

Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 16 January 2018
Location	Board Room, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

All persons present are reminded that the meeting may be recorded and by attending this meeting you are giving your consent to being filmed and your image being used. You are kindly requested to make it known to the Chairman if you intend to film or record this meeting.

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. PUBLIC QUESTION AND ANSWER SESSION	
4. MINUTES	
Minutes of the meeting held on 12 December 2017	3 - 8
5. COUNCIL TAX BASE AND NON DOMESTIC RATING INCOME 2018/19	
Report of the Chief Executive Presented by the Corporate Portfolio Holder	9 - 18



6.	AUTHORITY TO AWARD THE CONTRACT FOR REPLACEMENT OF HOUSING ICT SYSTEMS	
	Report of the Director of Housing Presented by the Housing Portfolio Holder	19 - 22
7.	MARLBOROUGH SQUARE REFURBISHMENT	
	Report of the Strategic Director of Place Presented by the Regeneration and Planning Portfolio Holder	23 - 32
8.	GYPSY AND TRAVELLER NEEDS ASSESSMENT	
	Report of the Strategic Director of Place Presented by the Regeneration and Planning Portfolio Holder	33 - 36
9.	REVIEW OF SUPPLEMENTARY PLANNING DOCUMENTS	
	Report of the Strategic Director of Place Presented by the Regeneration and Planning Portfolio Holder	37 - 46
10.	DELEGATION AND COLLABORATION AGREEMENT IN RELATION TO THE LIGHTBULB PROGRAMME	
	Report of the Strategic Director of Place Presented by the Community Services Portfolio Holder	47 - 52
11.	CONTRACT AWARD FOR THE MATERIALS SUPPLY CHAIN TO SUPPORT THE HOUSING REPAIRS AND MAINTENANCE SERVICE	
	Report of the Director of Housing Presented by the Housing Portfolio Holder	53 - 60
12.	EXCLUSION OF PRESS AND PUBLIC	
	The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information.	
13.	ACQUISITION OF SITE IN CENTRAL COALVILLE FOR THE DEVELOPMENT OF AFFORDABLE HOUSING	
	Report of the Director of Housing Presented by the Housing Portfolio Holder	61 - 68

Circulation:

Councillor R D Bayliss
Councillor R Blunt (Chairman)
Councillor T Gillard
Councillor T J Pendleton
Councillor N J Rushton
Councillor A V Smith MBE

MINUTES of a meeting of the CABINET held in the Board Room, Council Offices, Coalville on TUESDAY, 12 DECEMBER 2017

Present: Councillor R Blunt (Chairman)

Councillors R D Bayliss, T J Pendleton, N J Rushton and A V Smith MBE

In Attendance: Councillors J Clarke, J G Coxon, T Eynon, G Hault, J Legrys and S Sheahan

Officers: Ms T Ashe, T Galloway, Mrs C Hammond, Mr G Jones, Mrs B Smith and Miss E Warhurst

74. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor T Gillard.

75. DECLARATION OF INTERESTS

There were no interests declared.

76. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

77. MINUTES

Consideration was given to the minutes of the meeting held on 14 November 2017.

It was moved by Councillor R Blunt, seconded by Councillor A V Smith and

RESOLVED THAT:

The minutes of the meeting held on 14 November 2017 be approved and signed as a correct record.

Reason for decision: To comply with the Constitution.

78. DEVELOPING THE MEDIUM TERM FINANCIAL STRATEGY

The Corporate Portfolio Holder presented the report to Members.

He informed Members that the report outlined that the current financial issues facing the Council would be addressed through the Medium Term Financial Strategy and it introduced the new approach in promoting self-sufficiency and sustaining growth. He stated that the most significant of financial issues was the uncertainty surrounding the shape of the Fair Funding review which would determine the level of business rate baseline, tariffs and levies chargeable against rates collected and could reduce the Council's business rate income by up to £1.7m from 2020/21. He advised Members that it would have a big impact on the authority as it had met its business growth requirements.

He informed Members that the plan would also present 'self-sufficiency' targets to reduce the reliance on government grant and the targets would enable the Council to align the use of Government grants to support local infrastructure development and growth initiatives that in turn would assist with achieving sustainable growth through additional council tax and business rate income. He highlighted that it would be dependent on the success of the bid that had been submitted by the Leicester and Leicestershire Authorities for the pilot.

He thanked the Chief Executive for her work on the strategy so far.

It was moved by Councillor N J Rushton, seconded by Councillor R Blunt and

RESOLVED THAT:

The financial issues facing the Council would be addressed through the Medium Term Financial Strategy, due for approval by Cabinet and Council in February 2018 be noted.

Reason for decision: Requirement of the budget setting process

79. GENERAL FUND AND SPECIAL EXPENSES REVENUE BUDGET PROPOSALS 2018/19

The Corporate Portfolio Holder presented the report to Members.

He informed Members that the draft General Fund Budget for the next year showed a projected surplus of £568k, which would take the forecast level of General Fund reserves to £4.2m at 31 March 2019, however there were still uncertainties around the level of Business Rates income and the value of the New Homes Bonus payments the Council would receive. He reminded Cabinet that in line with its decision in January 2017 the Local Council Tax Support Scheme had continued in 2017/18 and the scheme would see the first phased in reduction of 25% from 2018/19.

He highlighted that the draft budget for Special Expenses presented a balanced budget and that some of the risks in the budget included a decrease in waste and leisure incomes, an increase to the ICT budget and a possible increase to the salary budget of 2% plus 2% the following year would need to be considered by officers.

Councillor R Blunt advised that it was again proposed not to increase Council Tax for the ninth year in succession.

It was moved by Councillor N J Rushton, seconded by Councillor R Blunt and

RESOLVED THAT:

- A. The 2018/19 budget proposals for statutory consultation be agreed.
- B. The Assurance Statement by the Deputy S151 Officer be noted.

Reason for decision: Required to complete 2018/19 budget process.

80. HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2018/19

The Housing Portfolio Holder presented the report to Members.

He informed Members that the report before them asked Cabinet to agree the 2018/19 budget proposals for statutory consultation which included the 1% rent decrease in line with the Governments four year rent reduction. He highlighted that the budget showed a projected balanced budget, with a £3m contribution to the Loan Redemption Reserve. This would take the estimated Loan Repayment Reserve balance to £11.2m which in turn meant the money would be ready for repayment before the 2022 date. He added that the General Balance would remain at the agreed minimum level of £1m and that a saving of rent loss and Council Tax charges had arisen following the reduction in void properties.

Councillor N J Rushton stated that authority had dealt with the unplanned 1% decrease well as he was aware that there were other Councils that had found it difficult to deal with and that he was pleased to see that it was forecasted that the loans would be paid back before the deadline.

Councillor R Blunt thanked the Deputy S151 Officer for all her work on her first budget for the authority.

It was moved by Councillor R D Bayliss, seconded by Councillor N J Rushton and

RESOLVED THAT:

A. The Assurance Statement by the Deputy S151 officer be noted,

B. The draft HRA budget proposal, including the 1% rent decrease, as detailed in the report and associated appendices for consultation.

Reason for decision: To enable the Council to set a balanced Housing Revenue Account Budget for 2018/19.

81. CAPITAL PROGRAMMES - GENERAL FUND, COALVILLE SPECIAL EXPENSES AND HOUSING REVENUE ACCOUNT (H.R.A). PROJECTED OUTTURN 2017/18 AND PROGRAMMES 2018/19 TO 2022/23

The Corporate Portfolio Holder presented the report to Members.

He advised that the report before Cabinet asked Members to note the estimated outturn of capital programmes for 2017/18 and approve for consultation the draft capital programmes for 2018/19 as detailed within appendices. He informed Members that the draft General Fund Capital Programme for 2018/19 was £3.2m and comprised of a number of liabilities identified within the Council's Planned Preventative Maintenance (PPM) schedule as well as a number new budget provisions.

