



Please ask for: Matt Berry
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14 October 2026

Dear Councillor,

Cabinet

6:00pm on Thursday 22 October 2026

Meeting to be held in the Esperance Room, Civic Centre, Cannock

You are invited to attend this meeting for consideration of the matters itemised in the following Agenda.

Yours sincerely,

T. Clegg
Chief Executive

To:

Councillors:

Jones, P.	Leader of the Council
Craddock, R.	Deputy Leader of the Council and Regulatory Services and Sustainability Portfolio Leader
Jeffery, G.	Community Safety and Wellbeing Portfolio Leader
Cecil, M.	Housing and Corporate Assets Portfolio Leader
Deakin, M.	Leisure, Culture and Heritage Portfolio Leader
Parkes, J.	Operational Services and Parks Portfolio Leader
Cecil, D.	Regeneration and Corporate Strategy Portfolio Leader
Bell, M.	Resources and Corporate Services Portfolio Leader

Agenda

Part 1

1. Apologies

2. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

To declare any interests in accordance with the Code of Conduct and any possible contraventions under Section 106 of the Local Government Finance Act 1992.

3. Minutes

To approve the Minutes of the meeting held on 15 September 2026 (enclosed).

4. Updates from Portfolio Leaders

To receive oral updates (if any), from the Leader of the Council, the Deputy Leader, and Portfolio Leaders.

As per the request made at the 20 August 2026 Cabinet meeting, the following are included as standing items for updates to be given by the relevant portfolio leader:

- Local Government Reorganisation
- Cannock town centre regeneration
- Museum of Cannock Chase

5. Forward Plan

Forward Plan of Decisions for October to December 2026 (Item 5.1 - 5.3).

6. Recommendation Referred from Council

To consider the following recommendation to Cabinet agreed at the Council meeting held on 30 September 2026:

Motion: Wildfire Prevention and Resilience on Cannock Chase (Draft Council Minute Number 33 30/09/26)

“That Cabinet be asked to bring forward a Public Space Protection Order to cover all parts of the Chase that fall within the Cannock Chase District, introducing proportionate restrictions on high-risk activities and items that could contribute to the starting or spread of wildfire, subject to the appropriate legal and evidential requirements.”

A full copy of the Motion as agreed by Council is enclosed as Item 6.1 – 6.2.

7. Housing Services Annual Report to Tenants 2025/26

Report of the Interim Head of Housing and Corporate Assets (Item 7.1 – 7.27).

8. Building Safety Levy Implementation

Report of the Head of Regulatory Services (Item 8.1 – 8.4).

9. Cannock Chase Statement of Community Involvement Update

Report of the Head of Economic Development and Planning (Item 9.1 – 9.41).

10. Cannock Chase Communication and Engagement Strategy Publication

Report of the Head of Economic Development and Planning (Item 10.1 – 10.25).

Cannock Chase Council
Minutes of the Meeting of the
Cabinet

Held on Tuesday 15 September 2026 at 6:00 p.m.

In the Esperance Room, Civic Centre, Cannock

Part 1

Present:

Councillors:

P. Jones	Leader of the Council and Regeneration and Corporate Strategy Portfolio Leader
R. Craddock	Deputy Leader of the Council and Regulatory Services and Sustainability Portfolio Leader
G. Jeffery	Community Safety and Wellbeing Portfolio Leader
R. Mandry	Housing and Corporate Assets Portfolio Leader (<i>arrived 6:02pm</i>)
M. Deakin	Leisure, Culture and Heritage Portfolio Leader
J. Parkes	Operational Services and Parks Portfolio Leader
M. Bell	Resources and Corporate Services Portfolio Leader

45. Apologies

None received.

46. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members

None received.

47. Minutes

The Deputy Leader requested that the end of minute number 30 of the 20 August 2026 meeting be amended to read as follows:

"In addition, the Deputy Leader reported that the ~~refurbishment~~ **resurfacing** of Beecroft Road car park and the ~~demolition of the Cabot units in Cannock town centre~~ as agreed previously on 28 March and 12 June 2024, ~~were~~ was supported by the Cabinet and so could still proceed as planned."

Resolved:

That the Minutes of the meeting held on 20 August 2026 be approved subject to the above amendment being made.

48. Updates from Portfolio Leaders

(i) Leader of the Council and Regeneration & Corporate Strategy

The Leader updated in respect of the following:

- **Local Government Reorganisation**

“On Monday 7 September 2026, the Government announced a rapid review of local government reorganisation (LGR) following updated legal advice. The previously announced north-south model for Staffordshire and Stoke-on-Trent, including Cannock Chase within a proposed southern unitary authority, has therefore been paused rather than cancelled.

Staffordshire is among 14 other areas whose decisions are being reviewed; Cambridgeshire and Peterborough, and West Sussex, are also paused, while decisions in four further areas have been withdrawn. Existing councils will continue to deliver services, and the May 2027 district/parish elections will proceed on current boundaries.”

- **Cannock Town Centre and Prince of Wales Theatre**

“Cannock Chase Council’s Cabinet decided unanimously on 20 August to retain and refurbish the Prince of Wales Theatre as part of the wider vision for Cannock Town Centre, rather than pursue the Development Framework option that included redevelopment of the theatre site.

The decision remains subject to detailed design, operator procurement and a full business case. It has since been formally called-in and is due to be considered by the Economic Prosperity Scrutiny Committee on Tuesday 22 September. Until scrutiny concludes, the decision cannot progress. There will be movement on the Beecroft Road car park.”

- **Funding and Delivery Pressures – Prince of Wales Theatre**

“Around £14 million of government regeneration funding remains available. The Ministry of Housing, Communities and Local Government (MHCLG) funding must be spent by the end of March 2028 deadline. With LGR pausing, this still requires the Council to develop an affordable, deliverable scheme, complete the business case, appoint an operator, I’m sure from a robust procurement process and enter the necessary contracts. The call-in and wider uncertainty caused by the LGR review risk delaying progress and compressing the delivery programme.”

- **Proposed Way Forward - Museum of Cannock Chase**

“There is a meeting setup with the Museum of Cannock Chase with the aim to move that forward.”

(ii) Resources and Corporate Services

The Portfolio Leader updated in respect of the following:

- **Local Government Reorganisation**

“We are still evaluating the impact of the pausing of the LGR decision. I have a meeting with the S151 Officer on Friday and we will be proceeding with business as normal for the District Council going forward.

There has been a cost impact for the LGR works to date, with a total cost of £277,500 for the South and Mid Staffordshire area. This was offset by a contribution of £97,956 from central government, and therefore a net cost to Cannock Chase District Council so far of £29,924.

Obviously, its impact on the District Council isn’t just around costs. There has been a considerable amount of officer time involved in the preparation for the delivery of LGR, and it is only due to the commitment and diligence of Cannock Chase District Council officers that we haven’t seen a massive impact on the service that this Council delivers, but thankfully now, we are in a position where we can move forward with our agenda.”

(iii) Community Safety and Wellbeing

The Portfolio Leader updated in respect of the following:

- **CCTV Service**

“Cannock Chase Council's CCTV service is a vital community safety resource, operating 24 hours a day, 365 days a year across a portfolio of 151 cameras. The service plays a key role in reducing crime and anti-social behaviour, safeguarding vulnerable people, supporting public safety, and providing material to assist investigations and court proceedings.

Working in close partnership with Staffordshire Police at both an operational and strategic level, the CCTV team monitors a wide range of incidents – from anti-social behaviour, theft and missing persons through to serious crimes against the person. Pre-planned police operations are also supported by the team.

In the last three months alone, CCTV operators have reviewed 252 pieces of evidential footage, with the service regularly receiving praise from police colleagues for its contribution to keeping Cannock Chase a safe place to live, work and visit.”

(iv) Leisure, Culture and Heritage

The Portfolio Leader updated in respect of the following:

- **Museum of Cannock Chase**

“As the Leader had already mentioned, there will be a meeting with Sheila Brown (Chair of Chase Heritage CIC) after the 12 October owing to officer annual leave.”

- **Rugeley Leisure Centre Re-opening**

“I attended the official re-opening of Rugeley leisure centre on 4 September to cut the ribbon and see the new machines and equipment.”

The Operational Services and Parks Portfolio Leader then reported that as a user of the leisure centre, it was a vast improvement on what had been in place before.

(v) Operational Services and Parks

The Portfolio Leader updated in respect of the following:

- **Thanks to Staff**

“I would like to thank all the guys in the service for their hard work and due diligence in working during the hot weather and all the work they did to make sure Cannock Chase and the area was kept safe and accessible throughout the time that they did.”

49. Forward Plan

Resolved:

That the Forward Plan of Decisions for the period September to December 2026 (Item 5.1 - 5.3) be noted.

The Deputy Leader requested that the Permission to Spend-Local Authority Housing Fund 4 Report and Supplementary Report be removed from the Forward Plan as a decision on them was unlikely to be made before December.

50. Permission to Spend – Local Authority Housing Fund 4 and Supplementary Report

Consideration was given to the reports of the Head of Wellbeing (Item 6.1 – 6.27).

The Resources and Corporate Services Portfolio Leader raised the following in respect of the reports:

“Cannock Chase Council applied for funding under the Labour Administration for the sum of £325,200 from the Local Authority Housing Fund: Round 4 (LAHF4).”

“It is the intention to utilise £379,800 of CCDC funds in addition to the grant funding to enable the purchase of 3 properties. 1 to be offered to a recipient of the Afghan Resettlement Program and 2 properties to be utilised to support CCDC requirement to accommodate homeless people who are currently being housed in B & B accommodation.”

“The Afghan Resettlement Programme incorporates 3 schemes:

ARAP – The Afghan Relocations and Assistance Policy

For Afghan Citizens who worked for or with the UK Government in Afghanistan in exposed or meaningful roles. This scheme was closed as of 1st July 2025”

ACRS – The Afghan Citizens Resettlement Scheme

This was a referral-based re-settlement scheme which prioritised vulnerable people and those who assisted UK efforts in Afghanistan. This scheme was closed as of 1st July 2025”

ARR – Afghanistan Response Route

The ARR was established in April 2024 in response to a data incident in February 2022. It provided for individuals impacted to be considered for relocation to the UK. This scheme was closed on the 4th July 2025.

All arrivals of ARP are offered transitional accommodation for up to 9 months.”

“The LAHF4 guidance states that any family that has moved into or received a previous offer of settled accommodation are not eligible for further support under R4 which includes a home provided by a Council, Registered Housing Provider, Find your own scheme or Service Family Accommodation (MOD).”

“Therefore, as we are 14 months past the closing date for applications for the ARP programme then we need to evaluate the validity of any potential occupant into a house purchased with LAHF4 funding and particularly in light of recent disclosures from the Home Office which claimed that only 1% of asylum claims are actually genuine, as Shadow Home Secretary Chris Philp said 'We are being taken for fools by illegal immigrants and their enabling lawyers.'”

“We also have to consider that we had 27 families engage with the council for B & B accommodation during 25/26, but we do have 30+ council properties with a void status, which means that they are empty and requiring works, so we have to consider the costs involved in making these properties habitable and if the £380K could be better spent on making good our own properties to enable us as a council to house the majority of these families instead of just the 2 under this proposal.”

“Therefore, I recommend Deferring this decision until we have further information from the Home Office of the validity of their verification process of immigrants, as our priority has to be the protection and safety of the residents of Cannock Chase, and we will also need to have sight of the full detail of the works required on the Void properties.”

Resolved:

That a decision on this item be deferred until further information was provided to Cabinet from the Home Office of the validity of their verification process of immigrants, as Cabinet's priority had to be the protection and safety of the residents of Cannock Chase, and Cabinet also needed to have sight of the full detail of the works required on the Void properties.

51. Revised Housing ASB & Hate Crime Policy

Consideration was given to the report of the Head of Housing and Corporate Assets (Item 7.1 – 7.33).

The Resources and Corporate Services Portfolio Leader raised the following in respect of the report:

"I feel that this policy does not protect neighbourhood victims of anti-social behaviour in the same way that it protects employees or sub-contractors. It needs to be stronger to ensure that perpetrators of any kind of anti-social behaviour understand the full repercussions."

"Therefore, I would request that this item be deferred to allow for some revision to the policy."

Resolved:

That a decision on this item be deferred to allow for revisions to be made to the policy to make sure that it met the needs of neighbourhood victims of anti-social behaviour.

52. South and Mid-Staffordshire Local Government Reorganisation Joint Committee

Report of the Head of Law and Governance (Item 8.1 – 8.18).

It was agreed that this item be withdrawn from the agenda following the Government's announcement on 7 September 2026 of its plans to undertake a review of local government reorganisation for Staffordshire and other affected areas.

53. Community Asset Transfer Policy

Consideration was given to the report of the Interim Head of Housing and Corporate Assets (Item 9.1 – 9.17).

The Resources and Corporate Services Portfolio Leader raised the following in respect of the report:

"In light of the pausing of LGR we need to determine if this is still relevant and determine what risks there could be from the implementation of this policy to any future of the Cannock Chase Museum and other assets."

"Now LGR is paused, we will have more time to evaluate and so I recommend deferring this to enable a full review of this policy."

Resolved:

That a decision on this item be deferred to enable a full review of the policy to be undertaken following the decision to pause local government reorganisation.

Meeting closed at 6:20pm

Leader

CCDC Forward Plan of Decisions to be taken by the Cabinet: October to December 2026

For Cannock Chase Council, a key decision is as an Executive decision that is likely to:

- Result in the Council incurring expenditure or making savings at or above a threshold of 0.5% of the gross turnover of the Council.
- Affect communities living or working in two or more Council Wards.

Representations in respect of any of matters detailed below should be sent in writing to the contact officer indicated alongside each item via email to membersservices@cannockchasedc.gov.uk.

Copies of non-confidential items will be published on the Council's website 5 clear working days prior to the relevant meeting date.

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representations Received
October 2026						
Housing Services Annual Report to Tenants 2025/26	Interim Head of Housing and Corporate Assets / Housing and Corporate Assets Portfolio leader	22/10/26	No	No	N/A	N/A
Building Safety Levy Implementation	Head of Regulatory Services / Regulatory Services and Sustainability Portfolio Leader	22/10/26	No	No	N/A	N/A
Cannock Chase Statement of Community Involvement Update	Head of Economic Development and Planning / Regeneration and Corporate Strategy Portfolio Leader	22/10/26	No	No	N/A	N/A
Cannock Chase Local Plan Communication and Engagement Strategy	Head of Economic Development and Planning / Regeneration and Corporate Strategy Portfolio Leader	22/10/26	No	No	N/A	N/A
December 2026						
Quarter 2 2026/27 Performance Report	Head of Business Support and Assurance / Resources and Corporate Services Portfolio Leader	03/12/26	No	No	N/A	N/A

Item No. 5.2

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representations Received
Strategic Risk Register Update	Head of Business Support and Assurance / Resources and Corporate Services Portfolio Leader	03/12/26	No	No	N/A	N/A
Housing Services-Quarter 2 2026/27 Performance Report	Head of Housing and Corporate Assets / Housing and Corporate Assets Portfolio Leader	03/12/26	No	No	N/A	N/A
Events Policy	Head of Operations / Operational Services and Parks Portfolio Leader	03/12/26	No	No	N/A	N/A
Elmore Park Aviary	Head of Operations / Operational Services and Parks Portfolio Leader	03/12/26	No	No	N/A	N/A
Carbon Audit 2025/26	Head of Regulatory Services / Regulatory Services and Sustainability Portfolio Leader	03/12/26	No	No	N/A	N/A
Climate Action Plans Update	Head of Regulatory Services / Regulatory Services and Sustainability Portfolio Leader	03/12/26	No	No	N/A	N/A
Enforcement Powers Under the Housing Act 1988	Head of Regulatory Services / Regulatory Services and Sustainability Portfolio Leader	03/12/26	No	No	N/A	N/A
Rugeley Masterplan	Head of Economic Development and Planning / Regeneration and Corporate Strategy Portfolio Leader	03/12/26	No	No	N/A	N/A

Item	Contact Officer / Cabinet Member	Date of Cabinet	Key Decision	Confidential Item	Reasons for Confidentiality	Representations Received
Dates TBC						
Revised Housing ASB & Hate Crime Policy	Interim Head of Housing and Corporate Assets / Housing and Corporate Assets Portfolio leader	TBC	Yes	No	N/A	N/A
Community Asset Transfer Policy	Interim Head of Housing and Corporate Assets / Housing and Corporate Assets Portfolio Leader	TBC	Yes	No	N/A	N/A

Motion as Agreed at full Council on 30 September 2026

Wildfire Prevention and Resilience on Cannock Chase

“This Council notes that:

- Communities across the Cannock Chase District have experienced repeated wildfires during the exceptionally dry summer, including fires on Cannock Chase, at Etching Hill, in Hednesford, in Rugeley and in Brereton. Lowland Heath land has also been affected.
- Wildfires in Staffordshire have resulted in the destruction of crops, the loss of animals and significant damage to heathland and other vital habitats.
- Some wildfires are started deliberately, while others can be caused by discarded litter, barbecues, cigarettes and other sources of ignition, or occur naturally.
- Wildfires require significant resources from Staffordshire Fire and Rescue Service and can require firefighters and equipment to be diverted from other incidents and priorities.

This Council believes that:

- The increasingly regular occurrence of wildfires on and around Cannock Chase is deeply concerning and cannot be treated as an inevitable consequence of hot, dry weather.
- Preventing wildfires must be given greater priority. Once a fire has taken hold on Cannock Chase, the consequences can be devastating for wildlife, habitats, businesses, residents, visitors and the firefighters who have to tackle them.
- Everyone who lives in or visits Cannock Chase has a responsibility to reduce the risk of wildfire, but individual responsibility must be supported by clear public information and effective enforcement.
- The use of high-risk items and activities in areas vulnerable to wildfire can create a huge risk to our environment and emergency services, and appropriate restrictions should be put in place where necessary.
- Our District should not wait for further devastating fires before taking action. There is an opportunity to strengthen prevention and learn from areas that have already experienced significant wildfire problems.
- The experience of High Peak Borough Council in tackling wildfires in the Peak District demonstrates that local authorities can take practical action to reduce wildfire risk.
- The forthcoming national wildfire summit should be used to press for greater national support for wildfire prevention, preparedness, equipment, staffing and funding, but national action must complement action locally.

This Council resolves to:

- Call on the Cabinet to bring forward a Public Space Protection Order (PSPO) to cover all parts of the Chase that fall within the Cannock Chase District, introducing proportionate restrictions on high-risk activities and items that could contribute to the starting or spread of wildfires, subject to the appropriate legal and evidential requirements.

- Engage with High Peak Borough Council to learn from their experience of tackling wildfires in the Peak District and identify measures that could be applied in our District.
- Place on record its thanks and appreciation to Staffordshire Fire and Rescue Service, its firefighters and Police, farmers, landowners, volunteers for their professionalism, bravery and dedication in responding to these incidents and protecting communities across our District.
- Work with the Fire and Rescue Service, Staffordshire Police, farmers, landowners, community groups and other relevant partners to improve public awareness of wildfire risks and the actions visitors and residents can take to prevent fires.
- Liaise with Cannock Chase Can on ways to work with local schools on any appropriate initiatives on this issue.

This Motion is based on a Motion brought forward by High Peak Borough Council.”

