pdf 4mb)	Hyde Lea Parish Council	10 February 2014				
<u>St Lawrence Primary School - Swimming Pool, Gnosall</u> (pdf 3mb)	Gnosall Parish Council	6 March 2014				
<u>The West Way Public House, Stafford</u> (pdf 4mb)	Castle Church, Stafford	15 April 2014	29 April 2014	10 June 2014	29 October 2014	29 October 2015

Stafford Borough Council - Members Digest - 31 August 2018

Name and address of Property	Nominator	Date Listed	Date of Disposal Notice	End of Initial Moratorium (6 weeks after date of disposal notice)	End of Full Moratorium (6 months after date of disposal notice)	End of Protected Period (18 months after date of disposal notice)
Westbridge Park, Stone (pdf 6mb)	Stone Town Council	16 July 2014	9 April 2015 (part only)	21 May 2015	9 October 2015	9 October 2016
Oxleathers Public House (pdf 1.3mb) Boundary Plans (pdf 223kb)	Highfields Community Group	14 May 2015				
The Red Lion, Bradley, Stafford (pdf 4mb)	Bradley Parish Council	10 September 2015	29 October 2015	10 December 2015	29 April 2016	29 April 2017
Wedgwood Memorial College, Barlaston (pdf 4mb)	Barlaston Parish Council	19 November 2015	13 February 2018	27 March 2018	13 August 2018	13 August 2019
The Woolpack Public House (pdf 3mb)	Weston with Gayton Parish Council	17 October 2017				
The Green Man Public House (pdf 780kb)	The Green Man Regulars	4 July 2018	20 July 2018	31 August 2018	20 January 2019	20 January 2020
Football / Recreation Ground, Doxey Road, Stafford ST16 1EF (pdf 929kb)	Doxey Parish Council	21 August 2018				

Contact Officer

James Dean, Democratic Services Officer, Tel 01785 619209