He highlighted that new provisions included the proposal to extend the Linden Way depot and workshop for the purposes of enabling adequate storage of material, waste containers and to allow a workshop suitable for carrying out maintenance on longer refuse vehicles. In addition, it included the acquisition of a new finance system both of which would be subject to separate future Cabinet reports.

He drew Members attention to the draft Special Expenses Capital Programme for 2018/19. The 50k was solely for the purpose of floodlighting at Owen Street football pitch. He also referred to the draft Housing Revenue Account Capital Programme which was £9.9m which included £2.8m to maintain the Decent Homes standard within the housing stock and £3.9m to continue the Council's new build scheme.

Councillor R D Bayliss stated that HRA budget included provision to ensure that improvements to the housing stock could be carried out to ensure that the homes remained at the decent homes standard, along with an additional budget to carry out other maintenance investments outside the decent homes programme. He also highlighted reference to 68 new Council homes listed in the report together with provision that had been made for other schemes including off street parking, major aids and adaptations, and work to ensure all homes were energy efficient and affordable.

It was moved by Councillor N J Rushton, seconded by Councillor R D Bayliss and

RESOLVED THAT:

- A. The estimated General Fund, Coalville Special Expenses and H.R.A. Capital Outturn for 2017/18 and Planned Financing be noted.
- B. The Draft Capital Programmes in 2018/19 detailed in:
- Appendix "A" General Fund Capital Schemes
 - Appendix "B" Special Expense Capital Schemes
 - Appendix "C" HRA Capital Schemes
- And in 2019/20 these schemes only:
- £600,000 for the vehicle replacement programme, as detailed in paragraphs 3.7 to 3.7.7
- be approved for consultation.
- C. The proposed procurement routes in respect of vehicles, equipment and plant be noted and authority to award the contracts, and any associated agreements in furtherance of the projects be delegated to the Strategic Director of Place in consultation with the Portfolio Holder, subject to final approval of the Capital Programmes in February 2018.

Reason for decision: To enable projects to be included in the Programmes for consultation.

82. FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE OFFS

The Corporate Portfolio Holder presented the report to Members.

The Deputy S151 Officer advised Members that an additional recommendation needed to be approved, as the report was seeking approval to write off a sundry debtor invoice over £10,000 where the company had gone into liquidation with no assets.

It was moved by Councillor N J Rushton, seconded by Councillor A V Smith and

RESOLVED THAT:

- A. The amounts written off under delegated powers be noted.
- B. The write off of the sundry debtor case over £10,000 be approved.

Reason for decision: To comply with proper accounting practices.

83. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor R Blunt, seconded by Councillor N J Rushton and

RESOLVED THAT:

In pursuance of Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act and that the public interest in maintaining this exemption outweighs the public interest in disclosing the information.

Reason for decision: To enable the consideration of exempt information.

84. CONTRACT AWARD FOR THE DELIVERY OF SUSTAINABLE ENERGY IMPROVEMENT TO COUNCIL HOMES

The Housing Portfolio Holder presented the report to Members.

He advised Members that the report before them was to award the contract to the preferred supplier to ensure that all Council homes were energy efficient and affordable for the tenants.

Councillor T J Pendleton stated that it was timely to move on and looked forward to seeing the improvements.

Councillor R Blunt stated that it was difficult to get tenants into the homes with solid fuel, but added that as with all new technology there could be problems and asked that the Portfolio Holder watched the process carefully and report back to Cabinet the outcome.

It was moved by Councillor R D Bayliss, seconded by Councillor T J Pendleton and

RESOLVED THAT:

Authority to award the contract for the delivery of sustainable energy improvements to Council homes be delegated to the Director of Housing in consultation with the Housing Portfolio Holder.

Reason for decision: The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation and to improve the energy efficiency of the Council's housing stock and address fuel poverty in order to provide tenants with homes which can be heated to comfortable levels at an affordable cost.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.27 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – TUESDAY, 16 JANUARY 2018**

Title of report	COUNCIL TAX BASE AND NON DOMESTIC RATING INCOME 2018/19
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicesterhire.gov.uk Chief Executive 01530 454500 Bev.smith@nwleicestershire.gov.uk Financial Planning Team Manager/Deputy S151 Officer 01530 454707 Tracy.Ashe@nwleicestershire.gov.uk
Purpose of report	To determine the Council Tax Base for the 2018/19 Financial Year.
Reason for Decision	Statutory requirement to facilitate the setting of Council Tax for the forthcoming Financial Year.
Council Priorities	Value for Money Homes and Communities
Implications:	
Financial/Staff	These are set out in Section 2 of the report.
Link to relevant CAT	None.
Risk Management	Controls are in place to ensure the correct calculation of the Council Tax Base.
Equalities Impact Screening	Not applicable.
Human Rights	There are no Human Rights implications.
Transformational Government	Not applicable.
Comments of Head of Paid Service	The report is satisfactory
Comments of Deputy Section 151 Officer	As author of the report, the report is satisfactory.

Comments of Monitoring Officer	The report is satisfactory.
Consultees	None.
Background papers	Medium Term Financial Strategy (MTFS) 2017 - 2020 – Cabinet 11 October 2016 Council Tax Base 2017/18 – Cabinet 17 January 2017
Recommendations	<ol style="list-style-type: none"> 1. THAT THE CALCULATION OF THE COUNCIL TAX BASE FOR EACH PARISH AND SPECIAL EXPENSE AREA FOR THE FINANCIAL YEAR 2018/19, AS SHOWN IN APPENDIX 2 TO THE REPORT, BE APPROVED AND ADOPTED. 2. THAT, IN ACCORDANCE WITH THE LOCAL AUTHORITIES (CALCULATION OF COUNCIL TAX BASE) (England) REGULATIONS 2012 SI 2012/2914, THE AMOUNT CALCULATED BY NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL AS ITS COUNCIL TAX BASE FOR THE FINANCIAL YEAR 2018/19 SHALL BE 32,852. 3. THAT THE AMOUNTS OF COUNCIL TAX SUPPORT GRANT FOR EACH TOWN AND PARISH COUNCIL DETAILED IN APPENDIX 3 BE NOTED. 4. THAT DELEGATED AUTHORITY BE GIVEN TO THE DEPUTY S151 OFFICER TO SUBMIT THE CALCULATIONS OF NONDOMESTIC RATING INCOME AND OTHER AMOUNTS REQUIRED BY THE GOVERNMENT BY 31 JANUARY EACH YEAR FOR THE FORTHCOMING FINANCIAL YEAR.

1.0 INTRODUCTION

- 1.1 The Local Government Finance Act 1992 requires that the calculation of the Council Tax Base for the financial year 2018/19 be determined by no later than 31 January 2018. This is a necessary component in the setting of the 2018/19 Council Tax. Cabinet has delegated powers from Council to approve the Council Tax Base.

2.0 FINANCIAL IMPLICATIONS

- 2.1 The Council Tax Base is a measure of the relative taxable capacity of the District, as shown in Appendix 1, and of each part of the District as shown in Appendix 2. It is expressed as the equivalent number of Band D properties in each area. The Council Tax Base multiplied by the Band D Council Tax gives the total Council Tax receivable for the forthcoming financial year.

- 2.2 The budget requirement of this Authority, and of its Precepting Authorities, to be met by the Council Tax charge is divided by the Council Tax Base figure to arrive at the level of Council Tax to be levied on a Band D property in order to generate that amount of Council Tax income. The actual levy on properties in other Bands is calculated on a pro-rata basis using the following ratios:

Band A = 6/9 of Band D
Band B = 7/9 of Band D
Band C = 8/9 of Band D
Band D = 9/9 of Band D
Band E = 11/9 of Band D
Band F = 13/9 of Band D
Band G = 15/9 of Band D
Band H = 18/9 of Band D

- 2.3 Where the precept relates to only part of the District (i.e. Parish Precepts and Special Expenses) the appropriate Council Tax Base of the part (as shown in Appendix 2) is used. Accordingly, all Precepting Authorities will be informed of their appropriate Council Tax Base for 2018/19 once the total Council Tax Base has been determined.