2025-26 Housing Services Annual Report to Tenants

Committee:	Cabinet
Date of Meeting:	22 October 2026
Report of:	Interim Head of Housing and Corporate Assets
Portfolio:	Housing and Corporate Assets

1 Purpose of Report

- 1.1 To approve the contents of the 2025-26 Housing Services Annual Report to Tenants as required by the regulatory framework for social housing in England, and its publication on the Council's website.

2 Recommendations

- 2.1 That the 2025 - 26 Housing Services Annual Report (attached as Appendix 1) is agreed for publication on the Council's website and circulated to tenants.
- 2.2 That if required, the Interim Head of Housing and Corporate Assets, following consultation with the Housing and Corporate Assets Portfolio Leader, is authorised to make amendments to the 2025-26 Housing Services Annual Report prior to publication.

Reasons for Recommendations

- 2.3 The Annual Report must be made available to all tenants, and a copy of the final document will be placed on the Council's website, with hard copies circulated to tenants and leaseholders in conjunction with the next edition of the Tenants' Newsletter.

3 Key Issues

- 3.1 The Council is required to publish the 2025-26 Annual Housing Report as set out in the Regulatory Standards by the Regulator of Social Housing.
- 3.2 The Annual Report is attached as Appendix 1. It will be published on the Council's website and delivered to tenants.

4 Relationship to Corporate Priorities

- 4.1 This report supports the Council's Corporate Priorities as follows:

Adhering to the Regulator's requirements to produce an Annual Report will assist Housing Services in helping to achieve the Council's 'Responsible Council' priority by delivering Council services that are customer centred and accessible - providing customers information on our performance for the year - and to be accountable for our performance and actions.

5 Report Detail

- 5.1 Registered providers of social housing in England must meet regulatory standards set by the Regulator of Social Housing. The standards are classified as either economic or consumer. The economic standards do not apply to local authorities. The current four consumer standards that the Council are required to meet are:

- [Neighbourhood and Community Standard](#)
- [Safety and Quality Standard](#)
- [Tenancy Standard](#)
- [Transparency, Influence and Accountability \(including Tenant Satisfaction Measures\)](#)

- 5.2 The Transparency, Influence and Accountability Standard require the provision of timely and relevant performance information to support effective scrutiny by tenants of their landlord's performance. Registered providers must provide tenants with accessible information about how they are performing in delivering landlord services and what actions they will take to improve performance where required, how they have taken tenants' views into account to improve landlord services, information and communication, and how income is being spent.

- 5.3 The Standard also requires the Council to annually publish their performance against the Tenant Satisfaction Measures. This was previously done on the website at the dedicated webpage:

www.cannockchasedc.gov.uk/residents/housing/tenant-and-resident-engagement/tenant-satisfaction-measures-and-performance.

However, we need to ensure that the information is accessible and received by all tenants and therefore is included in the Annual Report, attached as Appendix 1.

- 5.4 The Annual Report must be circulated to all tenants. As a result, a copy will be placed on the Council's website and hard copies will be delivered to tenants in conjunction with the next Newsletter edition, which is anticipated to go out before the end of December 2026. The cost of these actions can be accommodated within agreed budgets.

- 5.5 It is therefore recommended that the 2025 - 26 Housing Services Annual Report (attached as Appendix 1) is agreed for publication on the Council's website and circulated to tenants.

6 Implications

6.1 Financial

There are no financial implications arising directly from this report. All costs associated with compiling the Annual Report have already been met from existing budgets.

Any costs arising from recommendations contained within the draft Annual Report can be met from within existing budgets.

Delivery of the Annual Report to tenants can also be met from within existing budgets.

6.2 Legal

There are no direct legal implications arising from this report save the Council's statutory duty to issue an annual report in accordance with the regulatory framework.

6.3 Human Resources

None.

6.4 Risk Management

The Regulatory framework requires the Council to publish an Annual Report. Failure to do so will be a breach of the framework.

6.5 Equalities and Diversity

Copies of the Annual Report will be provided in a variety of formats including audio and large print on request.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix 1: 2025-26 Housing Services Annual Report to Tenants.

8 Previous Consideration

None.

9 Background Papers

None.

Contact Officer: James Morgan

Telephone Number: 01543 464 381

Report Track: Cabinet: 22/10/26

Key Decision: No

Annual Report for Tenants

2025 | 26



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Introduction

Welcome to our Annual Tenants Report for the financial year 2025/26.

We are pleased to present Cannock Chase Council Housing Services' Annual Tenants' Report for 2025/26. This report provides an overview of our performance over the past year and explains how we have delivered services, invested in our homes, and met our responsibilities as your landlord.

Providing high-quality homes and services for our tenants remains our priority. We are committed to meeting the Consumer Standards set by the Regulator of Social Housing and to being open, transparent, and accountable in everything we do. By sharing our performance and achievements, we aim to keep you informed about the progress we have made, the challenges we have faced, and the actions we are taking to improve services.

Within this report, you will find information about the investment we have made in maintaining and improving council homes, the repairs and improvements we have delivered, and how we have responded to the concerns, feedback, and complaints raised by tenants. It also explains how rental income is used to maintain homes, invest in neighbourhoods, and support the delivery of housing services across the district.

Your views continue to play an important role in shaping our services. Over the past year, we have listened carefully to tenant feedback and used it to inform a range of service improvements. The initiatives highlighted

in this report reflect the conversations we have had with residents and our commitment to delivering services that meet your needs in a sustainable and effective way.

“We believe that your feedback is invaluable, we have listened to your concerns and suggestions over the past year.”

While this report reflects on our achievements during the past year, it also looks ahead to the challenges and opportunities that lie before us. We remain focused on providing safe, good-quality homes and reliable services, while strengthening our partnership with tenants. By continuing to listen to the tenant voice, we can ensure our services are shaped by the people who use them and deliver the outcomes that matter most.

We hope you find this report useful and informative and that it provides a better understanding of the work we do to support our tenants, leaseholders, and communities.



Cllr Melissa Cecil

**Portfolio Holder for
Housing and Corporate Assets**



Deborah Walthorne

**Interim Head of Housing
and Corporate Assets**



Priorities

Appendix 1

Quality Homes

We aim to improve the quality of the Council's housing stock for the benefit of our tenants by ensuring that we continue to meet and exceed the Decent Homes standard. A stock condition survey was undertaken during 2025/26 to inform the position and determine exactly where we need to improve homes now and into the future.



Support and Engagement

We aim to make the best use of our stock, providing tenancy sustainment support, promoting the provision of suitable accommodation, and providing information and advice to prevent and reduce homelessness. We are aiming to improve our engagement with tenants, leaseholders and other customers by delivering the Resident Involvement Strategy for 2024-27.



New Homes

A development in Rugeley on the former Aelfgar school site started in Spring 2025 to deliver 29 new Council homes for rent. All properties will have been handed over by the end of Summer 2026.



Key facts*

We rented a total of **4982** properties, including **94** independent living (sheltered) properties.



We leased **302** flats across the District on leasehold terms.



We sold **33** properties through Right To Buy in 2025/26.



We spent approximately **£8.8m** on planned maintenance works and responsive repairs & maintenance to the existing housing stock in 2025/26 to ensure your properties are well maintained.



85% of respondents to our monthly repairs satisfaction survey said that they were satisfied with the repair services we provided.

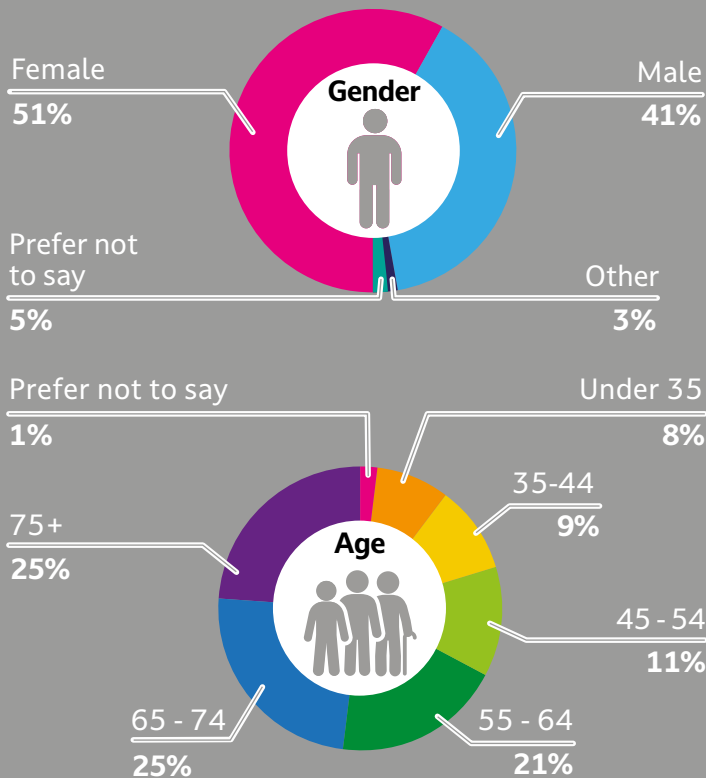


*as at 31 March 2026

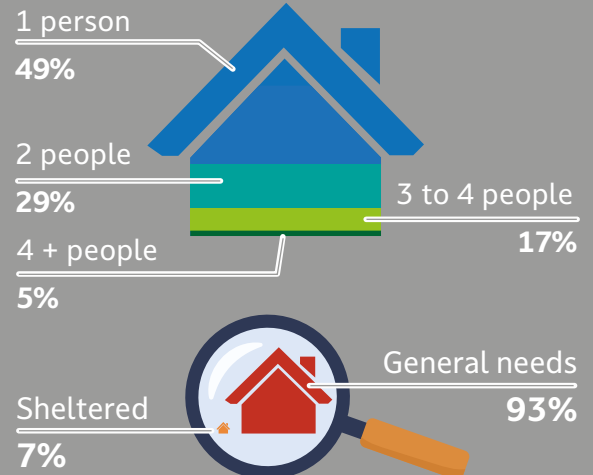
Understanding and responding to your needs

Tenant Profile

From TSM Survey 2025-26, based on lead respondent/main tenant



Household make-up



During 2025/26, we received **24,217** calls on housing related matters, including Tenancy Services and Repairs, and customers made **2,750** visits to the Housing Bungalow Reception.



We also managed **790** garages, of which **386** were occupied.



And we had **302** leasehold properties.*

Tenants have on average held their tenancies for an average of **13 years and 2 months****, continuing to demonstrate strong consistency in tenancy retention. According to our records the longest tenancy held is an incredible **63 years!**



The Council has **4982** properties for rent*

2017 one bed properties

1407 two bed properties

1443 three bed properties

58 four bed properties

1 five bed property

56 sheltered bedsits



There were **930** households on the Housing Register**

409 require **1** bedroom accommodation

335 require **2** bedroom accommodation

139 require **3** bedroom accommodation

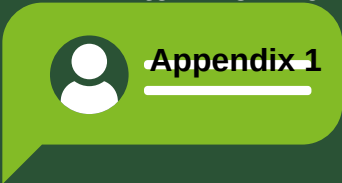
46 households require **4+** bedroom accommodation



* as at 31 March 2026

▲ Included one household with unspecified size accommodation needs. LAHS 25/26 return.

** Only slightly lower than last year by 3 months.



Total complaints/service requests received throughout 2025/26	346
Stage 1	50
Stage 2	14
MP enquiries	77
Councillor enquiries	43
Service Requests	162
4 cases were considered by the Housing Ombudsman.	

Between 2024/25 and 2025/26, each complaint category saw an increase.

Service Requests were up just **5%** since last year, from 155 to 162.

The number of Stage 1 complaints increased by **11%** - from 45 to 50.

The number of Stage 2 complaints increased by **100%** - although from a low base of 7 up to 14.

MP Enquiries increased by **24%** - from 62 to 77.

Stage 1 Complaints by Service Area	
Repairs and Maintenance	21
Housing Property Services (HPS)	12
Allocations (Including joint Housing Options)	9
Neighbourhoods	8

Response times

100% of Stage 1 complaints were responded to within **10** working days*.

100% of Stage 2 complaints were responded to within **20** working days*.

* including agreed extensions

Complaints escalated to Stage 2	
Housing Property Services (HPS)	7
Repairs and Maintenance	5
Neighbourhoods	2

Complaints upheld	
31 Stage 1 complaints were upheld (fully or partially)	62%
10 Stage 2 complaints were upheld (fully or partially)	71%

More information about our complaints procedure is available at:
www.cannockchasedc.gov.uk/housingcomplaints&compliments

What we learned from the complaints received and what we did

Appendix 1

Learning from complaints has continued to be an area of focus for the Council. Complaints provide insight into the quality and safety of the services we provide enabling action to be taken to make changes or improvements.

Our learning in 2025/26 mainly related to service failures in unresolved repairs, void management and new lettings, staff attitude and conduct, and contractor management. Overall, the learning from Stage 1 and Stage 2 complaints show a need for better communication, stronger repair management, clearer ownership of action, and improved use of systems. Key areas identified for improvement include:

Clarity for residents about standards and timescales



Our learning in this area has shown the need to give residents clearer information about the allocations and housing need process, including expected timescales and what will happen at each stage. This includes ensuring Occupational Therapy assessments are completed, involving the affected person before an offer is made, reviewing medical needs assessments, and making sure staff can clearly explain the allocation policy to tenants.

Post-inspection of repairs and void works



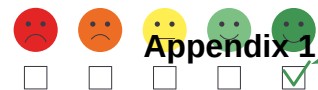
Our learning in this area has shown the need to strengthen void management and new lettings by ensuring properties are ready, outstanding repairs are completed, and tenants are clear about what the Council will and will not do. The focus is now on completing and inspecting void works before reletting, providing clearer information at handover, and including this in a new lettable standard leaflet, which we are currently consulting tenants about.



Compliments

As well as complaints, we also record compliments from tenants. Over the past year, we have received 109 compliments.

Item No. 7.11



The painter who treated the damp in the bedroom and kitchen was fantastic. They did an excellent job and was very polite!

Mr and Mrs S, Hednesford

Thank you so much to the Neighbourhoods Team for their understanding. Cannock Chase Council are first class in customer service.

Ms E, Norton Canes

The electrician arrived on time, was very professional and went through the repairs he had done with me. Very impressed.

Ms K, Chads Moor

Please pass on my grateful thanks to the inspector who came out to see me today. He was very understanding and I cannot thank him enough.

Mrs W, Rawnsley

I would like to praise the staff in the Allocations department, as they all have been so helpful during and after signing for the tenancy. Nothing has been too much trouble, they have been marvellous. They have been well mannered, patient and courteous at all times.

Ms G, Rumer Hill

May I place on record my appreciation and thanks to the grass cutters who attend my lawns during the summer months. They do an excellent job and are courteous and efficient.

Mr V, Cannock

I would like to say huge thank you to the drains team who came out today, they were brilliant and very polite.

Mrs H, Hazel Slade

Thank you so much for our recent bathroom and kitchen upgrade. They look lovely, clean and neat.

Ms B, Heath Hayes



Staff awareness and training

Our learning in this area has shown the need to reinforce expected standards of staff, contractor, and operative conduct. In response, one-to-one training, team updates, toolbox talks and reminders about conduct have been used, including training focused on clear contractor and operative communication.



Planning of complex works

Our learning in this area has shown the need for better planning and coordination of complex works, particularly where several work areas or specialist contractors are involved, such as roof, kitchen and bathroom repairs.



Repair tracking and follow-up

Our learning in this area has shown the need for stronger repair planning, clear ownership of jobs and better monitoring of follow-up work. We have also identified that improved systems, including a new mobile working solution, better dashboards and clearer reporting, will help repairs to be managed more effectively and reduce the risk of follow-up work being missed.



Communication with residents and communication between teams

Our learning in this area has shown the need for clearer, more consistent communication with tenants, and better communication between staff, departments and contractors. In response, toolbox talks, staff briefings, one-to-one training and reminders have been used to reinforce the importance of clear communication.



Overall, the actions taken in response to learning will help improve the customer experience, strengthen service delivery, and reduce the likelihood of similar issues happening again in the future.

**You said...**

"I would like to get more involved with things happening in my neighbourhood."

We did...

We are keeping tenants informed about dates and times of estate walks, should they wish to join. We are doing this by updating our webpage and emailing tenants who are interested in attending the walks. Some Estate Walks previously started at 8am, but we have moved those to 9am, to make them more accessible for everyone.

What this means for tenants

Providing more opportunities for tenants to be involved, listening to your views and taking action, also making your estate a place you are proud and happy to live.

You said...

"We think the Housing webpages need to be easier to navigate to help tenants find the information they are looking for."

We did...

Consulted with our Tenant and Leaseholder Review Panel to explore recommendations on how our housing webpages could be improved. A search bar was then added to the housing webpages to assist website users with finding the information they need. We have also introduced "quick-link" buttons to some of our most visited pages.

What this means for tenants

A clearer and more accessible website, with information to keep you informed about things that matter to you.

You said...

"I have noticed mould in my bathroom."

We did...

Conducted a full damp and mould survey. Works were then raised and completed, including the removal of old silicone, a reseal around the bath and bio-wash applied. We will continue to work with the tenant to ensure the bathroom is properly ventilated and that any returning mould is treated quickly.

What this means for tenants

We have a dedicated Damp and Mould Team who are actively working with tenants to address any damp and mould issues in their homes. It is important to us that tenants feel safe and comfortable in their homes.

A more detailed report on our complaints performance was presented to Cabinet on 20th August 2026 and can be accessed from: www.cannockchasedc.gov.uk/complaintsperformance

Tenant Satisfaction Measures Appendix 1

We conduct Tenant Satisfaction Measure (TSM) surveys annually in order to hear your views of the services we provide to you. In 2025/26 1,317 tenants took part in the survey and shared their experiences of using our services helping us understand what matters most and areas that need to be improved. Below is a snapshot of the views you shared with us.

79% satisfied with the overall service provided by the Council



49% satisfied with the Council's approach to handling complaints



70% satisfied that the Council keeps them informed about things that matter to them



81% agree that the Council treats them fairly and with respect



61% satisfied that the Council makes a positive contribution to their neighbourhood.



66% satisfied that the Council listens to their views and takes action based on them



81% satisfied with the overall repairs service



56% were satisfied with the Council's approach to tackling anti-social behaviour.



80% satisfied that the Council provides a home that is well maintained



78% satisfied with the time taken to complete most recent repair



83% satisfied that the Council provides a home that is safe



65% satisfied that the Council keeps communal areas clean and well maintained



Overall, tenant satisfaction is relatively strong, particularly for repairs and the provision of a safe home. There have been big increases in satisfaction levels in the areas of complaint handling and contribution to the neighbourhood. Small increases and decreases are seen in the other areas, but these are not statistically significant suggesting that satisfaction has remained at a similar level to last year. While we are encouraged by the improvements achieved, we recognise that further work is needed in areas where satisfaction remains lower.

