

**OPEN**

By virtue of paragraph(s) X of Part 1 Schedule 1 of the Local Government Act 1972.

**Environment and Communities Committee**

**8 June 2023**

**2022/23 Annual Performance Review - Environment and Neighbourhood Services**

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**Report of: Peter Skates, Acting Executive Director of Place**

**Report Reference No: EC/04/23-24**

**Ward(s) Affected: All**

**Purpose of Report**

- 1 The purpose of the report is to provide the Committee with an update on the performance across Environment and Neighbourhood Services for the fiscal year 2022-23 against the relevant priorities, actions and measures of success within the Council's Corporate Plan 2021-25.

**Executive Summary**

- 2 This report gives an update on performance across Environment and Neighbourhood Services for 2022-23.

**RECOMMENDATIONS**

The Environment and Communities Committee is recommended to:

1. Note the performance of the department.

## Background

- 3 Environment and Neighbourhood Services is responsible for delivering a range of Place based front line customer facing services and statutory functions. These include Waste and Recycling, Street Cleansing, Planning, Building Control, Environmental Health, Licensing, Trading Standards, Leisure Services, Libraries, Bereavement Services, Parks, Play Areas, Playing Pitches and Green Spaces.
- 4 Several of our services are commissioned through the Council's wholly owned companies including Ansa Environmental Services Ltd and Orbitas Bereavement Services Ltd, and the independent leisure trust Everybody Health & Leisure.
- 5 The Cheshire East Council Corporate Plan 2021-25 sets out our vision for an open, fairer, greener Cheshire East with three broad aims to be an open and enabling organisation; a council which empowers and cares about people, and a thriving and sustainable place. The Environment and Neighbourhood Services department contributes to a number of the priorities under the aim of a thriving and sustainable place:
  - (a) A great place for people to live, work and visit
  - (b) Welcoming, safe, and clean neighbourhoods
  - (c) To reduce the impact on our environment
  - (d) To be carbon neutral by 2025
- 6 The department provides leadership and management for the Council's Environment Strategy and associated action plans, including the Carbon Neutral Action Plan to deliver the commitment to be a carbon neutral council by 2025. An update on delivery of the Carbon Neutral Action Plan was provided to the Committee on 2 February 2023 and a further progress update will be presented later in 2023/24.
- 7 The department also contributes to the priority to be an open and enabling organisation, increasing transparency in decision-making through the Environment and Communities Committee during the year and undertaking borough wide consultations on draft policies and plans. We have also engaged with residents on projects and initiatives at a local level.

## Environmental Services

| Corporate Plan 2021-25: Key priorities    |  |
|---|--|
| Welcoming, safe, and clean neighbourhoods | Improved green spaces for all, enabling people to exercise and socialise in our parks and open spaces  |
| To reduce our impact on our environment   | To have minimised overall waste generated in the borough and maximised our levels of recycling<br>To improve biodiversity and natural habitats in the borough  |
| To be carbon neutral by 2025              | Deliver actions in the Cheshire East Council Carbon Action Plan <ul style="list-style-type: none"> <li>• Introduction of green vehicles across the fleet (including waste and highways)</li> <li>• Reduce use of Gas by decarbonising sources of heating for our buildings</li> <li>• Promote carbon neutrality and carbon zero development across Cheshire East, providing information, advice and guidance for householders and businesses to reduce their carbon use</li> </ul> |

| Key Performance Indicators   | 2021/22 Outturn | 2022/23 Mid-year | 2022/23 Outturn | 2022/23 Target |
|--|-----------------|------------------|-----------------|----------------|
| Residual household waste collected per household (kgs)                                       | 480kg           | 237kg*           | 462kg           | <510kg         |
| Increase the % of all waste collected sent for recycling, reuse and (to achieve 65% by 2035) | 57.5%           | 55%*             | 53%             | >50%           |
| Maintain volunteers in waste awareness   | Approx. 100     | Approx. 100      | Approx. 100     | 100            |

(\* pending approval by Defra)

- 8 The Council's official recycling rate for 2021-22 has been released by Central Government stated as 56.3%. This is a slight reduction from the 2020-21 at 57.5% and continues to drop in estimates for 2022-23 largely due to waste and recycling levels returning to more normal pre covid levels.
- 9 It is encouraging to see a continued drop in waste per household in Cheshire a key objective to reduce overall waste produced. Waste Prevention Schools work continues with 'Dennis to the Rescue' converted waste vehicle visiting 20 primary schools expecting to reach over 3000 children. Promoting the reduce, reuse, recycle message. The

Service is grateful for our network volunteers managed through Ansa including Waste Reduction, Clean Teams and Friends of Parks Groups. Circa 145 volunteers, contributing to waste and litter reduction and engagement in our green spaces.