3.0 CALCULATION OF COUNCIL TAX BASE

- 3.1 The Council Tax Base calculation for the financial year 2018/19 has been carried out in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012. Appendix 1 shows the actual number of Band D equivalent properties on the Council Tax database as at 30th November 2017 by Council Tax band.
- 3.2 For the 2018/19 year, growth estimates in respect of the number of new of properties liable for council tax have also been included. These properties have been identified and monitored by the Council's Planning Policy team and the Revenues and Benefits Partnership, and included in the council tax base calculation at parish level at assumed bandings, before conversion to Band D equivalents. This is a new approach for 2018/19. The estimated growth by band can be found in Appendix 1.
- 3.3 A bad debt provision of 2% of the base has been applied to allow for non collection and banding appeals. This targeted level is consistent with the collection rate achieved in 2016/17 of 97.8% and the forecast collection rate to be achieved in 2017/18 of 97.6%.
- 3.4 The adjusted figures for each Parish and Special Expense area are set out in Appendix 2. The respective Council Tax base for each Parish and Special Expense area is used as a basis for charging Special Expenses and Parish Precepts to the Council Tax payers of the appropriate parts of the District.
- 3.5 On 1 April 2013 Council Tax Benefit was replaced by a new Local Council Tax Support Scheme. The new support scheme introduced new discounts into the Council Tax Base calculation, which reduced the tax base significantly in comparison to previous years. For 2014/15 revisions were made to the scheme which reduced the level of Council Tax Support Discounts given which in turn increased the Council Tax Base. In subsequent years, from 2015/16 to 2017/18, there have been no further changes to the scheme.
- 3.6 For 2013/14 only, the Government replaced Council Tax Benefit Subsidy grant with Council Tax Support grant but reduced the level of funding by around 10% for 2013/14. The grant was intended to pay for the Council Tax Support Discounts. Town and Parish Councils did not receive the Government grant in their own right and the District Council has passed on to them an element of its own funding to compensate them for the Council Tax Discounts. There has been no specific element of funding since 2013/14 but the Council has continued to support the Special Expenses, Town and Parish Councils with this grant.
- 3.7 As part of the Medium Term Financial Strategy presented to Cabinet on 11 October 2016, Members agreed to reduce the Local Council Tax Reduction/Support Scheme grant to town and parish council's by approximately 25 percent per annum over a four year period. The allocation of Council Tax Support grant to Town and Parish Councils for 2017/18 to 2021/22

was presented to Cabinet in the Council Tax Base report on 17 January 2017. This table is re-presented to Cabinet, for information, in Appendix 3.

3.8 The District Council will be providing £75,578.25 in grants to Town and Parish Councils in 2018/19.

3.9 Appendix 4 shows the estimated Town and Parish Council Precepts, recommended grants and total estimated funding available for 2017/18 and 2018/19. Although the estimates of the precepts reflect changes in the taxbase, no increase in the council tax level has been assumed. Town and parish councils as independent bodies can increase their own levels of council tax in order to increase their precept. This table is therefore indicative only.

4.0 NATIONAL NON-DOMESTIC RATES (BUSINESS RATES)

4.1 The funding system for Local Government from April 2013 includes the “localisation” of business rates. As part of the Government’s business rates distribution formula, North West Leicestershire District Council will initially retain 40% of all business rates collected within the District, 9% will go to Leicestershire County Council, 1% will go to the Fire Authority, and the remaining 50% known as the “central share” will go to Central Government. There is however also a complex system of “top-ups” “tariffs” and “levies” which results in the District as a “tariff” authority being required to pay a 50% levy on its 40% of additional business rates back to Central Government. Due to the existence of the Leicester and Leicestershire Business Rate Pool, this levy payment is instead retained and combined with other levy funds from other Councils in the County and subsumed into the Leicester and Leicestershire Economic Partnership (LLEP).

4.2 Currently, the Government is piloting 100% retention in several areas of England and in September 2017 announced that they were seeking to carry out another set of pilots in 2018/19. The Council, along with all counterparties in respect of Business Rates in Leicester and Leicestershire, entered a bid to undertake in a 1 year pilot. Successful bids were announced as part of the Secretary of State’s provisional local government finance settlement on 19 December 2017. Unfortunately, on this occasion the Leicester and Leicestershire bid was unsuccessful.

4.3 Local Authorities are required to provide details of expected Business Rates income for the following year to the Government by 31 January and this is done on a form called NNDR 1. As business rate income has become a fundamental part of the new funding system for Local Government, the Department of Communities and Local Government (DCLG) has introduced requirement for the NNDR 1 form to be formally approved. The expectation is that the approval process is to be in line with approval of the Council Tax Base.

4.4 The calculations that feed into the NNDR1 form are typically carried out by the Revenues and Benefits Partnership shortly before the 31 January deadline to ensure figures are as up to date as possible. In view of the timing, Cabinet is requested to give delegated authority to the Financial Planning Team Manager and Deputy Section 151 Officer to approve and submit the form for 2018/17.

COUNCIL TAX BASE

BAND	RATIO TO BAND D	NUMBER OF BAND D EQUIVALENTS AS AT 30 NOV. 2017	Less NON COLLECTION RATE 0.02	Plus ESTIMATED GROWTH FOR 2018/19	COUNCIL TAX BASE 2018/19
A	6/9	4,691	93	25	4,623
B	7/9	8,403	168	121	8,356
C	8/9	5,764	115	117	5,766
D	9/9	5,645	113	153	5,685
E	11/9	4,710	95	164	4,779
F	13/9	2,168	43	62	2,187
G	15/9	1,387	28	17	1,376
H	18/9	82	2	0	80
TOTALS		32,850	657	659	32,852

**COUNCIL TAX BASE
PARISH AND SPECIAL EXPENSE AREAS**

Parish / Special Expense Area	Council Tax Base	
	2017/2018	2018/2019
APPLEBY MAGNA	438	499
ASHBY DE LA ZOUCH	5,111	5485
ASHBY WOULD'S	1,175	1334
BARDON	9	10
BELTON	294	295
BREEDON-ON-THE-HILL	416	428
CASTLE DONINGTON	2,388	2415
CHARLEY	78	76
CHILCOTE	53	53
COALVILLE	5,966	6351
COLEORTON	553	561
ELLISTOWN AND BATTLEFLAT	788	797
HEATHER	324	326
HUGGLESCOTE AND DONINGTON LE HEATH	1,283	1427
IBSTOCK	2,135	2239
ISLEY WALTON-CUM-LANGLEY	28	28
KEGWORTH	1,215	1245
LOCKINGTON-CUM-HEMINGTON	237	236
LONG WHATTON AND DISEWORTH	739	752
MEASHAM	1,577	1656
NORMANTON-LE-HEATH	64	64
OAKTHORPE, DONISTHORPE AND ACRESFORD	809	838
OSGATHORPE	186	198
PACKINGTON	349	374
RAVENSTONE WITH SNIBSTON	863	954
SNARESTONE	129	128
STAUNTON HAROLD	61	62
STRETTON-EN-LE-FIELD	20	21
SWANNINGTON	461	466
SWEPSTONE	260	259
WHITWICK	2,684	2702
WORTHINGTON	569	573
TOTALS	31,262	32,852