The TSM results are reported to the Regulator of Social Housing as part of their Transparency, Influence and Accountability regulatory standard that all Registered Providers of Social Housing (including Local Authorities like Cannock Chase Council) are required to adhere to. More information is available at: www.cannockchasedc.gov.uk/tenantsatisfaction

Management Performance Measures 2025/26

Appendix 1

In addition to the perception measures, the Council must also collect management performance measures. These have been collected and monitored over the last year and at year end 25/26 they were as follows:

	Tenant Satisfaction Measures - Management Performance	2025/26
CH01	Stage one complaints received per 1,000 homes during the reporting year.	10.04
	Stage two complaints received per 1,000 homes during the reporting year.	2.81
CH02	Proportion of Stage one complaints responded to within the Housing Ombudsman's Complaint Handling Code timescales (10 days)	100%
	Proportion of Stage two complaints responded to within the Housing Ombudsman's Complaint Handling Code timescales (20 days)	100%
NM01	Number of ASB cases opened per 1,000 homes by or on behalf of the registered provider during the reporting year.	24.65
	Above, of which involve hate incidents.	0.20
RP01	Proportion of homes that do not meet the Decent Homes Standard at year end.	19.91%
RP02	% of emergency repairs completed within provider timescales ¹	100%
	% of non-emergency repairs completed within provider timescales ²	76%
BS01	Proportion of homes for which all required gas safety checks have been carried out.	100%
BS02	Proportion of homes for which all required fire risk assessments have been carried out.	100%
BS03	Proportion of homes for which all required asbestos management surveys or re-inspections have been carried out.	100%
BS04	Proportion of homes for which all required legionella risk assessments have been carried out.	100%
BS05	Proportion of homes for which all required communal passenger lift safety checks have been carried out.	100%

¹ Emergency repairs completed within 24 hours

² Non emergency repairs: P2 (Urgent Repairs) completed within 5 working days; P3 (Essential Repairs) completed within 5 working days; and P4 (Routine Repairs) completed within 38 working days. See Repairs Handbook for more details.

This year, we initiated a number of changes, including our improved administration of stock condition information which has strengthened the accuracy and reliability of our reporting. As a result of our stock condition surveys in 2025/26, we now have a better picture of our homes and how they measure up to the Government's Decent Homes Standard. We found that more homes than expected will need work to meet the standard. This mainly involves replacements to windows and doors in affected homes. Where we found any hazards that would affect people's health and safety we dealt with them straight away and we are now putting plans together to address the other issues we have found. We have also reported our findings to the Regulator of Social Housing, and we have started working with them to make sure we put the right investment plans in place to meet the Decent Homes standard. In addition, procurement for external envelope works is planned this year to reduce the number of non-decent dwellings and help mitigate the issue next year.

More details and analysis is available on the website at:

www.cannockchasedc.gov.uk/tenantsatisfactionmeasures

Resident engagement and involvement

Housing Board

Whilst the involvement of tenants and leaseholders has always been important to the Council, we have built on this work to bring the tenant voice into the decision-making structure of the Council, by operating our Housing Board - made up of three elected members (Councillors), three independent members and three Cannock Chase Council housing tenants/leaseholders.

The Housing Board is in place to ensure that the wider diverse voice and experience of tenants and leaseholders is considered and heard before the Council makes decisions around the housing service. Having tenants and leaseholders on the Housing Board, working with Councillors and independent members has helped us to ensure we have a wide breadth of experience overseeing the delivery of housing services across the district.

The Housing Board has now been in place for over a year and they have been helping us drive improvements with the service. The Board have been monitoring progress with the Housing Services Improvement and Delivery Plans, alongside reviewing performance information, and receiving assurances on a range of key areas to ensure that the housing service complies with the Regulator for Social Housing's Consumer Standards.

The Housing Board sits at the top of the Council's resident engagement framework, providing oversight and governance to the housing service and, where required, making recommendations to Cabinet. There are more targeted measures below it, such as the re-introduction of the Tenant and Leaseholder Review Panel, community events, estate walkabouts and satisfaction surveys. All these measures aim to ensure tenants are involved at various levels to increase the tenant voice and help to better shape housing services and improve the housing offer.

For more information about the work of the Housing Board visit www.cannockchasedc.gov.uk/housingboard



Communicating and listening to our tenants

Appendix 1

Resident engagement and involvement ensure that our tenants are heard and at the heart of our housing services.

In 2025/26 we produced **3** newsletters providing important information on a range of issues and opportunities for tenants to get involved.



Newsletters

Our newsletters remain popular with our residents and the introduction of the wordsearch competitions over the last year have been a huge success. Each competition winner is drawn at random from all of the completed and returned entries. We plan to continue these into the future editions.

Our newsletters this year have also featured a section on 'You Said, We Did, What this means', this has proved to be a valuable way that our residents can see the types of issues and queries we receive across Housing Services, how we have listened and what we have done to address them. Just one example of this was the preference of many of our residents to re-open the Housing Bungalow Reception which we did in July 2025.



Total consultations since last report

Since our last Annual Report, we have carried out eight Housing Service consultations to gather tenant feedback and better understand the needs and priorities of our customers. These consultations covered a range of service areas such as our Anti-Social Behaviour (ASB) Policy, Rent Agreement Policy and Communal Area & Space Operational Policy. These consultations provided valuable insight that have helped shape service improvements, inform decision-making, and ensure tenants' voices remain at the heart of what we do. We would like to thank everyone who took part and shared their views, helping us to improve services and deliver positive outcomes for our communities.



Tenant & Leaseholder Review Panel

Appendix 1

A key milestone for us this year has been the launch of our **Tenant & Leaseholder Review Panel (TLRP)**. The panel was established as part of our Resident Involvement Strategy 2024-2027 to independently review different areas of the housing service, identify opportunities for improvement, and make recommendations that make meaningful changes to our services to reflect what matters most to residents.

Their first project focused on reviewing Cannock Chase Council's housing webpages. During the process our panel met with staff members connected to the topic they were reviewing, they looked at relevant data, and the panel was given valuable insight into the website's development and functionality.

After carrying out a detailed assessment, the panel produced a comprehensive report which was presented to the Housing Board and the Head of Housing and Corporate Assets. We are delighted that all of the panel's recommendations were accepted, these include a new search bar that helps you find information within the Housing pages easier, handy quick-link buttons to some of our most visited pages, and a simplified homepage with less text to make it easier to navigate. This demonstrates the real impact residents can have when they get involved.

The panel members have also completed formal TPAS training, equipping them with the skills and knowledge needed to carry out effective scrutiny work. In recognition of their commitment and achievements, each member received a Certificate of Achievement for their contribution to the successful review.

Building on this success, the TLRP is now nearing completion of its second review project, with further recommendations set to help improve services for tenants and leaseholders.

We would like to thank all panel members for their dedication, enthusiasm and hard work. Their achievements show that resident involvement can lead to meaningful change.



Could you be our next panel member?

If you're passionate about improving housing services, want to have your voice heard, and are keen to help make a difference for your community, we'd love to hear from you. Joining the TLRP is a great opportunity to influence decisions, develop new skills, and work alongside other residents to shape the future of housing services.



Your voice matters - and together we can make a difference.

To find out more about joining the Tenant & Leaseholder Review Panel, please contact the **Resident Engagement & Insights Officer**
tel **01543 462 621** | email **residentengagement@cannockchasedc.gov.uk**

Other Opportunities to Help Shape Our Services - Your Voice Matters

Looking ahead, we are committed to creating more opportunities for tenants to get involved. We have a number of exciting engagement opportunities coming up and would love for you to get involved. More information on these opportunities will be available soon.

Lettings Standard Project

In September 2026 we invited tenants to help review our empty properties before they were re-let. Participants visited void properties and assessed them against our Lettings Standard, helping us ensure that homes met the standards our customers expected and deserved.

Tenancy Agreement One-Year Review

This year marks one year since the introduction of our updated Tenancy Agreement, and we wanted to hear residents' views. At our engagement event on the 29th September 2026, residents shared their experiences, discussed what was working well, and helped identify areas for improvement.

We are committed to putting tenant voices at the centre of service delivery.

Alongside formal consultations, residents can engage with us through our Virtual Group and Bright Ideas initiative, providing feedback and suggestions throughout the year. These opportunities enable tenants to influence decisions, contribute to service improvements and help shape the future of our housing services.

Independent Living Service Charge Review

In August 2026 we reviewed service charges within our Independent Living Schemes and were keen to involve residents in the process. Through a dedicated engagement event, residents had the opportunity to learn more about the review, ask questions, and provide valuable feedback that helped shape future decisions.

Tenant Engagement Drop-In Sessions

We have also recently launched Tenant Engagement Drop-In Sessions, providing an informal opportunity for residents to meet with us, find out about upcoming projects, ask questions and share their views on the services they receive. Whether you have a suggestion, concern or simply want to learn more about how you can get involved, we'd love to hear from you.

For more information visit:

www.cannockchasedc.gov.uk/residents/housing/tenant-and-resident-engagement

Repairs and improving your home

Repairs during 2025/26

13,464 repairs (both emergency and non-emergency) were completed in 2025/26



100% of emergency repairs were completed within 24 hours.

The average time taken to complete non-emergency repairs was **20.26** working days - just over 2 days quicker than last year (22.71 working days).

The average time taken to complete all repairs was **20.01** calendar days - almost 4 days quicker than last year (23.71 calendar days).

The total cost of maintenance and repairs during 2025/26 was **£8.8m**.

80% of our homes meet the decent homes standard (excluding where tenants have refused remedial work).

Improving the homes our residents live in



545 properties received electric upgrading works (wired in smoke detectors and provision of additional sockets) (an improvement on 464 in 2024/25).

396 properties benefitted from a central heating upgrade (a significant improvement on last year's 261).

112 properties benefitted from disabled facilities work (safe WC and showering, alterations to rooms; heating and power improvements; safety related works) (241 in 2024/25).

217 properties had bathroom upgrades (223 in 2024/25).

303 properties had kitchen replacements (337 in 2024/25).

The total expenditure on capital programme improvements was **£13.024m**



During 2025/26 we continued our monthly repairs satisfaction surveys sent to a random selection of tenants who had required a repair job to be completed during the previous month. A total of **363** responses were received throughout the year, and we have found that:



90% were satisfied with the quality of the work - 2% increase on last year.

83% were satisfied the repair was done right first time - 5% increase on last year.

85% were satisfied overall with the repairs service they received - 4% increase on last year.

We completed all emergency repairs within 24 hours, and our overall satisfaction increased and remained relatively high. We were also able to improve on last year's level of performance on non-emergency repairs, as well as overall decreasing the time it took to complete all repairs by nearly 4 calendar days.



The percentage of homes that meet decent homes standard has decreased, but this is because over the past year we have been surveying our council housing to better understand the maintenance condition of tenants' homes.

Looking at the surveys we have already done we have found a number of homes that will need work carried out to help us meet the Government's Decent Homes Standard. This mainly involves replacements to windows and doors in the homes we have identified. Just to reassure all tenants, where any significant hazards which would affect your health and safety are identified on surveys these are addressed immediately, no surveyed properties at year end had any hazards present. We are now putting together a plan to address these issues, and we will keep you updated as that programme progresses.

Repairing Empty Homes (Voids) Appendix 1

We are aware that our performance in turning around void properties has not improved since last year. As our improved stock condition data has identified, a proportion of our stock requires works to ensure homes are well maintained and meet decent homes standards. Therefore, we have been undertaking upgrade works at the void stage on a number of properties, which has had a knock-on effect with relet times - but has meant less disruption for incoming tenants. We are also reviewing properties on a case-by-case basis to identify what capital works can be completed to ensure each property is returned to a safe lettable standard within the shortest possible timescales. We are already seeing early improvements from this approach and will continue to monitor progress to ensure that these improvements are sustained and reflected in future performance.

Average re-let time (overall): **56.37 days**

Average re-let time (standard): **31.10 days**

Average re-let time (major): **90.62 days**

Despite the increase in time taken overall, we are still performing comparably well to similar organisations who relet standard (minor works) properties in an average of **46 days** for relets, according to Housemark data for 2025/26.

We lost almost **£282k** in rent whilst properties were being repaired and let throughout the year.

The **in**crease in average relet times has meant the rent loss increased significantly since last year by **40%**, up from **£201k**.

Disrepair Claims

There were **16** disrepair claims brought to the Council during 2025/26, **3** of the **16** disrepair claims were resolved at year end.



Of the **3** resolved cases, just **1** case was proven and costed the service **£50.00**. We have successfully defended **2** cases. These disrepair claims cases take up a lot of time and money.

In disrepair cases, for most tenants involved, the claim only slows the repairs process down - as shown by the majority of cases not being resolved within the year and only 1 case being proven. We believe that some of these solicitors and law firms may advise tenants to refuse access for repairs, which delays the repair being completed and could cost tenants money. In many cases, tenants may be liable to pay court costs even on a no-win, no fee basis. We have received reports of a number of firms operating in the area and touting for business with letters and phone calls. Please speak with our staff if you have any concerns before 'signing up' to a lengthy legal process that may not deliver what it promises. Please note that if the disrepair inspection identifies any tenant damage or repairs that fall outside the Council's repairing responsibilities, these may be treated as rechargeable repairs and the tenant may be liable for the associated costs.

If you have any outstanding repairs in the first instance call **01543 462621** to report these to the **Housing Maintenance service** who will raise the repair and get you booked in.



Repairs can be resolved much quicker this way and the cost of involving law firms means that the money you pay in rent is directly being paid to these firms for repairs that would have been completed if they were reported anyway. It also means other repairs and improvement work cannot be completed as the time and money is spent on dealing with disrepair claims.

If you are dissatisfied with any housing or repairs service you have received, or feel that you are entitled to compensation, there are a number of options available to you, both informal and formal. Our complaint procedure allows tenants to raise concerns and request that the service 'makes it right'. Tenants can log complaints by phone, in writing, by email or through the website at: **www.cannockchasedc.gov.uk/customerfeedback**

More information is available at: **www.cannockchasedc.gov.uk/housingcomplaints&compliments**

The Repairs Handbook is a useful guide for tenants that provides information on repairs, maintenance and safety within your home. Visit: **www.cannockchasedc.gov.uk/housingrepairs**



Your Rent

In April 2025, we increased your rent by **2.7%** in line with Government guidance and inflation rate.

Our average weekly rent for 2025-26 across all properties, irrespective of the number of bedrooms, was **£92.75** for social rent and **£108.16** for an affordable rent.



This is lower compared to Registered Provider rents* in the District of **£115.89** for social rent and **£147.46** for affordable rent.

*Latest available 2024/25.

We received **£24.055m** in dwelling rent income during the year.

Support with heating this winter



Are you struggling with heating bills this winter? Then don't struggle in silence. Beat The Cold are here to help you with debt and to support with the cost of living. Our Neighbourhood Officers can refer you or you can refer yourself by visiting: www.beatcold.org.uk/

For 2026/27, the Council has increased housing rents by **4.8%** from 6th April 2026, in line with Government Guidance.



Appendix 1

123 new Anti-Social Behaviour cases were investigated, of which **102** were closed, with just **4** being closed using legal methods.

There were **3** evictions due to ASB and breach of tenancy.

30 abandoned properties were recovered.



Unfortunately, we evicted **6** households as a result of their rent arrears, an increase on last year where just 2 households were evicted due to their rent arrears. We do try everything to avoid this - please contact us if you have any concerns about making future rent payments.

Current tenants were in arrears to the amount of **£175,000** at the end of the financial year. Those tenants in arrears were behind with their payments by an average **£209**, a 4% decrease from last year's average arrears debt of **£217**.

Lettings 2025/26

93.5% of tenancies granted in the last two years lasted for more than 1 year (or were still ongoing), which shows our proactive approach to tenancy sustainment.



251 tenants received a new tenancy visit and **105** tenants were assisted by the tenancy sustainment service.

104 introductory tenancies were sustained for 12 months.

252 properties let throughout 2025/26, of which:

168 lettings were made to new social housing tenants.



70 lettings were to existing social housing tenants.

14 mutual exchanges took place during 2025/26.

90% of respondents to our monthly new lettings satisfaction survey said they were satisfied with the lettings and allocations process - 3% higher than the satisfaction rate last year (87%).



Looking Forward

to 2026|27

We remain committed to improving the quality of our homes and ensuring they meet the Decent Homes Standard. Throughout 2025/26, we carried out extensive Stock Condition Surveys and will complete the remaining surveys during 2026/27. The findings have helped us identify homes requiring investment, and we are developing programmes of work to make sure all properties meet the required standard.

As we prepare for an inspection by the Regulator of Social Housing, we are continuing to strengthen our services and demonstrate compliance with the Consumer Standards. This will help ensure tenants receive safe, high-quality homes, have access to choice and services that meet their needs, and can also hold us accountable for the services we provide.

We are also preparing for the next phase of “Awaab’s Law”, which comes into effect at the end of November 2026. This includes enhancing our approach to tackling damp and mould, by responding promptly to other health and safety hazards to protect residents’ wellbeing.

We continue to focus on reducing the time homes remain empty so that new tenants can move in sooner, while minimising the loss of rental income associated with vacant properties. We have also been improving our lettable standard so that we ensure the homes you move into are safe, clean and tidy.

We have made good progress in strengthening resident engagement and are keen to work more closely with tenants and leaseholders. We encourage residents to get involved through the range of opportunities available to influence decisions and shape services. During 2026/27, we will review our Resident Involvement Strategy and Action Plan alongside residents and develop a new tenant-led strategy for 2027 and beyond.

“Providing safe, secure and well-maintained homes remains a key priority.”



Deborah Walthorne

**Interim Head of Housing
and Corporate Assets**



In 2025/26 your rent was increased by 2.7% in accordance with Government’s rent policy, so average rents in 2025/26 were approximately



1 bed
£84.49



2 bed
£96.39



3 bed
£101.11



4+ bed
£112.56

Housing Revenue Account Budget
2026/27

£25.65m £25.60m

HRA Income HRA Expenditure
2026/27 2026/27

HRA Capital Programme -
proposed spend for 2026/27

Kitchen Replacements	£3,440,000
Bathroom Replacements	£4,123,000
Adaptations Council Homes	£832,000
Central Heating Replacements	£1,294,000
Electrical Upgrades	£1,399,000
External and Envelope Works	£3,090,000
Hard Wiring of Social Alarms and Door Entry (Independent Living Schemes)	£193,000
Replacement of Fire Alarms	£217,000
Electrical Inspection Condition Reports	£114,000
New Affordable Housing (Aelfgar Site)	£2,000,000
Right to Compensation	£25,000
Hardstandings	£500,000
Other Costs and Contingencies	£127,000
Demolition of Garages	£80,000
Total	£17,434,000



Contact us

www.cannockchasedc.gov.uk/housing

 Search for 'Cannock Chase Life' |  @CannockChaseDC |  @CannockChaseDC

serviceimprovements@cannockchasedc.gov.uk

01543 462621

By letter or personal visit:

Cannock Chase Council

Civic Centre, Beecroft Road, Cannock, Staffordshire WS11 1BG

The Annual Report is available in a variety of formats, including audio and large print, on request.



Building Safety Levy Implementation

Committee:	Cabinet
Date of Meeting:	22 October 2026
Report of:	Head of Regulatory Services
Portfolio:	Regulatory Services & Sustainability

1 Purpose of Report

- 1.1 To brief Cabinet Members regarding a new requirement placed on the Council to collect the Building Safety Levy.

2 Recommendations

- 2.1 That Cabinet notes the new statutory duty placed on the local authority and endorses the delivery model set out in this report.
- 2.2 That Cabinet approves the delegation of administering the Council's duties under the Building Safety Levy Regulations to the Head of Regulatory Services.
- 2.3 That Cabinet to recommend that Council add £60,500 to the 2026-27 Capital programme and obtain permission to spend. This capital funding along with a further £51,300 is provided by Government 'New Burdens' monies to fund the collection of this Levy.

Reasons for Recommendations

- 2.4 The Building Safety Levy is a new tax on residential developments and Members should be aware of this additional cost to developers.
- 2.5 The collection of the Levy is an administrative duty with all process set out in regulations and it can be accommodated under delegated authority subject to the approval of the above recommendation.