- 10 The Council continues to inspect, repair and where investment is available improve our play areas and parks. A major project funded by the Crewe Towns Fund will refurbish 8 pocket parks as key greens spaces amongst densely populated areas of Crewe. The scheme will offer health, wellbeing and amenity enhancement to these vibrant green spaces amidst densely populated areas of Crewe. Wider parks development continues with number of public open space projects completed including Victoria Park, Macclesfield, Pheasant Walk Knutsford, and Little Lindow, Wilmslow.
- 11 The NHS, Cheshire East Public Health and voluntary sector Green Spaces for Wellbeing social prescribing scheme is now established with group sessions taking place at Queens Park in Crewe & Victoria Park in Macclesfield. Ongoing collaboration with a variety of health sector stakeholders is underway to maximise outreach to promote accessibility to the health and wellbeing benefits offered by this initiative.
- 12 The Council is on track to be carbon neutral as an organisation by 2025, however, there remains a risk related to the delivery of our second solar insetting scheme together with ongoing risk due to external factors of increased gas usage from covid ventilation measures and lack of availability of affordable electric fleet vehicles.
- 13 Carbon Action Plan priorities continue with work to decarbonise Council buildings. Seventeen solar installations have been completed, providing approximately 1GWh per year. The Council has also put in place a programme of replacing gas boilers with air source heat pumps with 15 installations underway. We continue to replace petrol and diesel vehicles with electric across our services with a key milestone being the launch of our Car club running three electric pool cars for staff use.
- 14 Wider Borough 2045 target: Base line modelling of Carbon emissions from the Borough is completed and approval has been granted by the Environment and Communities committee to develop a key priorities action plan over the coming year. The Council has also hosted a regional Carbon Net Zero conference with Reaseheath College focused on small businesses decarbonisation and skills in February. We also continue to work with key partners and providing our tool kit and network for town and parish Councils.

## Planning

| Corporate Plan 2021-25: Key priorities                        |   |
|---|---|
| A great place for people to live, work and visit              | Enable access to well designed, affordable, and safe homes for all residents<br>New development to be appropriately controlled to protect and support our borough   |
| To reduce our impact on our environment                       | To improve biodiversity and natural habitats in the borough   |
| A transport network that is safe and promotes active travel   | Improvements in the strategic infrastructure that support sustainable and inclusive growth across the borough<br>Safer and well-maintained roads<br>More residents to use walking routes                              |
| Thriving urban and rural economies with opportunities for all | Delivery of a strategic regeneration plan for Crewe<br>Delivery of a strategic regeneration plan for Macclesfield<br>Maximise the commercial and regeneration opportunities associated with HS2 for the whole borough |

| Key Performance Indicators                                      | 2021/22 Outturn | 2022/23 Outturn | 2022/23 Target |
|---|-----------------|-----------------|----------------|
| Number of major applications registered                         | 126             | 115             | -              |
| Number of non-major applications registered                     | 3,329           | 2,639           | -              |
| Major applications determined within 13 weeks or agreed time    | 96%             | 97%             | >90%           |
| Non-major applications determined within 8 weeks or agreed time | 81%             | 84%             | >90%           |
| % Planning appeals allowed                                      | 36%             | 38%             | <30%           |
| Supply of deliverable housing land                              | 6.3 years       | 11.6 years*     | 5 years        |

(\*base date March 2022)

- 15 The Planning service remains under pressure with continued high workloads and high demands across the whole service, with significant challenges to retain and recruit skilled staff to meet statutory

requirements. Customer expectations and managing that expectation, remains a key issue. Despite these challenges the team continue to deliver complex services whilst progressing the modernisation plan and its associated recommendations.