TOWN / PARISH GRANTS 2017/18 – 2021/22

PARISH	Grant 2016/17	Grant 2017/18	Grant 2018/19	Grant 2019/20	Grant 2020/21	Grant 2021/22
APPLEBY MAGNA	938.00	938.00	703.50	469.00	234.50	-
ASHBY DE LA ZOUCH	24,763.00	24,763.00	18,572.25	12,381.50	6,190.75	-
ASHBY WOULD'S	12,071.00	12,071.00	9,053.25	6,035.50	3,017.75	-
BARDON	-	-	-	-	-	-
BELTON	787.00	787.00	590.25	393.50	196.75	-
BREEDON-ON-THE-HILL	875.00	875.00	656.25	437.50	218.75	-
CASTLE DONINGTON	4,717.00	4,717.00	3,537.75	2,358.50	1,179.25	-
CHARLEY	182.00	182.00	136.50	91.00	45.50	-
CHILCOTE	-	-	-	-	-	-
COALVILLE	-	-	-	-	-	-
COLEORTON	185.00	185.00	138.75	92.50	46.25	-
ELLISTOWN & BATTLEFLAT	2,757.00	2,757.00	2,067.75	1,378.50	689.25	-
HEATHER	1,053.00	1,053.00	789.75	526.50	263.25	-
HUGGLESCOTE & DONINGTON LE HEATH	6,356.00	6,356.00	4,767.00	3,178.00	1,589.00	-
IBSTOCK	7,499.00	7,499.00	5,624.25	3,749.50	1,874.75	-
ISLEY WALTON -CUM-LANGLEY	27.00	27.00	20.25	13.50	6.75	-
KEGWORTH	2,919.00	2,919.00	2,189.25	1,459.50	729.75	-
LOCKINGTON CUM HEMINGTON	346.00	346.00	259.50	173.00	86.50	-
LONG WHATTON & DISEWORTH	594.00	594.00	445.50	297.00	148.50	-
MEASHAM	8,908.00	8,908.00	6,681.00	4,454.00	2,227.00	-
NORMANTON-LE-HEATH	-	-	-	-	-	-
OAKTHORPE, DONISTHORPE & ACRESFORD	4,011.00	4,011.00	3,008.25	2,005.50	1,002.75	-
OSGATHORPE	191.00	191.00	143.25	95.50	47.75	-
PACKINGTON	-	-	-	-	-	-
RAVENSTONE WITH SNIBSTON	3,250.00	3,250.00	2,437.50	1,625.00	812.50	-
SNARESTONE	-	-	-	-	-	-
STAUNTON HAROLD	-	-	-	-	-	-
STRETTON-EN-LE-FIELD	-	-	-	-	-	-
SWANNINGTON	2,122.00	2,122.00	1,591.50	1,061.00	530.50	-
SWEPSTONE	-	-	-	-	-	-
WHITWICK	15,535.00	15,535.00	11,651.25	7,767.50	3,883.75	-
WORTHINGTON	685.00	685.00	513.75	342.50	171.25	-
Totals	100,771.00	100,771.00	75,578.25	50,385.50	25,192.75	-

APPENDIX 4

ESTIMATED PARISH PRECEPTS

Parish Council	2017/18 Actual Precept	2017/18 Grant	2017/18 TOTAL BUDGET	Estimated Parish Precept available for 2018/19	2018/19 Grant	2018/19 Estimated Total Budget
Appleby Magna Parish Council	£16,062.00	£938.00	£17,000.00	£18,298.00	£703.50	£19,001.50
Ashby de la Zouch Town Council	£397,891.00	£24,763.00	£422,654.00	£427,007.00	£18,572.25	£445,579.25
Ashby Woulds Town Council	£95,828.00	£12,071.00	£107,899.00	£108,801.00	£9,053.25	£117,854.25
Bardon Parish Meeting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Belton Parish Council	£20,353.00	£787.00	£21,140.00	£20,423.00	£590.25	£21,013.25
Breedon on the Hill Parish Council	£21,000.00	£875.00	£21,875.00	£21,605.00	£656.25	£22,261.25
Castle Donington Parish Council	£296,832.00	£4,717.00	£301,549.00	£300,185.00	£3,537.75	£303,722.75
Charley Parish Council	£3,919.00	£182.00	£4,101.00	£3,818.00	£136.50	£3,954.50
Chilcote Parish Meeting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Coalville	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Coleorton Parish Council	£14,348.00	£185.00	£14,533.00	£14,558.00	£138.75	£14,696.75
Ellistown & Battleflat Parish Council	£59,743.00	£2,757.00	£62,500.00	£60,429.00	£2,067.75	£62,496.75
Heather Parish Council	£11,447.00	£1,053.00	£12,500.00	£11,518.00	£789.75	£12,307.75
Hugglescote and Donington le Heath Parish Council	£87,411.00	£6,356.00	£93,767.00	£97,222.00	£4,767.00	£101,989.00
Ilstock Parish Council	£198,850.00	£7,499.00	£206,349.00	£208,540.00	£5,624.25	£214,164.25
Isley cum Langley Parish Meeting	£382.00	£27.00	£409.00	£382.00	£20.25	£402.25
Kegworth Parish Council	£102,955.00	£2,919.00	£105,874.00	£105,501.00	£2,189.25	£107,690.25
Lockington cum Hemington Parish Council	£9,000.00	£346.00	£9,346.00	£8,961.00	£259.50	£9,220.50
Long Whatton & Diseworth Parish Council	£38,000.00	£594.00	£38,594.00	£38,668.00	£445.50	£39,113.50
Measham Parish Council	£103,755.00	£8,908.00	£112,663.00	£108,948.00	£6,681.00	£115,629.00
Normanton le Heath Parish Meeting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Oakthorpe Donisthorpe & Acresford Parish Council	£45,989.00	£4,011.00	£50,000.00	£47,640.00	£3,008.25	£50,648.25
Osgathorpe Parish Council	£3,774.00	£191.00	£3,965.00	£4,017.00	£143.25	£4,160.25
Packington Parish Council	£19,638.00	£0.00	£19,638.00	£21,045.00	£0.00	£21,045.00
Ravenstone with Snibston Parish Council	£50,167.00	£3,250.00	£53,417.00	£55,456.00	£2,437.50	£57,893.50
Snarestone Parish Council	£6,176.00	£0.00	£6,176.00	£6,129.00	£0.00	£6,129.00
Staunton Harold Parish Meeting	£197.00	£0.00	£197.00	£200.00	£0.00	£200.00
Stretton en le Field Parish Meeting	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Swannington Parish Council	£19,164.00	£2,122.00	£21,286.00	£19,372.00	£1,591.50	£20,963.50
Sweepstone Parish Council	£17,500.00	£0.00	£17,500.00	£17,433.00	£0.00	£17,433.00
Whitwick Parish Council	£193,704.00	£15,535.00	£209,239.00	£195,003.00	£11,651.25	£206,654.25
Worthington Parish Council	£9,000.00	£685.00	£9,685.00	£9,065.00	£513.75	£9,578.75

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 16 JANUARY 2018

Title of report	AUTHORITY TO AWARD THE CONTRACT FOR REPLACEMENT OF HOUSING ICT SYSTEMS
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Roger Bayliss 01530 411055 roger.bayliss@nwleicestershire.gov.uk Director of Housing 01530 454819 glyn.jones@nwleicestershire.gov.uk Head of Housing 01530 454780 chris.lambert@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegates authority to procure and award a contract for replacement ICT systems for Housing to the Director of Housing in consultation with the Portfolio Holder.
Reason for decision	The level of expenditure in this contract exceeds the authority threshold in the Scheme of Delegation.
Council priorities	Value for Money.
Implications:	
Financial/Staff	A robust evaluation of the bids will allow the most economically advantageous bid to be selected, achieving an efficient service for the Council over the life of the contract. Improved systems will facilitate both better use of staff time and service enhancements.
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	None discernible
Transformational Government	This relates to the new ways in which Councils are being asked to deliver their services

Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Corporate Leadership Team (CLT), 12 December 2017
Background papers	None
Recommendations	IT IS RECOMMENDED THAT CABINET DELEGATES AUTHORITY TO PROCURE AND AWARD A CONTRACT FOR REPLACEMENT ICT SYSTEMS FOR HOUSING TO THE DIRECTOR OF HOUSING IN CONSULTATION WITH THE PORTFOLIO HOLDER.