3 Key Issues

- 3.1 The Building Safety Levy (BSL) is a financial charge on new residential developments in England, introduced in the Building Safety Act 2022. It came into effect on 1 October 2026.
- 3.2 It aims to raise £3.4 billion to help pay for fixing building safety defects in residential buildings.
- 3.3 The Government has designated local authorities as the collecting authority for the levy.
- 3.4 The process for determining Levy liability and payment is linked to the Building Control process. The administration for the BSL will sit within the Council's Building Control team. Additional capacity in the form of staff and new computer software is required in order to be able to fulfil this new duty.

- 3.5 The Government has provided New Burdens funding to facilitate recruitment of new staff and for the purchase of software and other equipment; there will be no additional cost to the Council.

4 Relationship to Corporate Priorities

4.1 Priority 1 - Economic Prosperity

This new requirement will have an impact on developers of residential properties. The team administering this will have to work with developers to ensure the processing of notices and payments is as efficient as it can be to prevent delays in the sale or transfer of properties.

4.2 Priority 4 - Responsible Council

The service will ensure it utilises online portals and electronic means of communication to be as efficient as possible and to minimise the administrative costs.

5 Report Detail

- 5.1 Following the Grenfell Tower fire in 2017 the Government enacted the Building Safety Act 2022. This amended the Building Act 1984 to include a power for the Secretary of State to introduce a Building Safety Levy on Building Control applications for new residential development. The purpose of the Levy is to help fund building safety improvements on non-compliant buildings.
- 5.2 The aim is to collect a minimum of £3.4 billion over a period of at least 10 years. This is based on the principle that leaseholders must be protected from excessive costs and that the industry responsible should help pay to fix the problems it created.
- 5.3 The Building Safety Levy (England) Regulations 2025 set out the process for collection, Levy rates, and made changes to other related regulations to enable the requirements in the Building Act 1984 to be carried out.
- 5.4 The Regulations designate local authorities as the collecting agents on behalf of the Secretary of State. This places a new burden on the authority, so the government has provided a grant for up-front administration and operational costs.
- 5.5 This is a new statutory duty that the Council must fulfil.
- 5.6 Every Building Control application and notification for residential development will have to go through a new process to firstly determine if the Levy is payable. This is not just applications where the local authority is the Building Control body but also developments where other private sector Building Control providers have been appointed. There are exemptions to the Levy. For example, the Levy only applies to developments of 10 or more units or at least 30 bedsits in purpose-based student accommodation.

In addition, social housing and some other accommodation such as a care home, hotel, temporary accommodation, etc. are exempt from the requirements. However, every development even if exempt must go through the application process and a certificate issued confirming exemption.

- 5.7 For applicable developments, the Regulations sets out the Levy rate to apply. It is a floor area rate, and every local authority has different rates. For developments on previously developed land a 50% discount is applied.
- 5.8 The rates for Cannock Chase DC are:
- Not previously developed land - £25.47/m²
 - Previously developed land - £12.78/m²
- 5.9 The amount payable on all applicable developments will be calculated by Officers and a notice served on the developer informing them of the charge. This must be paid prior to the issue of the Building Control completion or final certificates. The certificates must not be issued until payment is received.
- 5.10 Every quarter the money collected will be transferred to the Government. Prior to transfer the income and costs must be certified by the Section 151 Officer. The local authority can retain as much as is required to cover all reasonable costs to administer this process.
- 5.11 There is no capacity to set up and administer this new requirement within the existing team so additional staff will have to be engaged. It is proposed this will be incorporated into the Building Control Business Support Team. A new software system must be purchased, and Building Control and ICT staff are currently evaluating suitable systems.
- 5.12 The Government has provided new burdens funding, and the Council received their payment in mid-June. This amounts to £51,300 revenue grant and £60,500 capital grant. This will be used for new staff costs, software, and purchase of other equipment.
- 5.13 All ongoing costs are to be paid from the Levy payments received. There should be no ongoing costs to the local authority. If the Authority's Levy balance is a negative amount in a financial year e.g. costs exceed income, Regulation 70 states that the Secretary of State must make a payment to the local authority of an amount equal to the amount of the deficit. Therefore, the Council should never have to subsidise this service.

6 Implications

6.1 Financial

As set out in the main body of the report, new burdens funding has been received from the Government which will fund initial set up costs and costs for the first few months. All ongoing costs will be covered by Levy income and will be confirmed by the Finance Team and S151 Officer prior to transfer of funds to the Government. The allocation of spend between capital and revenue will follow the Councils standard financial rules.

6.2 Legal

This is a new mandatory legal requirement introduced under S105C of the Building Act 1984 and S58 of the Building Safety Act 2022. The liability and amount of the tax are set out by legislation and not subject to the discretion of the Council. It is the local authority's responsibility to confirm when a Levy is payable and to calculate the amount.

Under regulation 71 the decision of the Council can be subject to a review request within 28 days on which the Levy liability notice is given. The Council must determine the review within 28 days of receipt of the request. Thereafter the decision of the Council may be appealed to the First-Tier Tribunal.

6.3 Human Resources

As set out in the body of the report, additional capacity is required to deliver this work. As such job descriptions have been developed and evaluated in accordance with the Council's job evaluation scheme. It is anticipated that the work can be accommodated through a combination of revisions to existing roles and a newly created post which will require external recruitment.

6.4 Risk Management

The introduction of the BSL creates new compliance, financial and operational risks for the Council. Key risks include failure to identify liable developments, incorrect calculation of levy amounts, delayed collection or transfer of funds, insufficient staffing capacity, delays in implementing suitable software and delays to Building Control completion or final certificates where payment has not been received. Risks will be higher where the Council is not providing the relevant Building Control sign-off as we will be more reliant on third parties for the notification of developments and the provision of information.

6.5 Equalities and Diversity

None.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

None.

8 Previous Consideration

None.

9 Background Papers

None.

Contact Officer:	Paul Beckley
Telephone Number:	01543 464 408
Report Track:	Cabinet: 22/10/26
Key Decision:	No

Cannock Chase Statement of Community Involvement Update

Committee:	Cabinet
Date of Meeting:	22 October 2026
Report of:	Head of Economic Development and Planning
Portfolio:	Regeneration and Corporate Strategy

1 Purpose of Report

- 1.1. To inform members of the content of the Updated Statement of Community Involvement and to seek approval to publish the document.

2 Recommendations

- 2.1. That Cabinet approves the Statement of Community Involvement 2026 update for publication.
- 2.2. That Cabinet agree to provide delegated authority for any non-substantive amendments within the document to the Head of Economic Development and Planning in consultation with the Portfolio Leader.

Reasons for Recommendations

- 2.3. The Planning and Compulsory Purchase Act 2004 (as amended) places a statutory duty on Local Planning Authorities to prepare a statement of community involvement.
- 2.4. The Town and Country Planning (Local Planning) (England) Regulations 2026 require the Local Planning Authority to consult on how the authority should engage with the relevant bodies in the preparation of the Local Plan. This has been undertaken in the form of a Communication and Engagement Strategy which forms part of the Scoping Consultation documents and covers the detailed engagement process for Local Plans and Supplementary Plans.
- 2.5. The update to the Statement of Community Involvement is required to reflect the introduction of this new document and also provides an opportunity to reflect any changes to Development Management Consultation Procedures.

3 Key Issues

- 3.1. The Planning and Compulsory Purchase Act 2004 (as amended) requires Cannock Chase Council to prepare a statement of community involvement. The SCI has been reviewed in lieu of changes to the Planning System for Plan-Making and Decision-Making.
- 3.2. An alternative to updating the Statement of Community Involvement would be to not update the 2022 version. Whilst this action would be in accordance with the Planning and Compulsory Purchase Act 2004 (as amended) as the Council would maintain a Statement of Community Involvement, it would not reflect the latest position regarding community engagement on the Local Plan nor the updates to Development Management processes including the National Scheme of Delegation.

4 Relationship to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

- **Priority 1-Economic Prosperity** – to create a district that thrives.
- **Priority 3-The Community** – to ensure Cannock Chase is a place that residents are proud to call home.

5 Report Detail

- 5.1. The Council is required to produce a Statement of Community Involvement (SCI) in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). The purpose of the SCI is to set out how the Council intends to seek the views of different sectors of the community during the preparation of planning documents and when planning applications are received.
- 5.2. The current Statement of Community Involvement was published in March 2022. Since then, there have been changes in legislation. The SCI, therefore, needs to be reviewed and updated to reflect the most up-to-date legislation and regulation changes.
- 5.3. The Council is legally required to consult stakeholders, including the public, on a range of planning matters and the minimum requirements are set out in the SCI. The SCI will set out the legislative requirements, along with any additional general steps that the Council will choose to do. The Communication and Engagement Strategy sets out more detailed steps that the Council will opt to do with regards to plan-making. The relevant planning matters include planning applications and the Community Infrastructure Levy as well as planning policy documents and these are covered in the SCI.
- 5.4. Having a clear arrangement for carrying out consultation will help establish a two-way process between the community and the Council. Alongside the Communication and Engagement Strategy, the SCI provides communities and stakeholders with a clear understanding of how they will be consulted and how they can engage in planning matters in a transparent way.
- 5.5. The content and process for preparing a SCI is no longer prescribed by regulation, as such there is no need to consult on the document, whilst it is considered good practice to do so, as the CES provides the significant changes to the approach to plan-making as required by the 2026 Regulations and has been consulted on as part of the Local Plan Scoping Consultation. The changes to the SCI are not considered significant, there have been no amendments to either section on Community Infrastructure Levy or Neighbourhood Planning, and the changes to the Decision-Making section are also reflected on the Council's website for public knowledge i.e. National Scheme of Delegation. The key requirement of the SCI is with regards to plan-making and that is clearly set out in the CES.
- 5.6. The Local Plan process requires the procurement of a wide range of evidence to support the development of the Plan and its examination; The current adopted plan is not supported by a completed Open Space Assessment that would have led to an Open Space Strategy. The new Local Plan will require a robust analysis of all land within the district including open spaces that could potentially be surplus and contribute to the housing requirement.

The Open Space Strategy would inform the open space targets across the district and areas that are under or overprovided and it is imperative that this evidence is completed to address a potential risk to the plan. It is the intention to commission a limited update to the Open Space study to be followed by an Open Space Strategy. This evidence will be needed to assist with site assessment work prior leading to initial site allocation.

- 5.7. National Plan-Making Policy PM8 considers evidence for plan-making and identifies that plan-makers should draw upon existing evidence, and update this where appropriate before preparing or commissioning wholly new evidence (which should only be done where necessary). In lieu of the 30-month process that will be triggered from 30th October 2026 the Council needs to consider the impacts that delays in procuring evidence could have on the requirements for a Local Plan to be adopted within 30months and therefore the potential for intervention from the Secretary of State.
- 5.8. An additional risk that should be raised is with regards to the potential shortfall in meeting the housing requirement for the Plan period, as the District has constraints in the form of the National Landscape it is considered this reduces the land available for consideration for allocation. The District still remains around 60% Green Belt and whilst works are ongoing to identify the final number of dwellings to be identified it is likely that sites within the Grey Belt and Green Belt will have to be considered for release for development.
- 5.9. Further to this, whilst the Local Government Reorganisation has been paused, the Council still currently have a legacy requirement to provide 500 dwellings to the Greater Birmingham and Black Country Housing Market Area, and there are other shortfalls emerging including approximately 4,500 dwellings from Tamworth Borough Council's Local Plan for submission to PINS in December 2026. The Planning Policy Team will continue to procure evidence to support any outcome of the housing and employment requirement and ongoing cooperation with neighbouring authorities regarding any potential shortfalls. It is however considered that this should be noted as an ongoing risk to the Local Plan.

6 Implications

6.1 Financial

Any costs associated with the production of the Updated Statement of Community Involvement will be contained within existing budgets.

6.2 Legal

The SCI details how the Council will satisfy its duty to consult on matters such as planning applications and it is a prudent approach to regularly review and as necessary, update the SCI.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equalities and Diversity

An Equalities Impact Assessment has been undertaken, and no adverse impacts in relation to the groups with protected characteristics are anticipated.

Up-to-date and relevant consultation activities would allow for positive community engagement and continued involvement in plan making.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix 1: Statement of Community Involvement 2026

Appendix 2: Statement of Community Involvement 2026
Equalities Impact Assessment

8 Previous Consideration

None.

9 Background Papers

[Cannock Chase Statement of Community Involvement 2022.](#)

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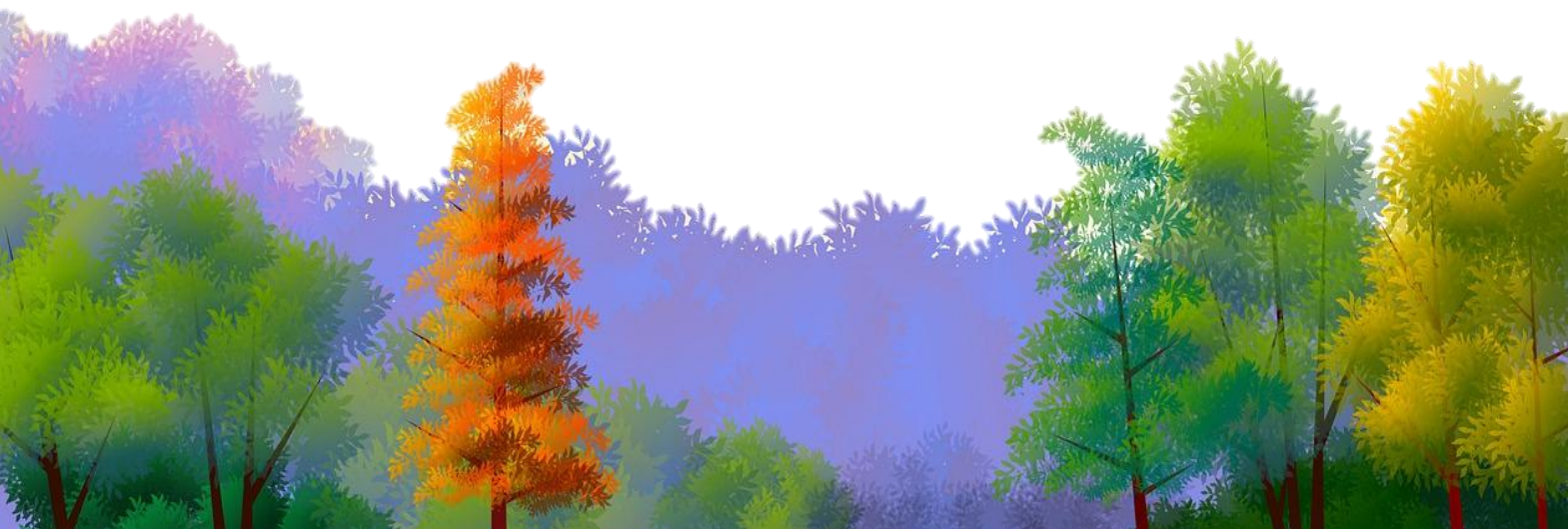
Ward Interest: All

Report Track: Cabinet: 22/10/26

Key Decision: No



Statement of Community Involvement 2026



Cannock Chase Statement of Community Involvement 2026

The Statement of Community Involvement (SCI) is provided by the Planning Policy Section of Planning Services at Cannock Chase Council. To request a physical copy of the document or for information relating to the Local Plan or planning policy documents please contact:

By Letter: Planning Policy, Cannock Chase Council, Beecroft Road, Cannock, Staffordshire, WS11 1BG

By Email: planningpolicy@cannockchasedc.gov.uk

By Phone: (01543) 462 621

Website: <http://www.cannockchasedc.gov.uk/planningpolicy>

For all matters relating to planning or other applications, or if you want to arrange a pre-application discussion, please contact:

By Letter: Development Management, Cannock Chase Council, Beecroft Road, Cannock, Staffordshire, WS11 1BG

By Phone: (01543) 462 621

Website: www.cannockchasedc.gov.uk/planningdevelopment

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1. Introduction

- 1.1. The Government makes it clear that the planning system should be as transparent, as accountable, socially inclusive and participatory as possible, the aim of the system is to encourage more meaningful community involvement that provides opportunities for more active participation and discussion earlier in the plan preparation and planning application process.
- 1.2. The Statement of Community Involvement (SCI) is a statutory requirement under the Planning and Compulsory Purchase Act 2004 (as amended) (Section 18). The SCI sets out how and when the community (in its widest sense) will be involved in the preparation of the Local Plan and other planning documents and how they will be consulted on planning applications.
- 1.3. This document reflects the Town and Country Planning (Local Planning) (England) Regulations 2026, the Neighbourhood Planning (General) Regulations 2012 (as amended), the Town and Country Planning (Development Management Procedure) (England) Order 2015, the Localism Act 2011 (as amended), Section 13(2) of the Neighbourhood Planning Act 2017, the National Planning Policy Framework (2024), and the National Planning Policy Guidance (PPG).

What is the purpose of the Statement of Community Involvement?

- 1.4. The SCI is one of the planning documents which the council is required to produce. The document alongside the Communication and Engagement Strategy (CES) will guide all community involvement on planning matters within the District. It is important that community consultation forms an integral part of the changes in Cannock Chase. The Statement of Community Involvement has been prepared to ensure that the people of Cannock Chase know when, how and for what reason they will be able to participate in planning matters.
- 1.5. In producing the Statement of Community Involvement alongside the Communication and Engagement Strategy, it is the Council's intention to promote effective public participation in the planning system. This will make sure that all sections of the community have the opportunity to be actively and continuously involved from the very start of the planning process both in the preparation and subsequent revision of the Local Planning Framework and in significant development management decisions.
- 1.6. Involvement in the planning process should enable the local community to say what sort of place they want to live and work in the initial stages of plan production when it can make a difference. The council will aim to include "hard to reach groups" that have historically not engaged with the planning system.
- 1.7. The Statement of Community Involvement sits alongside the Communication and Engagement Strategy. The CES identifies how the Council will consult and engage with communities and stakeholders specifically on the new Local Plan

and any related Supplementary Plans. Consultation on Neighbourhood Plans, planning applications and decision-making remains within the SCI, alongside an overview of the Local Plan stages at which community engagement is key.

- 1.8. The Communication and Engagement Strategy (CES) identifies how the Council will consult and engage communities and stakeholders on the new Local Plan and any related Supplementary Plans (SPs). Consultation on Neighbourhood Plans, planning applications, and decision-making is covered in this Statement of Community Involvement.
- 1.9. The benefits of involving a wider range of people and organisations throughout the planning process include:
 - Community commitment to the future development of an area;
 - Promoting regeneration and investment, creating certainty and commitment to change;
 - Providing a strong basis for successful negotiations on development proposals, including developer contributions; and
 - Providing a robust basis for addressing difficult decisions – it is important that in seeking to build consensus addressing controversial issues is not avoided.
- 1.10. When preparing planning policy documents or determining planning applications the Council must comply with the community engagement requirements as set out in the adopted SCI and CES (where applicable). When a Local Plan is submitted to the Secretary of State for Examination in Public, a “Statement of Compliance” will be required to be submitted outlining how the community engagement requirements of the Statement of Community Involvement and Communication and Engagement Strategy have been met during the Plan making process.