### Planning Applications

- 16 Although slowly reducing, the 'backlog' of planning applications persists which continues to affect normal timeframes for determination. The number of live applications in the backlog has reduced over the 12-month period from 2,654 to 1,959 (end of March 2023). For context, the normal level of live applications is approximately 1,300 so continues to impact upon customer service
- 17 Application numbers have dropped during 2022-23 by 20% compared to the previous year. The figures reported in the table above only include applications which are reported to DLUHC and so do not include other minor applications such as prior approvals or discharge of conditions which add significantly to the actual applications to be determined. For example, for the calendar year of 2022 all applications numbered 5,019, compared with 6,482 in 2021.
- 18 Planning application performance against statutory performance measures (including agreed extensions to time) is above target for major applications but below for minors. However there has been a slight improvement in performance to 84% for non-majors being determined within 8 weeks or agreed time.
- 19 Although application numbers have dropped, in common with national trends, Cheshire East continues to be the busiest Planning Authority in the Northwest region and in the top ten nationally for planning applications.
- 20 As the backlog of applications has reduced, the holding pattern for new applications has ended meaning applications are allocated to a named officer once registered. Customer expectations however continue to be managed through updates to the Council's website and direct correspondence. Pre-application services remain suspended for all but major applications to enable a focus on delivery of the core statutory requirements to continue.
- 21 Reliance on our external provider Capita has also reduced. Since October 2021 they have handled 1,568 applications (as at end of March 2023). Capita's involvement has been scaled back to one officer which will likely continue into the summer of 2023.
- 22 Despite the above challenges the team have assisted in facilitating delivery of significant major development schemes on identified

allocated sites across the Borough. This has enabled large employment development and job creation in Middlewich, Wardle, Holmes Chapel and residential developments at Poynton, Macclesfield and Wilmslow providing both market and affordable homes for the future. The mixed-use strategic allocation around Congleton continues to evolve with employment sites now coming forward. The service has also facilitated smaller regeneration schemes in Crewe for Lyceum Square, the new History Centre and public realm works on the existing library site, and school extensions to meet special needs expansion. A milestone for Handforth Garden Village was reached with a resolution for approval in January.

- 23 Planning Appeal performance has slightly decreased for the year, but the Service is making soundly based decisions and there are no notable significant adverse trends. Inspectors' decisions are always reviewed to consider if there is any learning and change in approach to be made.

#### Modernisation Plan

- 24 On the back of the backlog of applications a wider Service Review was undertaken in January 2022, culminating in a report presented to Environment and Communities Committee on 31 October 2022. The report detailed various recommendations for service improvements and wider actions to modernise the service.
- 25 This work is now being taken forward through a Service Modernisation Plan which will be implemented over the next 12-18 months. It has already undertaken and completed various changes and improvements as part of normal operations and activity to manage the backlog and seek changes to ways of working. Four priority areas have been identified which include the reduction of application backlog, implementation of the new ICT system, to undertake a staffing review and service restructure, and to focus on customer service and communications.
- 26 Work on all these key areas is on-going but it is notable that they all largely require resourcing from within the service so actual delivery represents a significant challenge alongside the day-to-day operations of the service. Both the new ICT system for Planning and restructure are expected to be complete by November.

#### Strategic Planning and Policy Making

- 27 A significant milestone for the Council was the adoption of the Site Allocations and Development Policies Document (SADPD) in December 2022. This represents a significant achievement for Cheshire East

meaning the legacy Local Plans from the three previous district Councils can be finally laid to rest.

- 28 The Council has also taken the decision to review the Local Plan, and this will be a key focus over the coming months and years.
- 29 Due to changes in the way housing figures are calculated due to the standard method set out in national guidance, the Council's five-year housing supply figure now stands at a healthy 11.6 years. There were net completions of 2,779 dwellings during the 2021-22 monitoring year.
- 30 The first draft of the Cheshire East Mineral and Waste Development Plan has been out to public consultation at the turn of year and will also progress over the coming months. A number of Supplementary Planning Documents (SPDs) are also in progress including for Sustainable Drainage Systems (SUDs); Biodiversity Net Gain, Developer Contributions; Environmental Protection and Jodrell Bank. A Housing SPD was adopted in July 2022.