1.0 BACKGROUND

- 1.1 Currently, the Housing service utilises four main systems in conjunction with one another:
- Capita's 'OPENHousing' for managing information relating to 4,300 tenancies;
 - 'PIMSS' for managing and reporting on asset replacements and future investment planning;
 - 'Oneserve' for the scheduling and management of the repairs service;
 - 'Abritas' for managing choice based lettings (via a sub-regional scheme).
- 1.2 Contractual arrangements for Capita OPENHousing have now lapsed, with arrangements for the remaining three systems due to expire in 2018.
- 1.3 An appraisal of the systems was undertaken by external consultants in 2017. A key part of their work was the exploration of risks and operational disadvantages with holding data in multiple systems. Further to that, they were able to advise on the optimal system configuration that will meet all future ICT requirements, against what is available in the market currently. Ideally, a single system will be procured to replace the four that are currently used, but there is a potential scenario where a single system would be unable to meet all the requirements of the specification.
- 1.4 Key weaknesses with the existing systems are as follows:
- Lack of integration between systems meaning that data quality is compromised;
 - Information is not easily shared between systems resulting in staff having to access various systems to respond to customers;
 - Data duplication across multiple systems;
 - Data reconciliation is not easily possible within the existing environment;
 - Some processes are completed 'off-system' via spreadsheets introducing unnecessary burdens;

- The supplier relationship management for the 4 systems is unstructured;
- Annual support and maintenance costs are inevitably higher, compared to a single supplier scenario;
- System backups for the purposes of business continuity are more likely to be time intensive.

2.0 TIMESCALES AND EVALUATION

- 2.1 Procurement of the replacement system(s) will be by the Competitive Dialogue Route (CDR). The key advantage of this is that the process allows for the ongoing development of each bidder's solution which safeguards against missed opportunities with regards to functionality. This will ensure that the winning bidder's solution is tailored to the Council's specific needs. External consultants have been procured to support the preparation of the technical specification and evaluation of bidders' responses to ensure a rigorous process is carried out.
- 2.2 The CDR has two dialogue stages included in the timetable, but the flexibility in the dialogue process allows for the second stage to be removed if it is felt that it is not necessary.
- 2.3 Timescales are as follows –

STAGE	DATE
Invitation to Participate in Dialogue	8 March 2018
Invitation to Submit Outline Solution	14 March 2018
Initial Dialogue Sessions	28 March 2018
Evaluation of Submissions	30 April – 14 May 2018
Second Dialogue Sessions	28 May – 15 June 2018
Reference Site Visits	18 June – 29 June 2018
Invitation to Submit Final Tender	2 July 2018
Intention to Award	10 August 2018
Contract Awarded	24 August 2018

3.0 FINANCIAL IMPLICATIONS

- 3.1 Estimated capital costs of the software and support for the first year have been estimated in the range of £375k to £395k. From 2019/20 an annual saving in software support costs, estimated at £25k, is expected, along with non-cashable savings through more efficient working of £110k.
- 3.2 The current annual cost of licences and support for Housing IT systems is approximately £90k, hence this should be reduced to approximately £65k.
- 3.3 The contract period will be for 5 + 1 + 1 years, with the following estimated costs –

Year 1:

Software purchase	£330,000 (Capital)
Year 1 licence and support	<u>£65,000 (Capital)</u>

Years 2 – 7:

Licence and support	£65,000 (Revenue)
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3.4 Additional capital costs will be incurred in year 1 in respect of specialist consultancy support and project management (estimated at £97,000) for the implementation, together with backfill for key staff who will be seconded to the project team for some months (estimated £35,000).

3.5 Appropriate budgets for the project are included in the draft 2018/19 Housing Revenue Account budgets and capital programme. The amounts above are therefore subject to Council approval of the budgets at its meeting on 27 February 2018.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – TUESDAY, 16 JANUARY 2018**

Title of report	MARLBOROUGH SQUARE REFURBISHMENT
Key Decision	a) Financial No b) Community Yes
Contacts	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Strategic Director of Place 01530 454555 james.arnold@nwleicestershire.gov.uk Head of Planning and Regeneration 01530 454782 jim.newton@nwleicestershire.gov.uk
Purpose of report	To update Cabinet on proposals to redevelop Marlborough Square transforming the square from a car park into a more usable public space.
Reason for Decision	Cabinet approval is needed to progress the project further.
Council Priorities	Homes and Communities Building Confidence in Coalville Business and Jobs
Implications: Financial/Staff	 A budget has been secured to complete capital works. Revenue costs include officer time, and will be met by existing staff budgets. Future maintenance, parking income, and administrative costs will need to be worked up in more detail, and will depend in part on the final detailed design for the development
Link to relevant CAT	Not applicable
Risk Management	A risk register has been prepared, and was reported to Cabinet in June 2017. Additional risks have been identified at paragraph 2.5 of this report. This project will be run in accordance with the council's corporate project and risk management framework.

Equalities Impact Screening	If necessary, a Human Rights and Equalities Impact Assessment will be conducted
Human Rights	See above
Transformational Government	This project has been progressed to this point in close collaboration with local stakeholders. It is proposed that, following completion of the works, the majority of the square will cease to be highway, and will pass from the county highway authority to the district council.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	Marlborough Square working group Ward Members Leicestershire County Council
Background papers	The Prince's Foundation's Regeneration Strategy for Coalville (2009). Four Squares and Streets Investment Plan (2010). Report to Cabinet (26 July 2016) Extending the Coalville shop front improvement grant scheme and update on the Coalville Project. Report to Cabinet (13 June 2017) Building Confidence in Coalville – Proposals and Funding.
Recommendations	IT IS RECOMMENDED THAT CABINET: (I) NOTES THE PROGRESS MADE ON THE PROJECT. (II) APPROVES THE COMMISSIONING OF DETAILED DESIGN AND FEASIBILITY WORK (BY LCC) TO REFURBISH MARLBOROUGH SQUARE TO DETERMINE THE ACTUAL COSTS ASSOCIATED WITH PROJECT IMPLEMENTATION. (III) APPROVE THE CONCEPT PLAN THAT CREATES A NEW PUBLIC SPACE, NEW BUS STOPS, NEW TAXI RANK WITH A LIMITED AMOUNT OF SHORT STAY PARKING. (IV) ARE ASKED TO NOTE THE INTENTION TO RELOCATE EXISTING FREE BAYS TO OTHER COUNCIL CAR PARKS WITHIN THE TOWN

	(V) CENTRE. APPROVES THE COMMENCEMENT OF PUBLIC CONSULTATION ON THE CONCEPT PLAN.
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1.0 BACKGROUND

- 1.1 The Marlborough Square Project has previously been reported to Cabinet (13 June 2017). This report sets out progress made since 13 June 2017. Cabinet has reserved £1.1 million for this project.
- 1.2 The project forms part of a wider scheme of public realm works proposed across Coalville to improve the appearance of the town and encourage inward investment. Other related projects include proposed works to Oliver's Crossing and Ashby Road. It is part of a programme to realise the guiding principles which were established by the Prince's Foundation work, for four squares and connected streets. Marlborough Square is one of the four squares, and improvements to two of the connecting streets is well advanced (Hotel Street / High Street, and Belvoir Road/Jackson Street).

2.0 PROJECT PROGRESS AND UPDATE

- 2.1 Officers have worked closely with Leicestershire County Council, local businesses and other stakeholders to explore ideas and develop a concept plan.
- 2.2 An option that satisfies the requirements of the project brief and the day to day operational needs of the square has been identified. This option can be found appended to this report.
- 2.3 The proposals will create a high quality area of public space (one of the town's four squares) with:
- Outdoor seating areas.
 - New tree planting.
 - A more pedestrian friendly environment, with vehicles encouraged to drive through the square at lower speeds through changes in carriageway width and surfacing.
 - Improved bus passenger waiting areas.
 - New taxi rank.
 - New Christmas tree pit.
 - New short stay parking spaces (limited to 15 minutes).
 - Space for events that can take place without closing the square to vehicles.
 - Underground power cabling to allow events to take place more easily.
 - New public art linked to Palitoy in response to suggestions made by stakeholders.
- 2.4 The existing free parking spaces could be relocated to Needhams Walk and/or James Street and/or Margaret Street car parks. As part of the project it is proposed that the majority of the square will be transferred to District Council ownership. This will enable the District Council to use the space more freely but this will require the District Council to take responsibility for the maintenance of the square.
- 2.5 It is important to recognise the the concept proposal will form the basis of the detailed design, however adjustments will need to be made to the exact position of features, for

example, trees and public art to ensure that vehicles (when authorised) can access the surface of the public space and move around. The final position of any trees will depend on the underground survey work that will commence if Cabinet approve project progression. Authorised vehicles that will be permitted on the main surface of the square will be those servicing businesses along the northern side of the square, those involved in events and council maintenance vehicles. As detailed work progresses, officers will work with Leicestershire County Council to address considerations relating to:

- land ownership and the status of the proposed vehicle route along the southern side of the square that will link Jackson Street and Belvoir Road
- access for those with visual or mobility restrictions
- native tree species selection and the design of tree pits
- lighting
- non-slip surfaces
- utilities
- enforcement
- the tracking of vehicles.