Why the Statement of Community Involvement has been updated

- 1.11. This document provides an update to the Statement of Community Involvement that was adopted in 2022. The need to update the Statement of Community Involvement has been necessitated as a result of:
 - Changes in planning legislation, including The Town and Country Planning (Local Planning) (England) Regulations 2026 and the production of the Communication and Engagement Strategy;
 - Increasing use of new technology and social media within the community; and
 - The recognised need for a more flexible approach to ensure that the Council can still proceed with its planning duties whilst responding to national or local circumstances.
- 1.12. The SCI will be reviewed at least every five years and will reflect the most up to date national legislation, policy and guidance at the relevant times. Where changes to national legislation, policy or guidance gives rise to updated provisions for publicity and consultation prior to any review of the Council’s SCI, the Council will reflect the most up to date requirements in practice accordingly.

- 1.13. The Communication and Engagement Strategy will be reviewed and consulted upon in line with the requirements to review Local Plans every five years and in accordance with the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2026.

2. Involving the Community

- 2.1. Community involvement is about communicating information to people and gaining information from people in a collaborative process. The aim is to enable everyone to access information which allows them to become involved collaboratively in planning the future of the district. The Council will seek to facilitate the involvement of the wider community through the approach outlined in this Statement.
- 2.2. By involving the community in its widest sense, it is possible to identify more clearly local priorities and needs. In addition, through local knowledge or personal understanding of the issues, solutions can often be identified more easily. Without the close involvement of the community there will be no ownership of the Local Plan and hence delivery will be much more difficult.
- 2.3. Those who may have a role or an interest in shaping the planning of the area, including local people, local organisations, local community groups, landowners and developers, regional organisations, national organisations and Government agencies should actively engage in the processes for plan making and determining planning applications. The level of engagement will vary depending on the nature of the plan or proposal.
- 2.4. The key to successful community involvement is engaging right across the community regardless of age, gender, race, religious values etc. It is important therefore that a range of different techniques for engagement that consider the different requirements of the different sectors of the community are employed, and a flexible approach is taken to take advantage of opportunities and address issues as they arise.
- 2.5. **Council Members:** Councillors are kept up to date with relevant information and Councillors in turn keep constituents in their wards informed of progress on the Local Plan and on any key planning application issues for their area. Policy development is considered by an informal Member/Officer working group with formal reporting via Cabinet and Council where appropriate. Working groups are established as and when necessary. Planning applications are decided by a Planning Control Committee unless delegated to Council officers.
- 2.6. **Parish/Town Councils:** As community representatives at the grass roots, Parish and Town Councils both within and adjoining the district will have the opportunity to be frequently involved in all aspects of relevant planning, by being consulted on planning applications and planning policy documents.
- 2.7. **Local People:** The Council wishes to ensure that no one is excluded from the planning process and will therefore seek to make use of the groups/networks that already exist in parts of the district, including the third sector organisations operating in the District and resident or special interest groups. In addition, the Council will pass information on relevant issues to the established community groups and attend meetings when requested, wherever practicable. The

Council maintains a Local Plan database which local people can request to be added to in order to be kept informed of relevant plan-making public consultations (with personal details maintained in accordance with the Councils' Privacy Notice¹).

- 2.8. **Neighbouring Authorities and Communities.** Development proposals not only affect communities within a local authority's boundaries, but can directly or indirectly affect neighbouring communities. The Council will ensure that neighbouring local authorities, Parish Councils, and residents within adjoining local authority's areas are given the opportunity where appropriate to be involved in the planning process in Cannock Chase District. Where evidence might need to be considered by neighbouring authorities when producing or updating plans, this will be shared at the earliest opportunity.
- 2.9. The importance of cross boundary cooperation was introduced into the Planning and Compulsory Purchase Act 2004 through the Localism Act 2011. The new plan-making system provided by the Levelling-up and Regeneration Act 2023 does not include the Duty. Instead, the new system will rely on revised national policy and the new tier of strategic planning to ensure effective cooperation between plan-making authorities.
- 2.10. **National, Regional and Local Organisations:** The Council understands that many local, regional and national organisations have to deal with a significant amount of information being forwarded to them for comment. Existing networks/stakeholder groups will be utilised wherever possible and the Council will maintain its Local Plan database of organisations to ensure that they are all made fully aware of key stages of consultation. Organisations can request to be added to the database at any time. Networks may include those operated by the third sector and those which the Council is already a member of (such as the Cannock Chase Community Safety Partnership, which brings together a number of partners to reduce crime and disorder).
- 2.11. **Agents/Developers:** This group includes landowners and those with potential development interests. Many of these are already involved in planning applications, are aware of the Local Plan and are likely to maintain their involvement. Within the area, there is a wealth of knowledge and expertise that will contribute to the delivery of the Local Plan and Supplementary Plans.
- 2.12. **Business Groups.** A number of existing business networks are already established within the District and officers will utilise these groups, working closely with officers in economic development, to generate a two-way flow of information.
- 2.13. **Hard to Reach groups.** The sectors of the local community who may be harder to reach, were identified in section 3 and efforts will be made to ensure that they are not excluded from planning processes (as set out in section 3).

¹ [Data Protection - Privacy Notices | Cannock Chase District Council](#)

3. General Standards of Public Consultation

3.1. The following general standards will be adhered to at all stages of plan making where consultation is undertaken. These will be applied to Local Plans, Supplementary Plans and CIL charging schedules (where appropriate).

1. Place relevant documents on the Council website with any supporting information, where appropriate, to enable people to understand what they are being asked to comment on and state where and when documentation can be inspected;
2. Make available all relevant materials, where appropriate, for inspection at the Council Civic Centre in Cannock for the period during which comments are being sought. Additionally, the relevant materials will also be made available for inspection at the district's public libraries, where appropriate;
3. Contact specific and general consultation bodies in line with regulations, and other consultees who may have an interest in the document and invite to make representations, advising where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations;
4. Use the Council's website and social media accounts, as appropriate, on the relevant stages of the Local Plan process and raise awareness of consultation events: advising when and where the relevant material can be inspected, the closing date and where to send representations;
5. Make available jargon free English summary documents and/or leaflets as appropriate;
6. Provide appropriate advice and information to the public as requested;
7. Produce a report summarising consultation methods and representations (with regards to the Local Plan and Supplementary Planning Documents this will be in accordance with the appropriate regulations);
8. Provide a range of ways to respond to a consultation as appropriate to the statutory stage of plan making.
9. Where appropriate, utilise AI to summarise consultation responses, which will be reviewed by officers. Where AI is to be utilised, this will be clearly outlined on the relevant document and where applicable, an option to opt out will be provided.

3.2. Policies and procedures for plan-making can change over time in response to changes in national legislation, policy and guidance. The Council will undertake consultations in accordance with current legislation, policy and practice that is in place at the relevant time.

3.3. These standards (and the proceeding standards for aspects of plan-making) may need to be varied in response to circumstances beyond the Councils control. For instance, Government – imposed restrictions on movement as occurred during the COVID-19 pandemic.

- 3.4. Given that the Council's approach to publicity and consultation in part reflects legislative requirements, any changes will be in accordance with temporary or updated legislation. In these instances, the Council may be limited in its ability to provide hard copies of documents for inspection and may restrict/suspend face-to-face meetings, in person public exhibitions, and the in person attendance of workshop/events.
- 3.5. Therefore, the Council website will be the primary source for consultation documents and an email address and phone number for the Planning Policy Team will be provided on the website or via the main switchboard to enable everyone to obtain further information or assistance.
- 3.6. The Council will continue to communicate and engage and will endeavour to provide alternative methods of engagement including (where appropriate technology is available) virtual presentations, video conferencing, teleconferencing/telephone appointments and email.
- 3.7. Any changes to the methods of consultation used will be clearly communicated and explained via available channels, including the Council website, social media and letters or email (as appropriate).

4. Local Plans

- 4.1. Local Plans are planning documents that have been subject to independent examination and once adopted form part of the Statutory Development Plan. These are the documents against which planning applications are assessed. Planning decision must be in accordance with these documents unless material considerations outweigh the need to adhere to their policies.
- 4.2. Cannock Chase's Local Plan 2018 – 2040 (2026) is the current adopted Plan for Cannock Chase. It establishes development principles that will shape the way that Cannock Chase as a whole and its individual places will develop up to 2040. It also contains more detailed Development Management Policies in respect of specific issues for use in determining individual planning applications and is supported by the Cannock Chase Local Design Guide Supplementary Planning Document (2026) which is a material consideration in determining planning applications.
- 4.3. The Local Plan 2018 – 2040 was adopted in March 2026 and was examined against the September 2023 National Planning Policy Framework (NPPF). The changes to the standard method calculation in the November 2024 publication of the NPPF, and the subsequent change to legislation means that the Plan's housing target does not meet the required 80% of the new Local Housing Need figure. This has prompted the preparation of a new Local Plan under the Town and Country Planning (Local Planning) (England) Regulations 2026.
- 4.4. The new Local Plan is to be prepared in accordance with new national policy. The Government consulted on a draft version of the NPPF in December 2025 and the final version publication is expected in 2026. The proposed new national policy will include strategic planning policies and may introduce non-strategic policies to set out more detailed policies for specific areas, neighbourhoods or types of development and to provide local specific context to National Decision-Making Policies (NDMPs) as appropriate.
- 4.5. The Council have consulted on a Communication and Engagement Strategy for the Local Plan and any subsequent Supplementary Plans and this should be read in conjunction with the general standards of consultation as set out in Section 3 of this document.
- 4.6. The Council will publish on its website² all completed evidence used for developing the Local Plan (including non-technical summaries where available and appropriate).
- 4.7. The most up-to-date Local Plan Timetable (the project timetable for Local Plan documents) has been published on the Council's website in accordance with the Notice of Intention to Commence a new Plan. Any subsequent updates will be made available on the Council's website.

² www.cannockchasedc.gov.uk/planningpolicy

- 4.8. The individual consultation periods and requirements as set out in the Town and Country Planning (Local Planning) (England) Regulations 2026 are set out below. Further details can be found in the Communication and Engagement Strategy.

Regulation 20: Scoping Consultation

1. The scoping consultation cannot commence any earlier than the date on which the Local Planning Authority publish their Notice of Intention to Commence Local Plan preparation.
2. The Council are required to invite those that are identified as general consultation bodies or specific consultation bodies to make representations to the Council³. There is no requirement to include residents as part of this consultation though the Council can choose to do so.
3. There is **no** minimum consultation period though guidance identifies a **minimum** of 21 days is appropriate.
4. Any associated documents must be published on the Council's website, made available at the Civic Centre during normal opening hours, and made available at other locations within the District as the Council consider appropriate. In this instance the Council will make the documents available in the six local district libraries.

Regulation 23: Proposed Local Plan content and evidence.

'Vision and Strategic Options Consultation'

1. The Regulation 23 consultation cannot commence any earlier than the date on which the Local Planning Authority publish the Summary of the Regulation 20 Scoping Consultation.
2. The Council are required to invite the following persons to make representations:
 - General Consultation Bodies;
 - Specific Consultation Bodies;
 - Residents or other persons carrying out business in the District; and
 - anyone that has requested to be notified of the proposed local plan content and evidence.
3. The consultation must be a **minimum** of six weeks.
4. Any representations made to the consultation must be received by the Council on or before the time and date specified on commencement of the consultation.
5. Any associated documents must be published on the Council's website, made available at the Civic Centre during normal opening hours, and made available at other locations within the District as the Council consider appropriate. In this instance the Council will make the documents available in the six local district libraries.

³ See the Communication and Engagement Strategy for further details [\(ADD LINK\)](#)

Regulation 27: Proposed Local Plan

1. The Regulation 27 consultation cannot commence any earlier than the date on which the Local Planning Authority publish the Summary of the Regulation 23 consultation.
2. The Council are required to invite the following persons to make representations:
 - General Consultation Bodies;
 - Specific Consultation Bodies;
 - Residents or other persons carrying out business in the District; and
 - anyone that has requested to be notified of the proposed local plan content and evidence.
3. The consultation must be a **minimum** of eight weeks.
4. Any representations made to the consultation must be received by the Council on or before the time and date specified on commencement of the consultation.
5. Any associated documents must be published on the Council's website, made available at the Civic Centre during normal opening hours, and made available at other locations within the District as the Council consider appropriate. In this instance the Council will make the documents available in the six local district libraries.

5. Supplementary Plans

- 5.1. Supplementary Plans (SPs) relate to specific sites or specific planning issues and have the same weight as a local plan for the purpose of decision-making. This would also include Infrastructure Levy regimes to apply at the local level for securing developer contributions in the future.
- 5.2. The process for SPs is similar to that of Local Plan but require only one consultation to be undertaken prior to examination as set out in the 2026v Regulations and identified below.

Regulation 70: Proposed Supplementary Plan Consultation

1. The Regulation 70 consultation cannot commence any earlier than the date on which the Local Planning Authority publish their Notice of Intention to Commence Supplementary Planning preparation.
2. The Council are required to invite the following persons to make representations:
 - General Consultation Bodies;
 - Specific Consultation Bodies; and
 - Residents or other persons carrying out business in the District.
3. The consultation must be a **minimum** of six weeks.
4. Any representations made to the consultation must be received by the Council on or before the time and date specified on commencement of the consultation.
5. Any associated documents must be published on the Council's website, made available at the Civic Centre during normal opening hours, and made available at other locations within the District as the Council consider appropriate. In this instance the Council will make the documents available in the six local district libraries.

- 5.3. Further guidance on the community engagement approach of the Council on SPs is set out in the Communication and Engagement Strategy.

6. Neighbourhood Plans

- 6.1. The Localism Act introduced new powers to allow local communities to prepare 'Neighbourhood Plans' and 'Neighbourhood Development Orders' to guide the future developments of their areas.
- 6.2. Neighbourhood Plans must be in general conformity with the adopted Local Plan and once approved by the Council are subject to a local referendum before coming into force with full development plan status.
- 6.3. There are three main mechanisms for Neighbourhood Planning – Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build. Each enables a community to achieve different things.

A Neighbourhood Plan is a way of helping local communities to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for a neighbourhood.
- Choose where homes, shops, offices and other development may be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

A Neighbourhood Development Order can help to implement a shared vision by granting planning permission to certain types of development in certain locations, without the need to submit a planning application to the local planning authority. A Neighbourhood Development Order can apply to all of a Neighbourhood Plan area, or a particular site within the neighbourhood.

The Community Right to Build (CRTB) allows local communities to undertake small-scale, site-specific, community-led developments. It is a particular type of Neighbourhood Development Order which allows community organisations in some cases to bring forward small scale development on specific sites without following the usual planning permission process.

- 6.4. However, a CRTB need to be in conformity with the Local Plan and, if applicable, the Neighbourhood Plan for any given area. A CRTB needs to relate to an approved Neighbourhood Area. As with Neighbourhood Plans and Development Orders, a CRTB is subject to an independent examination and a referendum, and the Local Authority needs to be involved in these stages in the same way.
- 6.5. The process for preparing a Neighbourhood Plan and a Neighbourhood Development Order is similar. Unlike Local Plans, Neighbourhood Plans and Neighbourhood Development Orders are not prepared by the local planning authority. There are two types of 'qualifying body' that can prepare a Neighbourhood Plan or a Neighbourhood Development Order:

- Parish and Town Councils: In areas where a parish or town council exists, these are the organisations which will usually be responsible for a Neighbourhood Plan, but other parts of the community may prepare a plan if they are established as a neighbourhood area. A Neighbourhood Plan can, but does not have to, cover the whole area of the parish or town.
 - Neighbourhood Forums: Where a parish or town council does not exist, community members, including those with business interests in the area, can come together to create a neighbourhood forum. Only one neighbourhood forum is allowed to exist for each neighbourhood to be covered by a Neighbourhood Plan.
- 6.6. Consultation and community involvement are important elements in the Neighbourhood Planning process. At the issues and draft plan stages, this will be the responsibility of the plan making body, but the District Council has a significant role at the other stages identified below, including, the proposed Neighbourhood Plan Area, the proposed creation of a Neighbourhood Plan Forum, the Independent Examination and the Local Referendum.
- 6.7. The requirements for consultation are set out in the 2012 Town And Country Planning, England - The Neighbourhood Planning (General) Regulations 2012 (as amended), In each case, the regulations refer to the need for the District Council to; - “publicise..... on their website and in such other manner as they consider is likely to bring the area application to the attention of people who live, work or carry on business in the area to which the area application relates”
- 6.8. The NPPG explains the Neighbourhood Plan system including the key stages and considerations required.

The Council's role in Neighbourhood Planning

- 6.9. The Planning Policy pages on the Council's website will be used to provide further information and key stakeholders up to date, include a dedicated web page; the Council will ensure that the Qualifying Body preparing a Neighbourhood Plan (NP), Neighbourhood Development Order (NDO) or Community Right to Buy (CRTB) are informed by email:
- a. as to where the Evidence Base is located and when it has been updated; and
 - b. as to where the Local Plan Timetable (the project timetable for Local Plan Documents) is located and when it has been updated.
- 6.10. The District Council will make available Neighbourhood Planning Guidance to Parish and Town Councils and Neighbourhood Forums.
- 6.11. The Council, as the local planning authority, will, if requested administer the formal designation of Neighbourhood Area(s) to be covered by Neighbourhood Plan(s). where relevant the Council will formally approve a Neighbourhood Forum.

- 6.12. The Council will check a draft Neighbourhood Plan, Neighbourhood Development Order or CRTB to ensure that it meets all the relevant legislation and regulations and that it generally confirms to the strategic elements of the Local Plan.
- 6.13. Subject to the above, the Council will undertake the statutory stages of consultation required to be carried out by the local authority and arrange an independent examination.
- 6.14. If the plan passes an examination, the Council, as local planning authority, will arrange a local referendum. If the referendum supports the document, the Council will adopt it as part of the overall development plan (which includes the Local Plan). Should post-adoption modifications become necessary, the Council will offer guidance and support on the process.
- 6.15. Parish and Town Councils, and Neighbourhood Forums will be encouraged to apply the principles set out in this SCI and the Communication and Engagement Strategy.
- 6.16. The Council will undertake the statutory consultation stages in accordance with the relevant regulations, taking account of the general standards of consultation for plan making (as appropriate).
- 6.17. As outlined above, the methods of consultation and engagement may need to be varied in response to circumstances beyond the Councils control. For instance, Government - imposed restrictions on movement and social interaction as occurred during the COVID-19 pandemic.
- 6.18. If compliance with Government-imposed restrictions results in the statutory stages of a Neighbourhood Plan being temporarily suspended (e.g. referendums) this will be clearly communicated and explained via available channels, including the Council website, social media and letters or email (as appropriate).

7. Community Infrastructure Levy (CIL)

7.1. The Community Infrastructure Levy (CIL) is a planning charge, the legislation for which came into force in April 2010. The levy allows local authorities in England and Wales to raise contributions from developers to help pay for infrastructure that is needed as a result of development. Local authorities who wish to charge the levy must produce a Draft Charging Schedule setting out CIL rates for their areas – which are to be expressed as pounds per square metre (£/ sq m), as CIL will be levied on the gross internal floor space of the net additional liable development. Before it is adopted by the Council, the Draft Charging Schedule has to be approved by an independent examiner.

7.2. The requirements which a CIL Charging Schedule has to meet are set out in:

- The Planning Act 2008
- The CIL Regulations 2010, as amended (which also set out consultation requirements)
- The National Planning Practice Guidance (section on CIL).

7.3. Consultation is an important requirement in preparing a CIL because of the need for it to fit local circumstances and to have a positive impact on development. The Guidance (Paragraph: 010 Reference ID: 25-010-20190901) states that:

When deciding the levy rates, an authority must strike an appropriate balance between additional investment to support development and the potential effect on the viability of developments.