#### Planning Enforcement

- 31 Enforcement complaints have reduced from the previous year which perhaps reflects the continued trend of people returning to workplaces following the pandemic. It also reflects the approach that some very minor complaints are not being logged but addressed on 'first response'. The table below shows the number of complaints open and closed over the last 3 years.

| Year    | Enforcement cases opened | Enforcement cases closed |
|---------|--------------------------|--------------------------|
| 2020-21 | 1,091                    | 593                      |
| 2021-22 | 1,033                    | 777                      |
| 2022-23 | 869                      | 826                      |

- 32 The Enforcement team have issued 6 Enforcement Notices, 1 Stop Notice, 1 Listed Building Enforcement Notice, 7 Planning Contravention Notices, 1 Breach of Condition Notice, 2 Temporary Stop Notices.
- 33 Notable success was also achieved in obtaining a high court injunction for unauthorised development in the open countryside including two dwellings for a site in Wirswall. This was a case with a lengthy history and followed a previous enforcement notice and dismissed appeal. The successful case involved a huge amount of work from officers and close liaison with legal services to prepare the necessary evidence. The extensive work and case preparation was praised by the Judge who awarded costs to the Council.



- 34 Recruitment to Enforcement remains difficult with currently 3 vacancies (effectively 30%) of the team.

### Environmental Planning

- 35 Thousands of consultation responses have been provided for planning applications and pre-application advice from forestry, design, conservation, landscape and ecology colleagues. Significant input has also been made into Supplementary Planning Documents as well as other Corporate priorities such as HS2.
- 36 The number of 'works to protected trees' applications has suffered a similar surge and backlog as mainstream applications due to shortage of resources. 6 new Tree Preservation Orders have however been served during this period.
- 37 The Council's Ecologists have consistently sought to secure appropriate mitigation for developments either for on or off-site. Biodiversity net gain is therefore already well engrained within the Service to capture the future requirements of the Environment Act and is securing significant financial contributions through legal agreements.
- 38 Consultations on draft Conservation Area Appraisals for parts of Macclesfield, Ollerton and Alderley Edge have been undertaken, and an Urgent Works Notice was served on a property in Congleton to protect its heritage value.

### Building Control

- 39 Building Control has seen a reduced number of applications submitted with approx. 1,541 notices representing 2,378 separate elements of construction within the Borough. In 2,266 notices were registered from private sector building control bodies. A total of 85 projects were reverted back to the Authority (as the only enforcing body) from the private sector to enable appropriate action to be taken. The team continued to provide a 24/7 out of hours response to reports of dangerous structures and identified 32 cases of unauthorised works. In addition to dealing with the application process, officers have inspected 10,000 elements of construction ensuring compliance of the Regulations is met throughout the build process.
- 40 Building Control have successfully implemented a new ICT Software solution that now provides an improved customer experience allowing for online application submissions to be made, together with online inspection requests. The solution also provides greater control to ensure the health and safety of officers.

41 Like other parts of the Service, Building Control continues to face challenges in terms of resources, losing key members of the team whilst striving to respond to demand and residents' expectations. The commercial aspects of Building Control which operates in a competitive market (with the key exception of certain statutory requirements) creates particular problems for recruitment. This has reduced the number of qualified officers considerably and places further pressure on those who remain. There are also pressures to ensure the team will have required competencies to meet the needs of the new Building Safety Regime. Recruitment to two senior vacant posts in the structure is currently underway, this has had to be extended due to limited response. Issues regarding the team structure, resources and how best to meet new and emerging challenges are being considered in the restructure.

### Regulatory Services

| Corporate Plan 2021-25: Key priorities    |   |
|---|---|
| Welcoming, safe, and clean neighbourhoods | Crime and anti-social activity and anti-social behaviour to be reduced<br>Victims of crime and exploitation to be supported effectively by the council and partners through collaboration<br>To protect residents and improve our environment |

42 A procurement exercise for the design, supply and implementation of a new wireless CCTV network has been completed with the deployment of the project ongoing, working with Cheshire East Highways. Target completion for the system to go live is Autumn 2023.

43 The 2022 Annual Air Quality Status Report was approved by Defra and work continues on implementing the objectives within the Air Quality Action Plan which is supported by colleagues across other service areas including highways, development control and public health. Following grant funding by Defra an extensive education and awareness campaign has been undertaken highlighting the impact of vehicle engine idling and domestic fuel burning. Plans are underway for the use of residual funding in further activities which meet the brief of the original grant objectives, focussed particularly around schools.