2.6 Subject to Cabinet approval, the following key stages will commence:

January 2018

LCC undertake technical and design detailed work; calculate construction costs. LCC will also undertake detailed ground investigations (e.g. topographical, services) and prepare a detailed project programme.

January 2018

Traffic Regulation Order consultation begins ('Stopping Up' order) for 12 weeks.

February 2018

Public exhibition/consultation led by NWLDC.

March 2018

Refinement of design proposals.

April 2018

Traffic Regulation Order consultation ends.

May 2018

Report to Cabinet seeking final approval for project implementation.

2.7 A risk assessment has been conducted and was provided in the 13 June 2017 Cabinet report. These risks are still considered relevant, however the following additional risks have been identified. These risks will be mitigated as follows:

Potential risk	Suggested mitigation measure
Project management failure (project implementation; communication; cost management; contractor supervision).	LCC will have their own Project Manager for the project; however it will be necessary for a District Council officer to be nominated as project manager.
Lack of support from bus operators.	Officers have worked closely with Arriva to ensure that the proposals allow bus services

	to operate effectively and efficiently. Arriva are aware that during construction works temporary bus stops will need to be provided. LCC are to advise where these bus stops could be located. Continued communication will be required between LCC, District Council and bus operators.
Lack of support from local businesses.	The stakeholder meetings have been effective in building interest and support in the project, but have also enabled the District Council to understand issues and concerns. It is recommended that the stakeholder group continues to meet through project development and implementation; in particular how construction works will come forward and how minimal disruption to businesses can be assured.
Lack of support from taxi operators.	A new taxi rank is provided on the western side of the square. Following comments from the taxi operator representative, additional evening bays have been provided along the eastern side of the square. These bays will be operational from 7pm to 7am daily.
Misuse of the square by private vehicles.	The redevelopment of the square will provide considerably less shoppers parking. There is a risk that shoppers will seek to leave cars in bus bays and/or the taxi rank. Some anti parking (half on pavement parking) might be expected. Robust enforcement will be necessary to ensure that the square is used correctly to ensure it functions well for the community as a whole. The detailed design will seek to carefully locate trees and items of street furniture to 'design out' anti-social parking as far as possible.
Public perception that an empty space has been created.	A programme of events will be prepared to ensure that the square functions as a high quality and vibrant public space throughout the year. A detailed events programme will be appended to the next Cabinet report.
Detailed designs exceeded allocated funds.	Work is scheduled to commence in January (subject to Cabinet approval) for the commencement of detailed design and costings work. This work will include ground investigation works. Once this work is complete, it will be possible to fully cost the proposals (including contingency). If works exceed the allocated funds it is proposed that officers (including Property Services) will work with LCC to bring the project cost within the

	budget allocation and ensure ongoing maintenance costs are reasonable.
Poor communication with the public, local businesses and other stakeholders	The District Council's Communications Manager will prepare a communications strategy in consultation with LCC.
Loss of parking revenue as a result of relocating free parking bays from Marlborough Square to other Council car parks (the free spaces would reduce the number of chargeable parking spaces).	The maximum estimated reduction in parking revenue will be £22,512. This is an inevitable consequence if the Council wishes to develop the square as envisaged and relocate existing free parking spaces to other council car parks. The reduction in income will need to be factored into the Council's budget from June 2018 (the earliest date construction works might begin and when free short stay spaces would be provided at other council car parks).
Selection of inappropriate tree species and the failure of planted trees.	Officers will consult with the Council's Tree Officer. The Tree Officer is aware of the project and welcomes the introduction of more trees within the town. However, he stresses the importance of appropriate species selection and the use of underground tree crates to allow tree roots sufficient space to grow and protect roots from compaction.

3. FINANCIAL IMPLICATIONS

- 3.1 An earmarked reserve of £1.1 million is in place to implement the project.
- 3.2 In order to remove the requirement for the District Council to pay commuted sums to LCC it is proposed that the District Council take ownership of the square from LCC. This will create additional liability for the District Council as it will be required to meet the costs and manage any repairs required to hard and soft landscaping. NWLDC's Property Services are to review the design and specification of the scheme in order to ensure ongoing maintenance responsibilities are reasonable.
- 3.3 A budget provision of £12k has been included in the Council's draft 2018/19 budget to support the delivery of a 24 month events programme for Marlborough Square throughout 2018/19 and 2019/20. Planning for the events programme will commence when a construction timetable is confirmed to ensure that planned events can be delivered. Initial event ideas include: guest markets (food and drink, vintage, continental etc.), craft fair, street entertainment, promotion of voluntary and charitable organisations (National Volunteer Week), recycling roadshows, seasonal events and participatory activities. Further to this the square will be promoted to other organisations and businesses to encourage them to utilise the space to sustain a programme of activity in the area.
- 3.4 To implement the scheme as envisaged, the Council will need to commission Leicestershire County Council to instigate the process of Traffic Regulation Orders. The District Council will need to make changes to current car parking orders to redesignate chargeable parking spaces in other council car parks to free spaces (advised cost of £1,200). There will be costs associated with moving the free spaces into other Council car

parks. These costs will relate to: signage and lining, changes to ticketing machines and changes to parking orders. Budgetary provision will need to be made to meet these costs.

- 3.5 In the short term, it may be necessary for the council to provide additional enforcement to ensure that the new parking arrangements within the square operate effectively.
- 3.6 Once detailed designs are produced, it will be possible to more accurately calculate the revenue implications of maintaining the square to a high standard.

4. CONCLUSION

4.1 Officers have worked closely with the Leader, Ward Members, local businesses and stakeholders to identify a concept proposal that meets collective aspirations for the square. The Urban Designer has spent a considerable amount of time working closely with all those involved to secure consensus whilst also building support and enthusiasm for the project.

4.2 If Cabinet approves progression to the next stages of the project, officers will work through practical details relating to:

- land ownership
- enforcement of new parking bays, taxi rank, church bay (for wedding cars and hearses) and bus stops,
- how the free parking bays will be operated effectively and efficiently (e.g. a parking machine would be uneconomical for a small number of spaces),
- signage and lining,
- detailed design of raised planting and other soft and hard landscape features (in consultation with NWLDC Grounds Maintenance and Property Services),
- air quality issues associated with the proximity of outdoor public seating to bus stops (perhaps a 'turn off engine' agreement could be secured with bus operators if buses are at bus stops for longer than 2 minutes),
- loading capacity of the public square surface (to ensure that service and event vehicles can access and cross the surface without damaging the surface materials and/or the sub-surface structure/utilities).

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Officers will also work through various event scenarios to ensure that all over surface items are carefully located so as not to unreasonable preclude certain events taking place.