7.4. This balance is at the centre of the charge-setting process. In meeting the regulatory requirements, charging authorities should be able to show and explain how their proposed levy rate (or rates) will contribute towards the implementation of their relevant plan and support development across their area (see Regulation 14(1), as amended by the 2014 Regulations).

7.5. The Council's CIL Charging Schedule was approved by the Inspector on 10th February 2015 following submission for Examination on 31st October 2014 after a six-week consultation period. The Council at its meeting on 15th April 2015 agreed to commence introduction of charging on 1st June 2015. The Council has produced a 'CIL Guidance for Landowners and Developers' document which sets out in detail how CIL will operate in the district.

7.6. The CIL charge will apply to new floor space resulting from most types of residential development, including in some cases change of use to residential, and some major retail developments. It does not currently apply to other forms of built development. The CIL charging rate is arrived at using evidence of infrastructure needs, funding gaps and development viability. The Council publishes an Infrastructure Funding Statement annually which details which infrastructure projects are expected to be funded via CIL receipts and planning

obligations, drawing upon the Infrastructure Delivery Plan accompanying the Local Plan.

CIL Charging Schedule

In Cannock Chase District, the general consultation measures set out in section 5 will apply to each consultation step required for producing a CIL charging schedule or review. The CIL Regulations 2010 (as amended) governing these consultation stages will be adhered to.

The relevant consultation stages are:

Draft charging schedule

- Publish draft schedule and relevant evidence (including 'Statement of the Representations Procedure')
- Consult with prescribed 'consultation bodies' including neighbouring local planning authorities, Staffordshire County Council, Parish Councils and other parties (those who work live or operate a business in the area; voluntary bodies; or bodies that represent business in the area) as appropriate.
- There is no statutory period for consultation. The Council will consult for at least four weeks in accordance with national guidance, but when considered appropriate a period of six weeks consultation will be provided for.
- Accept valid requests to be heard before the examiner at the CIL examination
- Produce and publish statement of modifications (if necessary) following consultation on the Draft Charging Schedule. Inform those persons previously invited to make representations that the statement has been published.
- Accept valid requests to be heard before the examiner at the CIL examination on modifications (within 4 weeks of the statement of modifications being published/submitted for Examination).

Examination

- Submit and publish a statement of representations summarising representations received and how they have been taken into account.
- Notice is given to those who have requested to be notified of the submission for examination.
- Relevant parties for the examination hearings sessions are notified at least four weeks in advance, or two weeks where a statement of modifications has been published and one or more requests to be heard made.
- The Examiner is encouraged to share the draft programme for the hearings at an early stage and inform those who wish to attend (and similar for pre-hearing meeting if considered necessary).
- Notice is given to those who have requested to be notified of the examiner's report upon publication of the Examiners recommendations.

Adoption

- The Charging Schedule is formally adopted by full Council resolution (if approval is recommended by examiner). The commencement date is inserted into the charging schedule and notice given to those who have requested to be notified of adoption.

- There is a six-month period for 'correctable errors' to be made known to the Council. If required Council to republish charging schedule with 'correction notice'.

- 7.7. Prior to the publication of the Draft Charging Schedule the Council will collaborate with neighbouring/overlapping local authorities and other relevant stakeholders to inform the evidence base and Draft Charging Schedule (in accordance with national guidance).
- 7.8. The CIL Regulations (2010, as amended) allow for more than one stage of consultation prior to Examination, if considered necessary. If further stages of formal consultation are deemed necessary by the Council these will be undertaken with reference to the general standards for consultation and the CIL Regulations; the methods used will be appropriate to the nature of the consultation.
- 7.9. As outlined above, the methods of consultation and engagement may need to be varied in response to circumstances beyond the Councils control. For instance, Government - imposed restrictions on movement and social interaction as occurred during the COVID-19 pandemic.
- 7.10. Consultation and engagement in respect of the Community Infrastructure will continue to be undertaken in accordance with the general standards of consultation and CIL Regulations, taking account of the measures necessary to comply with any Government-imposed restrictions as detailed above.

8. Development Management

- 8.1. This section sets out how people have the opportunity to be involved in the decision-making process on individual planning applications.
- 8.2. The Government sets out the minimum standards for consultation on planning applications in the Town and Country Planning (Development Management Procedure) (England) Order 2015. There are three main categories of application, which require differing levels of publicity:

Categories of Planning Application

1. All applications subject to an environmental assessment, all applications which are a departure from the Development Plan, and all applications affecting public rights of way are required to be publicised by the display of a notice on the site, and by the placing of an advertisement in a local newspaper.

2. Other applications defined as “major” applications by the Town and Country Planning (Development Management Procedure) (England) Order 2015 are required to be publicised by the display of a site notice or letters written to adjoining neighbours, and by placing an advertisement in a local newspaper. Major applications are those comprising a residential development of more than 10 dwellings, or residential development in outline form on a site of 0.5 hectares or more, or the erection of other buildings creating 1,000 square metres of floor space, or outline applications on sites of 1 hectare or more.

3. All other applications are publicised by the display of a site notice or letters written to adjoining neighbours (with some exceptions e.g. Non-Material Minor Amendment applications and Lawful Development Certificates for proposed development).

For the following application types, newspaper advertisements may be required in addition to site notices and/or neighbour notification:

- Applications for Listed Building Consent,
- Applications affecting the setting of a Listed Building
- Applications affecting the character or appearance of a Conservation Area

- 8.3. Significant amended or additional details relating to any of the above categories of application received whilst an application is being processed are also publicised.
- 8.4. A considerable amount of negotiation takes place on a large number of applications, particularly the major ones. This is a very important and crucial part of the Development Management process, steering development towards a more acceptable form and therefore acting in a positive manner. This dialogue between planning officers and developers and their professional

advisors is something which the Government and this Council actively encourages.

- 8.5. Section 122 of the Localism Act 2011 makes it a requirement for applicants for a development of a description specified within a development order to carry out a pre-application consultation on the proposed application and to demonstrate how they have taken account of the responses resulting from that consultation.
- 8.6. In addition, to the above categories of planning application there are publicity requirements for applications related to more recent procedures: Permissions in Principle and Prior Approvals.

Permission in Principle

- 8.7. The Permission in Principle consent route is an alternative way of obtaining planning permission which separates the consideration of matters of principle for proposed residential-led development ('Permission in Principle') from the technical detail of the development ('Technical Details Consent').
- 8.8. Permission in Principle cannot be granted for habitats development, householder development or Environmental Impact Assessment development. At present, Permission in Principle for 'major' residential-led development can only be granted through entry of a site in Part 2 of the Councils' Brownfield Land Register. Other 'minor' residential-led development on previously developed land can be granted Permission in Principle through an application route. The Government is currently reviewing the potential for Permission in Principle to be applied to major developments via the application route.
- 8.9. Provisions for applications for Permissions in Principle (PiP's) for minor residential development of land have been in place since 1st June 2018. A consequent application for Technical Details Consent (TDC) has then to be determined in accordance with the Permission in Principle; the result would be the grant of full planning permission.
- 8.10. Permission in Principle can also be triggered when suitable sites are entered in Part 2 of the Council's Brownfield Land Register (subject to undertaking necessary publicity, notification and consultation). Technical Details Consent can be obtained via an application process in accordance with the Permission in Principle granted via a Part 2 Brownfield Register.
- 8.11. Community involvement procedures will follow the requirements set out in the relevant regulations and order. The current procedures and consultation/publicity/notification requirements that the Council will adhere to are set out in:
 - Town & Country Planning (Brownfield Land Register) Regulations 2017
 - Town & Country Planning (Permission in Principle) Order 2017

- 8.12. Key requirements include the need for site notices; website-based notices; directly consulting key persons, bodies or authorities (where necessary). The time periods for consultations are also specified e.g. publicity must be undertaken for at least 14-21 days depending upon the Permission in Principle route.

Prior Approval

- 8.13. This process is for proposals where applicants must submit either a prior approval or prior notification form to the Council prior to a development taking place which represent 'permitted development'. This can include, but is not restricted to, proposals for larger householder extensions, demolition and telecommunications.
- 8.14. The Council will adhere to the specific notification and publicity requirements for individual proposals in accordance with the most up to date legislation at the relevant time of the application. At present, applications for prior approval for development which are subject to permitted development rights will be processed in accordance with Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

Forms of Notification of Planning Applications

1. Newspaper advertisement

The following categories of application are publicised by way of newspaper advertisement:-

- Applications including an Environmental Statement.
- Departures from the Development Plan.
- Applications affecting public rights of way.
- Major applications (see above).
- Applications for Listed Building consent.
- Applications for development affecting the setting of a Listed Building or a Conservation Area.

2. Site notices

Brightly coloured site notices are displayed in connection with all application categories with the exception of Prior Notifications for non-commercial development, Non-Material Minor Amendments and Lawful Development Certificates (for proposed development).

3. Notification by letter

Occupiers of properties, whether residential or business or community services (e.g. schools, churches, community halls) are notified by letter of all application categories with the exception of Non-Material Minor Amendments and Lawful Development Certificates (for proposed development). Notification by letter involves those neighbouring properties directly adjoining the application site boundary.

Content of notification letters, site notices and newspaper advertisements

All the published material contains a description of the application, where it can be viewed, the timescale for responses and the offer of an appointment with the case officer to discuss the matter. Information is also given about the Council's Consultations Charter relating to planning applications, a copy of which is enclosed with the notification letters. The Charter also refers to the Local Code of Conduct for the Planning Process which explains the decision-making procedures, copies of which are available at Council offices and also on the Council's website.

Policies and procedures for publicising planning applications can change over time in response to changes in national legislation, policy and guidance. Therefore applications will be publicised in accordance with current legislation, policy and practice at the time the application is being processed.

The most up to date arrangements for publicising planning applications can be found on the Council's website.

8.15. Other ways in which information can be obtained on applications being considered by the Council are:

- **Weekly List of Planning Applications:** This is made available on the Council's website and contains basic information about the location of the proposed development and a description of it.
- **Availability of copies of applications:** Hard copies of applications can be viewed, by appointment, at the Council's Civic Centre. To conform with the Government's targets for electronic communication, the Council provides all information on 'live' planning applications and those determined after 2010 on the Council's website.
- **Parish and Town Councils:** Parish and Town Councils are notified as part of the consultation process and invited to inspect applications on the Council's website.
- **Exhibitions and presentations:** For applications which would involve major new development affecting a substantial area of the district, e.g. large new housing estates, employment sites or town centre redevelopment, plans are displayed in an appropriate location close to where the development is taking place.
- **Home visits:** People notified of applications, but who are unable to visit Council Offices to view plans because of mobility problems can arrange for a home visit by the Case Officer.
- **Officer meetings:** Case officers are available, by appointment, at the Civic Centre to meet people wishing to discuss applications in which they have an interest.

Responding to Publicity about Applications

- 8.16. All comments which people wish to be taken into account in the decision-making process need to be made in writing either by letter, email or by completing a comments form available at the Council offices. Anyone can respond to a planning application consultation; responses are not limited to those parties that have been directly notified.

Timescale for responses

- 8.17. 21 days is allowed for responses to initial notification of applications and a minimum of 10 days for re-notification on amendments.

Consultation on Planning Applications and other applications submitted under the Town and Country Planning Acts

- 8.18. This part of the process includes both the statutory requirements for consultation prior to decision being made on applications, most of which are included in the Town and Country Planning (Development Management Procedure) (England) Order 2015, and non-statutory consultation with organisations with expertise to contribute to the process.

Pre-Application Advice. Planning officers are available to offer pre-application advice by telephone, meeting or in writing. There are fees for pre-application advice for specified types of developments, which the Council may update over time. The most up to date pre application charges will be publicised on the Council website. Other professional 'in-house' advice can be made available at this stage for example from Landscape Architects, Arboriculturists, and the Council's Ecologist.

Article 22 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 relates to the duty to respond to consultations within 21 days, which is an appropriate target in relation to the provision of pre-application advice.

External advice from other organisations (such as the Environment Agency, Natural England or Highways England) should be sought separately and may be subject to the pre-application charges of those organisations. External consultees, such as the Canal and River Trust and Historic England, welcome consultation at an informal level where issues may benefit from their early involvement.

Staffordshire County Council Transportation, Education, Flood Risk, Historic Environment and Planning (for waste, minerals and County matters) teams provide pre-application services that may incur a charge. The most up to date information should be sought from the County Council website and relevant teams.

Application Consultations – Statutory. Consultees are notified as part of the consultation process and invited to inspect applications on the Council's website. The Highway Authority also provides advice by Highway Engineers, when required.

Application Consultation – Non-Statutory. This includes both internal (other Council departments) and external bodies with expertise relevant to particular types of application. Consultees are notified as part of the consultation process and invited to inspect applications on the Council's website.

- 8.19. The means of publicity and consultation may need to be varied in response to circumstances beyond the Councils control. For instance, Government - imposed restrictions on movement and social interaction as occurred during the COVID-19 pandemic.
- 8.20. Given that the Councils' approach to publicity and consultation reflects legislative requirements, any changes will be in accordance with temporary or updated legislation. If means of publicity such as site notices are restricted, the Council will notify anyone that is likely to have an interest in a relevant planning or listed building consent application through a notice on the Council website (or any alternative means as required by legislation).
- 8.21. In the instance of Government-imposed restrictions, the Council will limit/suspend face-to-face meetings. The Council will continue to communicate and engage via alternative methods (where appropriate technology is available) including virtual presentations, video conferencing, teleconferences/telephone appointments and email.
- 8.22. Where remote means of communication are not possible (or are likely to be ineffective) the Council will endeavour to attend in person meetings with organisations and stakeholders, if requested. These will need to be arranged in a location that is compliant with any restrictions that may be in place at the relevant time and undertaken in accordance with such restrictions. For example, social distancing was required during the COVID-19 pandemic and shielding of vulnerable groups which may have included staff members.
- 8.23. Any changes to the means of publicity and consultation used will be clearly communicated and explained via available channels, including the Council website.

The decision-making process

The Council's published Local Code of Conduct for the Planning Process explains how decisions are made on planning applications. It sets out which decisions are delegated to officers and how comments made as a result of publicity on applications are considered, in most cases, by the Planning Control Committee before making a decision. The provision for people to address the Planning Control Committee when it is meeting to determine applications is also explained. Finally, the local Consultations Charter which is sent out to people notified of planning applications includes a list of relevant planning considerations at a general level and what are not, in order to assist people in making comments which can be taken into account in the decision-making process. Information received from Statutory Consultees as

a result of consultations will be taken into account when drafting any necessary conditions and Section 106 agreements.

Process following a decision

A letter is sent to everyone who has submitted written comments (whether by post or e-mail), advising them of the decision on the planning application (whether or not it was determined by officers under delegated powers or at Committee). Copies of planning decisions are provided on the Council's website. The decision, if taken at Committee, is also publicised in the Committee minutes on the Council's website.

Appealing a Decision

- 8.24. If an applicant has an application refused or disagrees with conditions attached to the granting of permission they have a right of appeal. This right of appeal does not extend to a person notified of an application – known as a third party.
- 8.25. If and when an appeal is received, the comments received as part of the application will be provided to PINS (the independent determining body). There will not be an opportunity to provide additional comments through the appeal process and there is no need to re-submit previous information sent in on the planning application as all this information will be copied and sent to the Inspectorate. Councillors are also notified.
- 8.26. Where an informal hearing or Public Inquiry is to be held to consider an appeal a site notice is erected and the appeal is publicised in the press, including the date, time and the location of the hearing/Inquiry. Third parties are able to attend both informal hearings and Inquiries and speak subject to the discretion of the Inspector, who may limit the number of individuals wishing to make very similar points.

Enforcement

- 8.27. When development takes place without permission the Council has a range of enforcement powers available to it to establish whether a breach of planning control has taken place. The Council has additional guidance available on the Council's website⁴.
- 8.28. The name and address of any complainant will be kept confidential; however, representations on any subsequent planning applications will be publicly available. The complainant will be informed of any enforcement notice and will be advised of any appeal that is lodged against an enforcement notice.

⁴ [Planning Enforcement | Cannock Chase District Council](#)

9. Monitoring and Review of the SCI

- 9.1. The Council's Planning Teams seek to adopt a positive approach to involving external groups and individuals in planning processes. By ensuring that community involvement is targeted and realistic the Council aims to make the best use of the resources available to it, recognising that existing networks linked to other plans and programmes will be particularly valuable. In determining the most appropriate and effective means of community involvement in different instances, the Council will take into consideration costs and benefits to ensure best value is achieved.
- 9.2. The costs of community involvement will be met from dedicated budgets. Where possible, joint community consultation and engagement will be undertaken. Community involvement in the development management process, following procedures in Section 8, is an integral part of the processing of planning applications.
- 9.3. The management of resources and their availability for community involvement will be dependent on the progress made on the preparation of relevant documents. Monitoring progress in plan making and an assessment of the success of various community involvement exercises will inform the Council on the need to review, and where necessary, amend the SCI.
- 9.4. The effectiveness of the Councils' publicity and consultation methods can be monitored and evaluated in various ways including providing the opportunity for comments on the consultation methods themselves as part of representations submitted; responding to specific concerns that may be raised during a consultation process and learning from this to improve the next consultation event e.g. requests for additional information or public exhibition locations; reports from the Communications team on the 'reach' and response rates e.g. number of 'visits' to the website arising from corporate social media posts and the degree of local newspaper/social media coverage; and monitoring attendance levels of public exhibitions. Feedback from local Councillors is also an important source of information for evaluating effectiveness.
- 9.5. The SCI will be reviewed as appropriate in the light of changes in national legislation and policy, joint working experiences and consultation with stakeholders. This might include changes to reflect best practice in community/stakeholder involvement, managing expectations more effectively or addressing specific problems or concerns in relation to joint working. We are legally required to review the SCI at least every five years.

10. Data Protection

- 10.1. For many aspects of the planning process we will need to gather personal data. Our reasons for this, and the type of data required will vary depending upon the particular procedure and stage in the process.
- 10.2. When we collect such data, we will ensure that we do so in a clear and legally compliant manner to fulfil the requirements of current data protection legislation. The relevant Privacy Notices can be found on the data protection pages of the Council's website at www.cannockchasedc.gov.uk/privacynotices and can also be found on all forms which we use for consultation purposes.



Equalities Impact Assessment Statement of Community Involvement 2026



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1. Introduction

- 1.1. The Public Sector Equality Duty, introduced under the Equality Act 2010, requires all public bodies, including local authorities, to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment, and victimisation
 - Advance equality of opportunity between those who share a protected characteristic and those who do not
 - Foster good relations between those who share a relevant protected characteristic and those who do not
- 1.2. Equality Impact Assessments (EqlAs) allow the Council to:
 - Show that we are meeting this legal duty by demonstrating due regard for the provisions of the Public Sector Equality Duty
 - Identify possible negative impacts on individuals and groups with protected characteristics, plan mitigating action and seek to maximise opportunities to advance equality within our activities.
- 1.3. The Equality Act 2010 identifies nine 'protected characteristics' and seeks to protect people from discrimination on the basis of these characteristics. They are:
 - Age
 - Disability
 - Gender Reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation

2. Identifying Details

Officer Completing EqIA	Grace Lockley Interim Planning Policy Team Leader
Team and Service	Planning Policy Planning and Economic Development Cannock Chase District Council
Title of Proposal	Statement of Community Involvement
EqIA Completion Date	7 October 2026
Proposal Implementation Date	2 November 2026
Who will be responsible for implementing this proposal	Cannock Chase District Council

3. Assessment

Stage 1: Scoping and Defining

1. What are the aims and objectives of Plan/Strategy/Service/Policy?

The purpose of the Statement of Community Involvement (SCI) is to set out how the Council intends to engage with communities through the planning process.