44 During 2022/23 the Environment and Communities Committee approved a series of updated policies, including;

- The Corporate Enforcement Policy

- The Regulatory Services service specific enforcement policy
  - The Hackney Carriage and Private Hire Licensing policy reflecting updated national standards, effective from 1 November 2022.
  - A revised Statement of Gambling Principles
  - A new Animal Welfare Licensing Policy effective from February 2023.
- 45 During 2022-2023 the Food Hygiene and Food Standards Teams were operating to a recovery plan issued by the Food Standards Agency. The recovery plan was devised to acknowledge pressures put on food teams in response to the pandemic whilst ensuring that high risk activities were subject to suitable inspection/intervention work. The final year return issued to the FSA indicated that the teams have successfully achieved the requirements of the recovery plan putting us in a good position for business-as-usual activities from 1 April 2023. 97% of Cheshire East food premises score 3 or above for their Food Hygiene Rating.
- 46 As part of the updated Hackney Carriage and Private Hire Vehicle Policy introduced in November 2022 the service has introduced safeguarding training for all drivers as part of the new and renewal application process. Courses are offered on a monthly basis and are very well subscribed.
- 47 Trading Standards secured a successful prosecution against two sellers who profited from trading counterfeit goods on Ebay over a nine-year period. Both pleaded guilty in Court where a 30-month jail sentence for one and a 16-month suspended sentence for the other was handed out by the judge. In another case they were able to secure a consent order of £10,570 to be repaid to victims of a rogue trader.
- 48 Illicit cigarettes and tobacco continues to be a significant area of work. An operation with the police led to the seizure of 18,500 cigarettes and 8.59 Kg of rolling tobacco. In addition, illegal vaping equipment is becoming an increasing problem particularly given underage sales to young people. Ongoing test purchasing and inspection work is also identifying a prevalence of non-compliant products on the market.
- 49 Satisfaction with the Pest Control service remains extremely high with regular positive feedback received from our domestic and business customers.
- 50 At the end of March 2023 Regulatory Services went live with its new Business Support System, which is used to record, plan and report on activities carried out by the service as well as provide internal and external performance information. The service is now looking at further

development work to make the system more bespoke to local processes and procedures and to capitalise on potential efficiencies.

- 51 We continue to support four apprentices (Regulatory Compliance Officers and Business Administration) within the service and are extremely proud of their ongoing development and integration within the team. In addition, two trainee environmental health officers have just moved to full time positions and will be taking on additional training to allow them to have wider roles and responsibilities. In a profession where there is a national decline in available qualified officers, this approach to training and the mentoring provided by the officers across the team is extremely important.

### Neighbourhood Services

| Corporate Plan 2021-25: Key priorities           |  |
|--|--|
| A great place for people to live, work and visit | A high-quality accessible library service that remains relevant to the changing needs of Cheshire East residents and delivers value for money<br>High quality leisure and sports provision across the borough that delivers good value for money |
| Welcoming, safe, and clean neighbourhoods        | Crime and anti-social activity and anti-social behaviour to be reduced<br>Victims of crime and exploitation to be supported effectively by the council and partners through collaboration<br>To protect residents and improve our environment    |

| Key Performance Indicators            | 2021/22 Mid-year | 2021/22 Outturn | 2022/23 Mid-year | 2022/23 Target |
|---------------------------------------|------------------|-----------------|------------------|----------------|
| Number of visitors to libraries       | 272,477          | 684,574         | 506,779          | 750,000        |
| Number of visitors to leisure centres | 910,111          | 2,082,213       | 1,204,086        | 2,020,000      |

### Libraries

- 52 Building on the success of their original STEM skills programme Luminare and having successfully gained further funding from Arts Council England, staff at Crewe library ran a digital arts project in collaboration with Mako Create. This comprised a programme of 6

workshops for 3 age cohorts 11-14, 15-18, 18+. Each group learnt new skills in digital technologies to equip them for future employment.



- 53 During 2022/23 we refurbished 5 of our children's libraries and received very positive feedback from users.
- 54 We developed and launched our Ready for School bookbags which have been hugely popular with all loan availability consistently at maximum capacity and with waiting lists for each one.
- 55 Cheshire East Library News our GovDelivery newsletter exceeded 20,000 subscribers
- 56 Building on the Warm Places initiative we extended our programme of social inclusion activities
- 57 As part of the National Databank scheme we continued to provide free SIM cards to those experiencing digital poverty and had another successful bid to the Good Things Foundation for 36 further Galaxy tablets which can be gifted to those without access to the internet at home
- 58 We developed Social Stories for all Cheshire East libraries to be uploaded to our web pages and designed to reduce anxiety by helping neuro diverse residents know what to expect before visiting.