4.3 Cabinet is requested to approve the recommendations made to enable to project to progress further.

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Marlborough Square concept plan

Potential 'Kiss and Drop' for nursery

Indicative tree locations

Taxi rank

Illustrative use of the square for a small craft fair

2 bus stops

Public art and Christmas tree stand

Change of surface material – slow speeds

Visual narrowing of carriageway using channel blocks

Raised area with in built seating

One way out

One way in

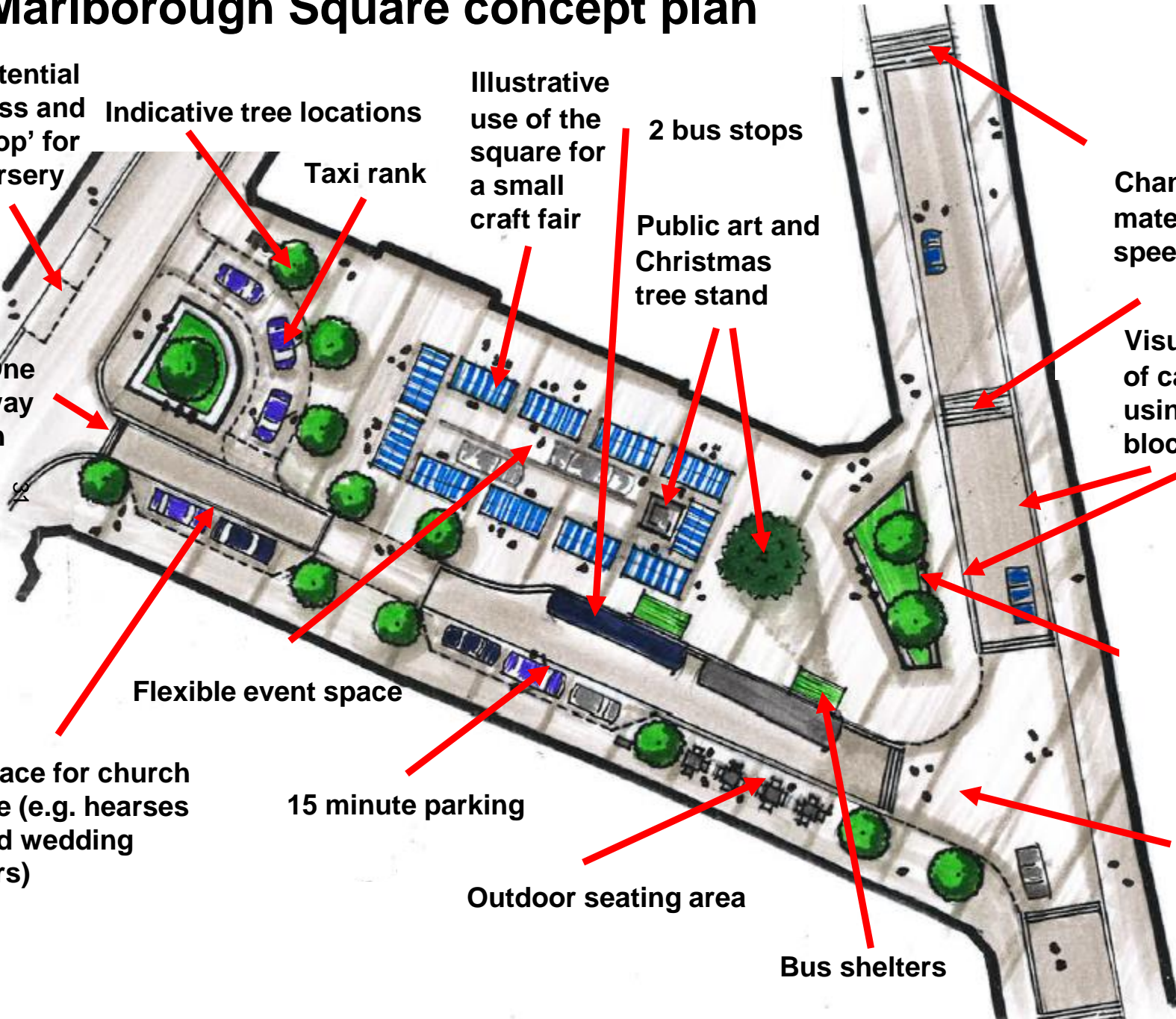
Flexible event space

Space for church use (e.g. hearses and wedding cars)

15 minute parking

Outdoor seating area

Bus shelters



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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 16 JANUARY 2018

Title of report	GYPSY AND TRAVELLER NEEDS ASSESSMENT
Key Decision	a) Financial No b) Community Yes
Contacts	Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Strategic Director of Place 01530 454555 james.arnold@nwleicestershire.gov.uk Head of Planning & Regeneration 01530 454782 jim.newton@nwleicestershire.gov.uk
Purpose of report	To confirm understanding of the evidence relating to the need for sites to accommodate gypsies, travellers, and travelling showpeople
Reason for decision	To conform with Policy H7 and supporting text of the adopted Local Plan
Council priorities	Homes and Communities
Implications: Financial/Staff Link to relevant CAT Risk Management Equalities Impact Screening	There are no resource implications to this report None A risk register was prepared and maintained to support the local plan while it was being prepared and progressed. This was held by the Project Board. An Equalities and Human Rights Impact Assessment was prepared to support the adopted Local Plan and a separate assessment has been undertaken in respect of the Gypsy and Traveller Site Allocations Development Plan Document. The provision of sites to meet the needs of Gypsies and Travellers will directly benefit the gypsy and traveller community but also the settled population as it will reduce the likelihood of unauthorised sites.

Human Rights	See above
Transformational Government	This assessment relates to the new ways in which Councils are being asked to deliver their services
Comments of Head of Paid Service	The Report is Satisfactory
Comments of Deputy Section 151 Officer	The Report is Satisfactory
Comments of Deputy Monitoring Officer	The Report is Satisfactory
Consultees	Local Plan Project Board
Background papers	Leicester City and Leicestershire Gypsy, Traveller and Travelling Showpeople Accommodation Assessment
Recommendations	<p>CABINET IS RECOMMENDED TO:</p> <ol style="list-style-type: none"> 1. NOTE THE REQUIREMENT WITHIN THE SUPPORTING TEXT TO POLICY H7 – PROVISION FOR GYPSIES AND TRAVELLERS AND TRAVELLING SHOWPEOPLE - OF THE ADOPTED LOCAL PLAN THAT IN ORDER TO MEET IDENTIFIED NEED ... THE AUTHORITY IS COMMITTED TO PRODUCING A GYPSY AND TRAVELLER SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT; 2. NOTE THE LEICESTER AND LEICESTERSHIRE GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT; AND 3. CONFIRM THAT REASONABLE STEPS SHOULD BE TAKEN TO ENSURE SUITABLE AND ADEQUATE PROVISION IS MADE TO MEET NEEDS

1.0 EXISTING POLICY CONTEXT

- 1.1 The adopted Local Plan Policy H7 sets out the (then) evidenced need for gypsy and traveller pitches, as well as travelling showpeoples' plots, during the plan period. That evidence dated back to a study which was carried out in 2007 and refreshed in 2013, and was considered to be out of date in light of the August 2015 Planning Policy for Traveller Sites (PPTS), which notably redefined travellers. The supporting text to Policy H7 said that a new study had been commissioned. That new study had not been finalised at the time of the conclusion of the Local Plan Examination in Public Hearings.
- 1.2 The current need has been established by the Leicester City and Leicestershire Gypsy, Traveller and Travelling Showpeople Accommodation Assessment which was prepared by independent expert consultants on behalf of the Leicester & Leicestershire Councils (with the exception of Hinckley & Bosworth which already had its own up to date assessment).

In accordance with the supporting text of the adopted Local Plan, it is now incumbent on us to prepare a Development Plan Document, in order that needs are accommodated for gypsies, travellers, and travelling showpeople.