The SCI is structured into separate sections and this EqlA relates to the following:

Section 1 – Introduction

Section 2 – Involving the Community

Section 3 – General Standards of Public Consultation

Section 4 – Local Plan

Section 5 – Supplementary Plans

Section 6 – Neighbourhood Plans

Section 7 – Community Infrastructure Levy (CIL)

Section 8 – Development Management

2. How does it fit within Cannock Chase District Council's wider objectives?

The Council's Corporate Plan identifies the Council's long-term priorities serving the residents and communities of the District. The SCI is consistent with the wider objectives of the Corporate Plan, in particular the following:

- Priority 1 – Economic Prosperity – to create a district that thrives
- Priority 3 – The Community – to ensure Cannock Chase is a place that residents are proud to call home

3. What are the expected outcomes?

The SCI provides certainty to both applicants and the community by setting out how consultation and engagement will be undertaken with communities across the District. Ultimately, the application of the SCI should lead to better development outcomes for local communities and the District as a whole by setting out how engagement in the planning process can be undertaken.

Section 1: Introduction – advises of the legislative background and provides an overview of the purpose of the SCI and why it has been updated.

Section 2: Involving the Community – provides an overview on community involvement and the different groups and their engagement within the process

Section 3: General Standards of Public Consultation – this provides a set of general standards that would be adhered to at all stages of plan-making

Section 4: Local Plans – this provides an overview of the plan-making process and refers to the Communication and Engagement Strategy. The legislative process for consultations is also set out.

Section 5: Supplementary Plans – sets out the legislative process for consultations.

Section 6: Neighbourhood Plans – advises on the mechanisms for Neighbourhood Planning and the role undertaken by the Council.

Section 7: Community Infrastructure Levy (CIL) – sets out the process for the production of a CIL Charging Schedule and the engagement that will take place at the various stages.

Section 8: Development Management – provides information on the levels of engagement that will be undertaken at the various stages of the process for determining applications, and advises of the process involved in an application for Permission in Principle and Prior Approval and the levels of engagement that will be undertaken at each stage. Provides information on the pre-application process and the level of engagement at this stage.

4. Which of the groups with protected characteristics is this intended to benefit?

The SCI is not intended to benefit any one particular group. As such, the SCI is relevant to everyone who will live, work and visit the District.

Stage 2: Information Gathering

1. What type and range of evidence or information have you used to help you make a judgement about the plan/strategy/service/policy?

The updated SCI is informed by legislation and national guidance, along with good practice guidance on consultation techniques and methods.

2. Have you consulted on the plan/strategy/service/policy and if so with whom?

The SCI has not been consulted on as the Communication and Engagement Strategy provides the significant changes to the approach to plan-making as required by the Town and Country Planning (Local Planning) (England) Regulations 2026 and has been consulted on as part of the Local Plan Scoping Consultation.

The changes to the SCI are not considered significant, there have been no amendments to either section on CIL or Neighbourhood Planning, and the changes to the decision-making section are also reflect on the Council's website for public knowledge. The key requirement of the SCI is with regards to plan-making and that is clearly set out in the CES.

3. Which of the groups with protected characteristics have you consulted with?

N/A

Stage 3: Analysis of Impact

- 1. From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination? If yes, identify the groups and how they are affected.**

RACE The SCI is inclusive of all equality groups.	DISABILITY The SCI sets out how the consultation and engagement will be undertaken using a variety of methods. This approach enables all groups to be able to engage in the plan-making process.	SEX The SCI is inclusive of all gender groups.
MARRIAGE/CIVIL PARTNERSHIP The legislative requirements relating to this group are only relevant in the context of the District Council's role as an employer and are not therefore relevant to the EqlA for the SCI.	AGE The SCI sets out how consultation and engagement will be undertaken using a variety of methods. This approach enables all groups to be able to engage in the process.	GENDER REASSIGNMENT The SCI is inclusive of all gender groups.
RELIGION/BELIEF The SCI is inclusive of all religions.	PREGNANCY/MATERNITY The SCI sets out how the consultation and engagement will be undertaken using a variety of methods. This approach enables all groups to be able to engage in the plan-making process.	SEXUAL ORIENTATION The SCI is inclusive of all sexual orientations.

- 2. If there is an adverse impact, can this be justified.**

No adverse impacts in relation to the identified groups are anticipated.

- 3. What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4)**

No negative or adverse impacts are anticipated; therefore, no actions are needed.

- 4. How does the plan/strategy/service/policy contribute to promotion of equality? If no what can be done?**

The SCI sets out how consultation and engagement will be undertaken with communities across the District and therefore contributes to equality by enabling all people to be aware of how they are able to engage with the various aspects of the planning process.

5. How does the plan/strategy/service/policy promote good relations between groups? If not, what can be done?

The SCI sets out how the community can be involved in the planning process through a variety of methods, thus fostering better relationships between different groups.

6. Are there any obvious barriers to accessing the service? If yes, how can they be overcome?

The CES sets out how consultation and engagement will be undertaken using a variety of methods including virtual and remote methods. This approach enables all groups to be able to engage in the planning process thus reducing barriers to engaging with the planning process.

Stage 4: Action Planning, Review & Monitoring

1. Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications. *If No Further Action is required, then go to – Review & Monitoring*

No Further Action is required

2. Review and Monitoring – State how and when you will monitor policy and Action Plan

A Monitoring Report is produced by the District Council on an annual basis to review the effectiveness of policies and proposals in the Development Plan. The SCI will be reviewed every five years in accordance with legislation and guidance.

Cannock Chase Communication and Engagement Strategy Publication

Committee:	Cabinet
Date of Meeting:	22 October 2026
Report of:	Head of Economic Development and Planning
Portfolio:	Regeneration and Corporate Strategy

1 Purpose of Report

- 1.1. To inform members of the content of the Communication and Engagement Strategy following the Scoping Consultation and to seek approval to publish the document.

2 Recommendations

- 2.1. That Cabinet approves the Communication and Engagement Strategy 2026 for publication.
- 2.2. That Cabinet agree to provide delegated authority for any non-substantive amendments within the document to the Head of Economic Development and Planning in consultation with the Portfolio Leader.

Reasons for Recommendations

- 2.3. The Town and Country Planning (Local Planning) (England) Regulations 2026 require the local planning authority to consult on how the authority should engage with the bodies specified in paragraph 2 of Regulation 20. This has been undertaken in the form of a Communication and Engagement Strategy which forms part of the Scoping Consultation documents and covers the detailed engagement process for Local Plans and Supplementary Plans.
- 2.4. The publication of the Communication and Engagement Strategy alongside the update to the Statement of Community Involvement ensures that the Council's approach is clearly adopted prior to the New Local Plan proposed content and evidence base consultation (Regulation 23) in 2027.

3 Key Issues

- 3.1. The Town and Country Planning (Local Planning) (England) Regulations 2026 requires the local planning authority to set out details relating to the proposed approach to consultation and engagement in preparing their Local Plan.
- 3.2. The Communication and Engagement Strategy (CES) supports the proposed update to the Statement of Community Involvement (SCI) and ensures the Council remains compliant with regulations. An alternative approach would be to not publish the Communication and Engagement Strategy, whilst the Council would still have the SCI, the proposed 2026 update is reliant on the publication of the CES. Whilst this action would be in accordance with the Planning and Compulsory Purchase Act 2004 (as amended) as the Council would maintain a SCI, it would not reflect the latest position regarding community engagement on the Local Plan.

4 Relationship to Corporate Priorities

4.1 This report supports the Council's Corporate Priorities as follows:

- **Priority 1-Economic Prosperity** – to create a district that thrives.
- **Priority 3-The Community** – to ensure Cannock Chase is a place that residents are proud to call home.

5 Report Detail

- 5.1. In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2026 the Council is required to set out details relating to the local planning authority's proposed approach to consultation and engagement in preparing their local plan as part of the Gateway 1 Self-Assessment Summary required under Regulation 21.
- 5.2. The publication of the Gateway 1 Self-Assessment Summary has been delegated to the Head of Economic Development and Planning in liaison with the Portfolio Holder Regeneration and High Streets through the Cabinet decision on 11 June 2026 (Commencement of New Local Plan for Cannock Chase District). This does not however cover the publication of the Communication and Engagement Strategy to enable its approach to be implemented for future Local Plan and Supplementary Plan Consultations.
- 5.3. The Council is legally required to consult stakeholders, including the public, on a range of planning matters and the Communication and Engagement Strategy sets out more detailed steps that the Council will opt to undertake with regards to plan-making and supports the proposed 2026 update to the Statement of Community Involvement.
- 5.4. Having a clear arrangement for carrying out consultation will help establish a two-way process between the community and the Council. The Communication and Engagement Strategy has been consulted on in line with the 2026 Regulations. A total of 40 responses were received from statutory consultees, organisations and individuals and of those seven commented on the Communication and Engagement Strategy. These are broadly supportive of the approach set out by the Council, where additional suggestions for alternative approaches have been raised, these have been considered by the Council and it has been determined that no amendments to the proposed adoption version of the CES should be made.
- 5.5. A full detailed summary of the scoping consultation will be published in line with the requirements of Regulation 22 of the 2026 regulations; the publication of which has been delegated to Head of Economic Development and Planning in consultation with the Portfolio Leader (Cabinet Decision: 16 July 2026 – Local Plan Regulation 20 Scoping Consultation).

6 Implications

6.1 Financial

Any costs associated with the Communication and Engagement Strategy will be contained within existing budgets.

6.2 Legal

The CES will detail how the Council will satisfy its statutory duty to consult with stakeholders in the preparation of its Local Plan and its compliance with the requirements of the Local Plan process.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equalities and Diversity

An Equalities Impact Assessment has been undertaken, and no adverse impacts in relation to the groups with protected characteristics are anticipated.

Up-to-date and relevant consultation activities would allow for positive community engagement and continued involvement in plan making.

6.6 Health

None.

6.7 Climate Change

None.

7 Appendices

Appendix 1: Communication and Engagement Strategy 2026

Appendix 2: Communication and Engagement Strategy 2026
Equalities Impact Assessment

8 Previous Consideration

Cabinet 16th July 2026: Local Plan Regulation 20 Scoping Consultation

9 Background Papers

[Draft Cannock Chase Communication and Engagement Strategy 2026](#)

Contact Officer: Grace Lockley/Sushil Birdi

Telephone Number: 01543 464 308/326

Ward Interest: All

Report Track: Cabinet: 22/10/26

Key Decision: No



Cannock Chase District Council Local Plan Communication and Engagement Strategy 2026



Cannock Chase Local Plan Communication and Engagement Strategy

The Local Plan Communication and Engagement Strategy (CES) is provided by the Planning Policy Section of Planning Services at Cannock Chase Council. To request a physical copy of the document or for information:

Write to:

Planning Policy
Cannock Chase Council
Beecroft Road
Cannock
Staffordshire
WS11 1BG

Email: planningpolicy@cannockchasedc.gov.uk

Phone: (01543) 462 621

Website: <https://www.cannockchasedc.gov.uk/planning-policy>

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1. Introduction

- 1.1. Cannock Chase Council is beginning the preparation of a new Local Plan for the District. The involvement of communities and stakeholders is key to preparing a development strategy for the District which allows it to grow sustainably, meets the needs of our communities, and protects and enhances the things we value most. The Council will therefore work closely with communities and stakeholders in preparing the new Local Plan, carrying out a range of engagement and consultation throughout its preparation.
- 1.2. This Communication and Engagement Strategy (CES) identifies how the Council will consult and engage communities and stakeholders on the new Local Plan and any related Supplementary Plans (SPs). Consultation on Neighbourhood Plans, planning applications, and decision-making is covered separately in the Statement of Community Involvement.
- 1.3. The Local Plan goes through various legal stages of preparation, and it is important to clearly set out how and when people can become involved. A summary of these stages is set out in Section 5.
- 1.4. For plan-making this document sets out:
 - What will be consulted upon;
 - Who we will consult;
 - When the Council will consult; and
 - How the Council will consult (methods used to consult).
- 1.5. The CES also provides information about:
 - The role of elected councillors, parish and town councils, and voluntary and community groups in planning matters;
 - Who you can contact for assistance in local planning matters; and
 - What will be expected of you when you make comments and how those comments will be presented.

2. Legal Requirements

- 2.1. There is a clear emphasis throughout national policy on encouraging early and consistent community involvement. The National Planning Policy Framework (NPPF) and the online Planning Practice Guidance (PPG) encourages front-loading engagement and cooperation with the community so that local plans reflect a collective vision and agreed set of priorities. They also highlight the importance of early community engagement before planning and other applications are submitted.
- 2.2. Specifically for plan making, the Town and Country Planning (Local Planning) (England) Regulations 2026 sets out the steps to produce local plans and supplementary planning documents. It sets out who is to be included at each consultation, and which documents are available at each stage of the process.

3. The Planning System

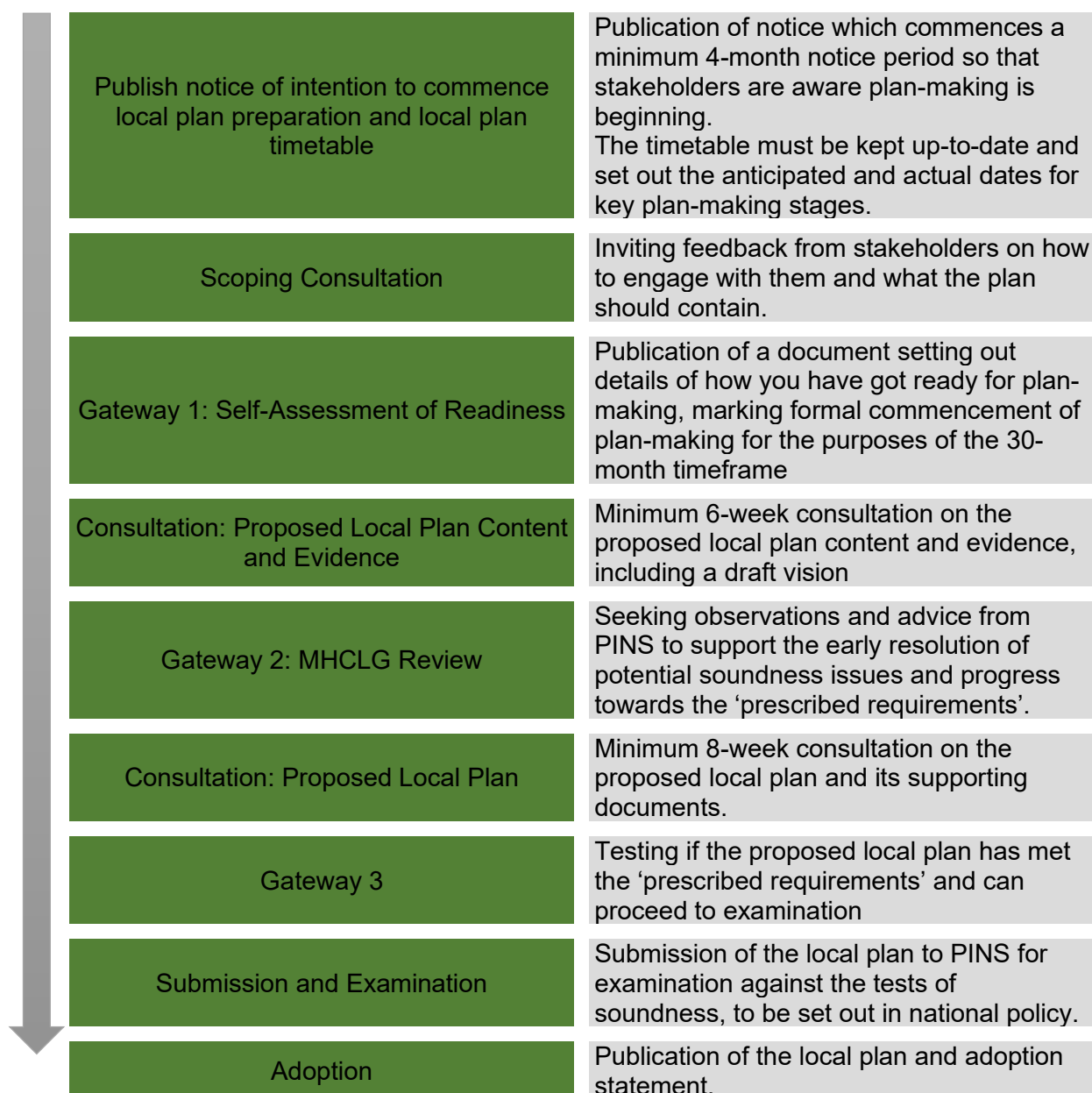
- 3.1. The Planning System plays a key role in shaping the use of land and development to provide attractive, vibrant and well-designed places to live and work. Whilst it seeks to conserve and protect the environment, it also aims to provide new development that meets the needs for new housing, employment, and other facilities. This inevitably involves making some challenging decisions. The role of the Local Planning Authority is to make evidenced and balanced decisions after considering consultation responses and other material planning matters.

Plan Making

- 3.2. Plan Making is referred to as planning policy or spatial planning. Plan Making requires Local Planning Authorities to produce a Local Plan for the area which sets out how the area will develop over a period of time. The Local Plan policies will be used to guide future development and provide the framework for decisions on planning applications.
- 3.3. The process of creating a Local Plan requires Local Planning Authorities to identify and engage, at an early stage, with all those that may be interested in the development or content of the Local Plan, and with groups who may be affected by proposals. With the help of the local community and the collation of an evidence base, the Local Planning Authority will identify options for addressing local development needs, to inform a preferred approach for future development. This requires carrying out community consultation with local communities, business and other interested parties.

4. The Local Plan

- 4.1. The process of producing a Local Plan involves various stages, each of which entail consultation with stakeholders and communities. The stages for the preparation of the Local Plan are set out in the Council's Local Plan Timetable and summarised in the diagram below. The preparation of each of these documents will provide important opportunities for communities to get involved in shaping the places in which they live.



5. Access to background local plan documents and evidence base

- 5.1. The documents prepared as part of the Local Plan process are done so on the basis of a sound and up-to-date evidence base. All relevant evidence base studies, assessments or strategies will be made available on the Council website. Paper copies of these documents can be made available upon request subject to the relevant fees and charges.
- 5.2. The adopted Local Plan; the Cannock Chase Local Plan 2018 – 2040 remains the development plan for the district until the new Local Plan is adopted by the Council and the Plan and its associated evidence base will remain available on the Council's website.
- 5.3. The work on the new Local Plan (2026 – 2046) including evidence-based studies and initial consultation exercises alongside any future work on all these aspects will need to conform to the requirements set out in this document, when finalised following this consultation.

6. Strategic Environmental Assessment

- 6.1. Local Plan documents are subject to the Strategic Environmental Assessment (SEA) process. The SEA assesses the preparation of the Local Plan's policies and proposals as these are developed against social, environmental and economic objectives to ensure the best approach is delivered. A key element of the SEA process is the baseline information established through survey data. A series of SEA reports produced through the preparation of the Local Plan are consulted upon alongside the policies and proposals.

7. Supplementary Plans

- 7.1. Supplementary Plans are complementary documents that provide further details and guidance to policies contained in the Local Plan and are used as material considerations in reaching planning decisions.
- 7.2. Supplementary Plans take many forms ranging from a master plan or development brief, to design codes and design guides, and general additional guidance produced by the Council.