## Leisure

- 59 The redevelopment of Congleton Leisure Centre despite some recent issues during construction has now been completed and handed over to Everybody Health and Leisure to complete the fit out. An official opening ceremony is planned for June.
- 60 Learn to Swim Scheme has grown to 9,700 swimmers participating in weekly lessons and leisure memberships have exceed 20,000 for the first time, with over 2.5 million individual visits to our leisure centre sites.
- 61 Two new Chlorine Hydrolyser units have been installed in Macclesfield and Crewe leisure centres, this is an environmentally friendly means of producing chlorine and comes with lower operating costs.

## Community Enforcement & Anti-Social Behaviour Team

- 62 Our community enforcement team continues to make a significant impact in and around the alleyways in Crewe, under the banner of the Cleaner Crewe Project. This project is working in conjunction with Crewe Town Council as well as local resident groups.
- 63 The Multi Agency Action Group (MAGG) continues to meet on a quarterly based. It most recently met to discuss issues with anti-social behaviour (ASB) in Poynton. Through collaboration with partners, mitigation measures have been instigated which will reduce the significant levels of ASB that has been affecting the lives of the local residents.

## **Consultation and Engagement**

- 64 No specific consultation or engagement is required in support of this report.

## **Reasons for Recommendations**

- 65 The Environment and Communities Committee is responsible for reviewing and scrutinising the performance of the Environment and Neighbourhood Services department.

## **Other Options Considered**

- 66 Not applicable.

## **Implications and Comments**

### *Monitoring Officer/Legal*

67 There are no legal implications arising from this report.

### *Section 151 Officer/Finance*

68 The financial implications of changes in performance requirements or responding to current performance levels is provided in separate Finance Review reports to the Committee.

### *Policy*

69 The report sets out how the department is contributing to the Cheshire East Council Corporate Plan 2021-25.

### *Equality, Diversity and Inclusion*

70 There are no equalities implications arising from this report.

### *Human Resources*

71 There are no human resources implications arising from this report.

### *Risk Management*

72 The performance reporting process provides opportunities for the Council to identify and focus on areas for improvement to support achievement of its strategic ambitions. Timely performance reporting mitigates risk of the Council not achieving its outcomes by providing the opportunity to review outputs, identify trends and areas for improvement, and introduce corrective and/or preventative actions wherever necessary to address areas of poor - or under – performance.

### *Rural Communities*

73 There are no implications for rural communities arising from this report.

*Children and Young People including Cared for Children, care leavers and Children with special educational needs and disabilities (SEND)*

74 There are no implications for children and young people arising from this report.

*Public Health*

75 There are no implications for public health arising from this report.

*Climate Change*

76 An update on delivery of the Carbon Neutral Action Plan will be provided in a separate report to the Committee in due course.

| <b>Access to Information</b> |   |
|------------------------------|---|
| Contact Officer:             | Tom Shuttleworth, Interim Director of Environment and Neighbourhood Services<br><a href="mailto:tom.shuttleworth@cheshireeast.gov.uk">tom.shuttleworth@cheshireeast.gov.uk</a><br>Jane Gowing, Interim Director of Planning<br><a href="mailto:Jane.gowing@cheshireeast.gov.uk">Jane.gowing@cheshireeast.gov.uk</a> |
| Appendices:                  | None  |
| Background Papers:           | None  |



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**Approvals trail: to be removed before Committee**

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| <b>Name</b>          | <b>Title</b>                                     | <b>Comments</b> | <b>Date</b> |
|----------------------|--|-----------------|-------------|
| <b>Contributors:</b> |  |                 |             |
| Chris Allman         | Head of Neighbourhood Services                   |                 |             |
| Tracey Bettaney      | Head of Regulatory Services                      |                 |             |
| Ralph Kemp           | Head of Environmental Services                   |                 |             |
| David Malcolm        | Head of Planning                                 |                 |             |
| Wendy Broadhurst     | Finance Lead - Place                             | None            | 16.05.23    |
| James Thomas         |  | None            | 16.05.23    |
| <b>Approvers:</b>    |  |                 |             |
| Tom Shuttleworth     | Interim Director of Environment & Neighbourhoods | None            | 10.05.23    |
| Jane Gowing          | Interim Director of Planning                     | None            | 16.05.23    |
|                      |  |                 |             |