8. Engage in the Local Plan

- 8.1. There are a variety of ways in which communities and stakeholders can become involved in the preparation of the Local Plan. The minimum requirements for consultation and engagement are set out in the Council's Statement of Community Involvement.
- 8.2. This section explains how and when you can be involved in influencing and informing the production of the Local Plan for the Cannock Chase District. Legislation sets out which documents need to be in place, the processes to produce those documents and the minimum requirements for involvement in their production.

How we involve you in the Local Plan

- 8.3. Advertising and notification of opportunities to be involved is essential. The Council will make use of electronic communication tools and build upon existing communication channels wherever possible. The Council will engage, involve and consult on planning matters in line with the latest regulations and guidance as appropriate and relevant.
- 8.4. An assessment under the equalities regulations may be appropriate and a requirement for some planning policy documents. Equality Impact Assessments (EqIA) may be undertaken as a tool for ensuring that equality, social inclusion and community cohesion issues are considered when drawing up policies.
- 8.5. The Town and Country Planning (Local Planning) (England) Regulations 2026¹ specifies the persons that should be notified of consultations comprise of:
- General consultation bodies as the local authority consider appropriate;
 - Specific consultation bodies as the local planning authority consider may have an interest in the proposed local plan
 - Such residents or other persons carrying on business in the local planning authority's area as the authority consider appropriate; and
 - Any person who requests to be notified of the making available of the consultation

Your Involvement in the Local Plan

- 8.6. To ensure your involvement is effective you will be required to:
- Make your representation/comments on the appropriate form within the specified time period;
 - Provide comments in a clear and succinct format, ensuring that representations relate to the issues and documents being consulted upon;
 - Be aware that your comments with your name attached (for local plan and planning policy consultations) will be made publicly available with personal and sensitive information redacted in line with the Council's privacy notices;

¹ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2026](#)

- Be understanding and respectful of alternative views. We have zero tolerance of abusive language etc. All comments are moderated and any that are considered to fall short of these requirements will be rejected; and
- If you are replying on behalf of a group or organisation, consider and explain how members of the group have been involved in formulating the representation.

Role of elected councillors

- 8.7. The role of locally elected councillors in representing the views and concerns of residents in the planning process is very important. However, the views of elected councillors can only be formally considered when made on the appropriate form and within the specified time for a particular consultation.
- 8.8. A Local Plan Member Officer Working Group will be formed as part of the process; this is an advisory group which consists of seven nominated Members (or their substitutes) along with appropriate officers who are working on the production of the Development Plan. The group will be chaired by the Portfolio Leader for Regeneration and Corporate Strategy.

Parish and Town Councils

- 8.9. Parish and town councils play an important role in community involvement in the planning system and the production of neighbourhood plans. Parish and town councillors can comment on the preparation of policy documents that may affect their area as well as the District. Parish and town councils have a valuable role when identifying priorities in their areas and provide a key means of sharing information about the planning process to their local community. This is particularly important for when parish and town councils produce a neighbourhood plan.

Role of voluntary and community groups

- 8.10. We believe that everyone should have the opportunity to be actively involved in decision that affect them and their community. Voluntary and community groups are encouraged to be involved in planning matters and can represent their members. Please see the following sections for how to register to be involved in planning policy documents.

Less well-represented groups

- 8.11. We are aware that some people and groups are less well-represented or thought to be 'hard to reach'. We also understand that particular groups may have specific areas of interest or a limited capacity for involvement. Every opportunity will be taken to add to our awareness of such groups; to increase engagement and to identify issues and policies that are likely to be of particular concern and we welcome proactive suggestions to increase such engagement. Documents and information will be made available in alternative formats upon request.

Please Note: Updates can only be sent to those that sign up to and remain on the Local Plan Consultation Database.

9. The Local Plan Process

- 9.1. The preparation of the Local Plan represents the most resource intensive strand of Local Plan preparation, particularly in relation to community involvement. To prepare the policies and proposals for the Development Plan, the District will consult with community and statutory authorities to establish the main issues for the document to address as part of developing policy options and key matters.

Scoping

- 9.2. This stage of the Local Plan is intended to be wide ranging and informal. It will invite discussion on the objectives of the relevant plan making document and the options available for achieving those objectives. The Council will not put forward any specific proposals at this stage.
- 9.3. The Council will also at this stage be collecting information on a range of socio-economic elements of the Local Plan, including a Call for Sites exercise alongside key housing and employment statistics.
- 9.4. The local community and stakeholders are encouraged to provide their details via email to be added to the consultation database so that they can be kept informed throughout the following stages. Any data will be held in line with the Council's Privacy Notice² and a request to be removed can be made at any time via email.
- 9.5. Representations at this stage should be on the questions raised. You will be able to comment on the appropriate form via email or letter.
- 9.6. If you are requesting the allocation of a specific site for development, then it is highly desirable that you engage with the Council at this early stage so that community involvement is maximised and appraisal work can be undertaken on the proposed site through the plan preparation process. Development proposals can be robustly assessed if the site and its proposed use are clearly defined. The Council will contact existing developers, land promoters and landowners on the consultation database regarding the Call for Sites, you can submit your land via email or letter using the available form on the Call for Sites webpage³.

Vision and Strategic Options

- 9.7. The Council will use the responses and information gathered during the Scoping stage to develop:
- Draft vision and strategic options
 - Proposed spatial strategy
 - Proposed approach in relation to policies including in relation to the amount, type and location of, and timetable for development in the district
 - Summary of evidence gathered and evidence still to gather

² [Data Protection - Privacy Notices | Cannock Chase District Council](#)

³ [Planning Policy Monitoring | Cannock Chase District Council](#)

- 9.8. This stage will set out the Council's preferred approach to delivering the objectives identified as part of the scoping stage through the proposed local plan content and evidence.
- 9.9. The community and stakeholders, including statutory organisations, will be encouraged to participate in the on-going policy development process. Following on from the scoping consultation and early engagement on key matters, the Council will consult on the proposed local plan content and evidence in the form of a Vision and Strategic Options Consultation for a minimum of 6 weeks.
- 9.10. This stage provides an opportunity for representations which suggest alternative options for delivery of the Local Plan objectives. You will be able to comment on this stage on the appropriate form via email or letter.
- 9.11. If you are requesting the allocation of a site for development you will be expected to clearly define the site, the uses proposed for the site, describe any community involvement already undertaken, and why you think that the proposed site is a more sustainable option than those put forward by the Council.

Publication and Submission

- 9.12. The Council will use the responses and information gathered through the Vision and Strategic Options consultation to:
- Draft the proposed Local Plan
 - Draft the proposed Policies Map
- 9.13. Following preparation of the Proposed Local Plan the District Council will publish a final version and invite comments on the document from the community, statutory organisations and other interested parties as part of an 8 week consultation stage.
- 9.14. This is effectively the final stage to submit formal representations to the District Council on the Proposed Local Plan. The District Council will then submit the Proposed Local Plan, Policies Map and the entire evidence base, including the representations made, to the Secretary of State for an Examination in Public.

Examination in Public

- 9.15. An independent Inspector is appointed to undertake an Examination in Public (EiP), to test the legal compliance and soundness of the proposed Local Plan whilst considering all representations made at the Publication stage.
- 9.16. Prior to the EiP, the Council must publish an advert notifying the public, including any interested parties, about details of the Examination.

- 9.17. Anybody who submitted representations and the publication stage (final consultation) will have the opportunity to present their case to the Inspector.
- 9.18. The Planning Inspector will decide on how to best proceed with the EiP, identifying issues which should be debated. Generally, the EiP includes a series of formal hearings which are chaired by the Planning Inspector.
- 9.19. A Programme Officer will be appointed from outside of the Planning Department and will be responsible for managing all the arrangements of the Examination process. Alongside acting as the liaison between the appointed Inspector and the Council, they are responsible for managing all the arrangements of the Examination process, including collating all documents, where appropriate, organising site visits and dealing with all correspondence. The Programme Officer will be the main point of contact for members of the public through the EiP.
- 9.20. During the EiP stage the Council may propose Main Modifications to the document, if these are needed to make it “sound”. If this is required a further consultation on the proposed changes will be carried out.

Adoption of the Local Plan

- 9.21. Following the conclusion of the EiP the Inspector will produce a report setting out any changes the Council must make to the document before it can be adopted. The Inspector’s report and its recommendations are binding on the Council (i.e. the Council must accept these changes should it take forward the Local Plan to adoption).
- 9.22. The modifications suggested by the Inspector must be undertaken if the Council seek to adopt the Local Plan. A formal decision must then be made by Council Members to adopt the Local Plan for planning purposes.
- 9.23. Following, a member decision to adopt, the Council must notify all consultees registered on the Planning Policy Consultation Database of their intention to adopt the document for planning purposes. A notice of adoption will be placed on the Council’s website, at the Council’s primary offices (Civic Centre) and at the 6 District Libraries and will include information on the statutory rights of appeal. An announcement would also be made on the appropriate social media channels used by the Council.

Supplementary Plans

- 9.24. Supplementary Plans (SPs) relate to specific sites or specific planning issues and have the same weight as a local plan for the purpose of decision-making. This would also include Infrastructure Levy regimes to apply at the local level for securing developer contributions in the future.

9.25. There is a similar process to Local Plans for SPs comprising of:

- Notice of Intention to Commence
- The preparation and consultation of a draft SP and map of proposed policies
- Submission of documents for Examination in Public
- The Adoption of the SP by the Council

9.26. The key principles for community involvement which are applied to the preparation of Local Plans equally applies to the preparation of Supplementary Plans.

9.27. The approach to community involvement will remain to engage as many people who are interest in the issue/area as possible. It should be recognised however, that there is limited value in engaging groups whose interest may lie both outside the geographical scope and the subject scope of the document consultation. Any community involvement on SPs should be relevant, proportionate and efficient.

9.28. The examination of the SP will be undertaken by an independent Inspector and will be undertaken in line with the procedure set out in the Planning and Compulsory Purchase Act 2004 (as amended) Section 15DB.

10. Planning Policy Consultations

Who will we consult

- 10.1. In the preparation of the Local Plan and any SPs a wide range of individuals, groups, representatives and organisations will be consulted as appropriate.
- 10.2. Cannock Chase Council wants to ensure that all stakeholders have every opportunity to be involved with the preparation of planning policy documents and no groups/organisations and individuals, including hard to reach groups, are excluded.
- 10.3. The Council maintains a database, which largely consists of those who have expressed an interest in being involved in the preparation of planning policy documents. These are identified as key stakeholders and are shown in the table below.

Residents	Businesses	Individuals
Neighbouring Local Authorities	Statutory Organisations	Parish Councils
Land Promoters	Developers	Local Interest Groups
Voluntary & Community Groups	Councillors & MPs	Landowners

- 10.4. Any resident, business or interested party can be included in this database by emailing the Council's Planning Policy Team. The data will be stored in line with UK General Data Protection Regulations and the Data Protection Act 2018 and as set out in the Council's Privacy Notice.

Statement of Common Ground/Duty to Cooperate

- 10.5. The Council previously had been required to engage with neighbouring authorities and other statutory organisations to satisfy the 'Duty to Cooperate' legal requirement under Section 110 of the Localism Act, including where appropriate through Statements of Common Ground. This was to ensure that neighbouring authorities and relevant organisations work together to meet development requirements and address any strategic cross boundary issues.
- 10.6. The Duty to Cooperate was removed under the Levelling Up and Regeneration Act 2023 to streamline the plan-making process. Nevertheless, authorities still need to collaborate across their boundaries, including on unmet development needs from neighbouring areas in line with national policy which stipulates 'maintaining effective cooperation'.
- 10.7. Cannock Chase Council has worked closely with all relevant Duty to Cooperate organisations through the production of the adopted Local Plan 2018 – 2040 including neighbouring authorities and statutory consultees. The Council remain committed to effective cross-boundary collaboration and developer/land promoter communication in the preparation of future planning policy documents.

How will we consult

10.8. Cannock Chase Council will use a range of methods to involve local people and strengthen community involvement. The table below describes the various methods that may be used for consulting on planning policy documents, where appropriate.

Letters & Emails	Letters and emails set out to notify relevant stakeholders (held on the Consultation Database) about a consultation on planning policy documents
Display Documents	Documents are made available in the reception of the Council's primary offices (Civic Centre) to raise awareness of consultation on planning policy documents and how people can get involved.
Social Media	Existing Council Social Media channels are used to raise awareness about consultation on planning policy documents
Libraries	Hard copies of planning policy documents, with response forms, are distributed to local libraries within the District for people to view and make comments.
Council Website	Details of planning policy documents are published on the website for the public to view, including details of consultation and how to respond. https://www.cannockchasedc.gov.uk/planningpolicy
Public Events	Public events will be held in appropriate locations within the District to provide information on planning policy documents and an opportunity for members of the public to have queries answered.

What will we do with your comments

10.9. All representations will receive an automated response if received by e-mail. The Council will also accept comments by letter and will process them in the same manner as other representations.

10.10. Where appropriate, the Council will utilise AI to summarise consultation responses which will be reviewed by officers. Where AI is to be utilised, this will be clearly outlined on the relevant document and where applicable, an option to opt-out will be provided.

10.11. All representations will be electronically recorded and then published on the Council's website in line with regulations, or through the Neighbourhood Planning Bodies website as relevant, for the public to view. They will be considered and used to help inform the production of planning policy documents.



Equalities Impact Assessment Local Plan Communication and Engagement Strategy 2026



Contents

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1. Introduction

- 1.1. The Public Sector Equality Duty, introduced under the Equality Act 2010, requires all public bodies, including local authorities, to have due regard to the need to:
 - Eliminate unlawful discrimination, harassment, and victimisation
 - Advance equality of opportunity between those who share a protected characteristic and those who do not
 - Foster good relations between those who share a relevant protected characteristic and those who do not
- 1.2. Equality Impact Assessments (EqIAs) allow the Council to:
 - Show that we are meeting this legal duty by demonstrating due regard for the provisions of the Public Sector Equality Duty
 - Identify possible negative impacts on individuals and groups with protected characteristics, plan mitigating action and seek to maximise opportunities to advance equality within our activities.
- 1.3. The Equality Act 2010 identifies nine 'protected characteristics' and seeks to protect people from discrimination on the basis of these characteristics. They are:
 - Age
 - Disability
 - Gender Reassignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation

2. Identifying Details

Officer Completing EqIA	Grace Lockley Interim Planning Policy Team Leader
Team and Service	Planning Policy Planning and Economic Development Cannock Chase District Council
Title of Proposal	Local Plan Communication and Engagement Strategy 2026
EqIA Completion Date	6 October 2026
Proposal Implementation Date	2 November 2026
Who will be responsible for implementing this proposal	Cannock Chase District Council

3. Assessment

Stage 1: Scoping and Defining

1. What are the aims and objectives of Plan/Strategy/Service/Policy?

The purpose of the Communication and Engagement Strategy (CES) is to set out how the Council intends to engage with communities through the planning process specifically in relation to the Local Plan and Supplementary Plans.

The CES is structured into separate sections and this EqlA relates to the following:

Section 8 – Engage in the Local Plan

Section 9 – The Local Plan Process

Section 10 – Planning Policy Consultations

2. How does it fit within Cannock Chase District Council's wider objectives?

The Council's Corporate Plan identifies the Council's long-term priorities serving the residents and communities of the District. The CES is consistent with the wider objectives of the Corporate Plan, in particular the following:

- Priority 1 – Economic Prosperity – to create a district that thrives
- Priority 3 – The Community – to ensure Cannock Chase is a place that residents are proud to call home

3. What are the expected outcomes?

The CES provides certainty to stakeholders including the local community by setting out how consultation and engagement on the Local Plan and Supplementary Plans will be undertaken with stakeholders across the District. Ultimately, the application of the CES should lead to better development outcomes for local communities and the District as a whole by setting out how engagement in the plan-making process can be undertaken.

Section 8: Engage in the Local Plan – advises of the variety of ways in which communities and stakeholders can become involved in the preparation of the Local Plan.

Section 9: The Local Plan Process – sets out the different stages of the Local Plan process including on what, and where communities and stakeholders will be invited to participate

Section 10: Planning Policy Consultations – sets out who will be consulted and how they will be consulted and what will be done with any representations received

4. Which of the groups with protected characteristics is this intended to benefit?

The CES is not intended to benefit any one particular group. As such, the CES is relevant to everyone who will live, work and visit the District.

Stage 2: Information Gathering**1. What type and range of evidence or information have you used to help you make a judgement about the plan/strategy/service/policy?**

The updated CES is informed by legislation and national guidance, along with good practice guidance on consultation techniques and methods.

2. Have you consulted on the plan/strategy/service/policy and if so with whom?

The CES has been consulted on as part of the six-week Local Plan Scoping Consultation in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2026¹. Advertised on the Council's website and publicised through social media.

3. Which of the groups with protected characteristics have you consulted with?

N/A

Stage 3: Analysis of Impact**1. From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination? If yes, identify the groups and how they are affected.**

RACE The CES is inclusive of all equality groups.	DISABILITY The CES sets out how the consultation and engagement will be undertaken using a variety of remote and face to face methods. This approach enables all groups to be able to engage in the plan-making process.	SEX The CES is inclusive of all gender groups.
MARRIAGE/CIVIL PARTNERSHIP The legislative requirements relating to this group are only relevant in the context of the District Council's role as an employer and are not therefore relevant to the EqlA for the CES.	AGE The CES sets out how consultation and engagement will be undertaken using a variety of methods including both digital and physical copies of appropriate documents being made available. This approach enables all groups to be able to engage in the process.	GENDER REASSIGNMENT The CES is inclusive of all gender groups.
RELIGION/BELIEF The CES is inclusive of all religions.	PREGNANCY/MATERNITY The CES sets out how the consultation and engagement will be undertaken using a variety of remote and face to face methods. This approach enables all groups to be able to engage in the plan-making process.	SEXUAL ORIENTATION The CES is inclusive of all sexual orientations.

¹ [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2026](#)

2. If there is an adverse impact, can this be justified.

No adverse impacts in relation to the identified groups are anticipated.

3. What actions are going to be taken to reduce or eliminate negative or adverse impact? (*This should form part of your action plan under Stage 4*)

No negative or adverse impacts are anticipated; therefore, no actions are needed.

4. How does the plan/strategy/service/policy contribute to promotion of equality? If no what can be done?

The CES sets out how consultation and engagement will be undertaken with communities across the District and therefore contributes to equality by enabling all people to be aware of how they are able to engage with the various aspects of the plan-making process.

5. How does the plan/strategy/service/policy promote good relations between groups? If not, what can be done?

The CES sets out how public events can be undertaken, thus fostering better relationships between different groups.

6. Are there any obvious barriers to accessing the service? If yes, how can they be overcome?

The CES sets out how consultation and engagement will be undertaken using a variety of methods including the use of social media, libraries and public events. This approach enables all groups to be able to engage in the plan-making process thus reducing barriers to engaging with the planning process.

Stage 4: Action Planning, Review & Monitoring**1. Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications. *If No Further Action is required, then go to – Review & Monitoring***

No Further Action is required

2. Review and Monitoring – State how and when you will monitor policy and Action Plan

A Monitoring Report is produced by the District Council on an annual basis to review the effectiveness of policies and proposals in the Development Plan. The CES will be reviewed upon the requirement for a new Local Plan in line with the Town and Country Planning (Local Planning) (England) Regulations 2026 (or subsequent updates as appropriate).