2.0 THE UP TO DATE EVIDENCE

- 2.1 The up to date study sets out the need for new sites, and this compares with the 2007 (refreshed in 2013) study and Local Plan Policy H7 as follows:

	Local Plan Policy H7		Up to date study	
	Gypsies and Travellers	Travelling Showpeople	Gypsies and Travellers	Travelling Showpeople
2016* – 2031	41	9	5	18
2031 – 2036			1	2
2016* - 2036			6	20

*the 2007 (refreshed in 2013) study sets out need from 2017, and the up to date study sets out need from 2016. It is considered that the differences are not so great between one year as to render the comparison unreliable

- 2.2 It is noticeable that the requirement for gypsies and traveller pitches is significantly lower in the up to date study than it was in the evidence which supported the Local Plan. This is principally attributable to the changed definition of travellers, which was introduced by the 2015 PPTS. The requirement for showmen’s plots is substantially higher than previously.
- 2.3 The up to date study sets out that North West Leicestershire and Leicester City have each experienced the largest number of unauthorised encampments, with each having recorded 453 such unauthorised encampments between 1997 and 2016. This is substantially more than any other district or borough within Leicestershire. The report concludes that up to 63 transit pitches are needed in Leicestershire, with up to 20 pitches in this district.

3.0 CONCLUSION

- 3.1 There is clear evidence of an unmet need for sites to accommodate gypsies, travellers and travelling showpeople, and an obligation on the Council to take all reasonable steps to identify suitable sites to meet robustly evidenced needs. To that end the adopted Local Plan includes a commitment to preparing a Gypsy and Traveller Site Allocations Development Plan Document, This will be the subject of a separate report to Council. Should it be necessary for the Council to bring forward a specific site then this will be subject to further reports.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – TUESDAY, 16 JANUARY 2018**

Title of report	REVIEW OF SUPPLEMENTARY PLANNING DOCUMENTS
Key Decision	a) Financial No b) Community Yes
Contacts	Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Strategic Director of Place 01530 454555 james.arnold@nwleicestershire.gov.uk Head of Planning & Regeneration 01530 454782 jim.newton@nwleicestershire.gov.uk
Purpose of report	To consider the status of the Council's approved Supplementary Planning Documents (SPDs) in the light of the adoption of the Local Plan.
Reason for Decision	To ensure that the Council in determining planning applications is using the most appropriate Supplementary Planning Documents.
Council Priorities	Business and Jobs Homes and Communities
Implications:	
Financial/Staff	The withdrawal of existing Supplementary Planning Documents has no tangible impact upon resources. However, the report highlights that the preparation of new Supplementary Planning Documents identified in the newly adopted Local Plan will have to be reviewed having regard to available resources.
Link to relevant CAT	None
Risk Management	The continued use in the determinations of planning applications of Supplementary Planning Documents which no longer have a relevant policy in the newly adopted Local Plan leaves the Council vulnerable to challenge at appeal.
Equalities Impact Screening	None discernible

Human Rights	None discernible
Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	None
Background papers	Existing Supplementary Planning Documents which can be viewed at www.nwleics.gov.uk/pages/supplementary_planning_guidance National Planning Policy Framework which can be found at www.gov.uk/government/publications?topics%5B%5D=planning-and-building
Recommendation	<p>(I) THAT THE FOLLOWING SUPPLEMENTARY PLANNING DOCUMENTS BE WITHDRAWN WITH IMMEDIATE EFFECT:</p> <ul style="list-style-type: none"> • PLAY AREA DESIGN GUIDANCE; • ASHBY AREA CYCLING NETWORK PLAN; • NORTHERN PARISH CYCLING STRATEGY; • TELECOMMUNICATIONS GUIDANCE; • DESIGNING OUT CRIME; • LIGHTING SCHEMES GUIDANCE; • AFFORDABLE HOUSING; AND • RETAIL <p>(II) THAT LONG WHATTON AND DISEWORTH PARISH COUNCIL BE ADVISED THAT IT IS CONSIDERED THAT THE DISEWORTH VILLAGE DESIGN STATEMENT SHOULD BE REVIEWED AND THAT IF IT IS NOT THEN THE COUNCIL WILL WITHDRAW IT AS A SPD BY 31 MARCH 2018;</p> <p>(III) THAT APPLEBY MAGNA PARISH COUNCIL BE ADVISED THAT IT IS CONSIDERED THAT THE APPLEBY MAGNA VILLAGE DESIGN STATEMENT SHOULD BE REVIEWED AND THAT IF IT IS NOT THEN THE COUNCIL WILL WITHDRAW IT AS A SPD BY 31 MARCH 2018;</p> <p>(IV) THAT THE DEVELOPMENT GUIDELINES SPD BE FORMALLY WITHDRAWN WITH IMMEDIATE EFFECT;</p>

	<p>(V) THAT THE REVISED ASHBY CYCLING NETWORK BE ADOPTED AS SPD SUBJECT TO LEGAL ADVICE; (VI) THAT CONSIDERATION BE GIVEN TO PUBLISHING REVISED SPD IN RESPECT OF PLAY ARE DESIGN AND AFFORDABLE HOUSING; AND (VII) THAT THE REVIEW OF THE LOCAL PLAN CONSIDER THE NEED FOR ADDITIONAL SPD.</p>
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1.0 BACKGROUND

- 1.1 As members will be aware the Local Plan was adopted by Council on 21 November 2017.
- 1.2 The previous Local Plan was adopted in 2002. In addition to the Local Plan, the Council also has a number of Supplementary Planning Documents (SPD) which were produced to support various policies in the previous local plan (it should be noted that some are referred to as Supplementary Planning Guidance (SPG) which was the term used prior to the 2004 Planning and Compulsory Purchase Act).
- 1.3 Following adoption of the new Local Plan it is now necessary to consider whether it is appropriate to retain these SPDs, to review and replace with updated SPD or to withdraw them.

2.0 EXISTING SUPPLEMENTARY PLANNING DOCUMENTS

- 2.1 SPDs are local development documents which provide technical detail to expand upon planning policies set out in the Local Plan; SPDs cannot make policy in themselves. SPDs can be thematic or area specific, provide guidance and / or set out requirements, and are material considerations which can be taken into account when making planning decisions.
- 2.2 Paragraph 153 of the NPPF states that "*Supplementary planning documents should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development.*" The glossary to the NPPF also notes that they [SPD's] are "*Documents which add further detail to the policies in the Local Plan.*"
- 2.3 The Council currently has eleven SPDs. These cover a range of issues including affordable housing, design of new development, telecommunications and retail issues. Most of these date from the early 2000s, with the latest being 2017. Copies of all of the SPDs can be viewed at www.nwleics.gov.uk/pages/supplementary_planning_guidance .
- 2.4 Each of the SPDs is assessed at Appendix A of this report. Each is assessed in terms of their relationship with both the previous Local Plan (2002) and the recently adopted Local Plan (2017) as well as considering any changes in circumstances since the SPD was adopted by the Council.
- 2.5 Overall it is considered that all of the SPDs should be withdrawn save for the recently adopted Design SPD. However, it is recommended that further consideration be given to preparing revised SPDs in relation to both Play Areas (limited to the design and layout thereof) and Affordable Housing.

- 2.6 The two Village Design Statements were prepared by the respective Parish Councils and so they should be asked to consider reviewing them in view of their age.
- 2.7 In terms of the Ashby Cycling Network, Leicestershire County Council has prepared a new strategy which identifies a series of potential routes throughout the town. This has the potential to inform discussions in respect of contributions from new developments to create a network of cycle routes. Giving it formal status, such as an SPD, would provide additional weight. Its preparation has been subject to some consultation. It had initially been intended that this could replace the previous SPD. However, a recent High Court decision in relation to a SPD in Charnwood Borough has highlighted issues regarding what is or is not appropriate for inclusion in SPD. Officers are seeking legal advice as to whether this judgement affects the original intention. The recommendations set out above allow for the inclusion of the revised Ashby Cycling Network as SPD in the event that the legal advice so supports.
- 2.8 In addition to these SPDs, when the 2002 Local Plan was adopted a Development Guidelines SPG was also approved. This was taken off the Council's website some time ago in view of the fact that the guidance was dated and largely used specific standards rather than the more design based approach now used. However, it is something which has still been referred to occasionally by applicants and objectors. For the avoidance of doubt it is recommend that this be withdrawn as well.
- 2.9 The 2017 Local Plan identifies a number of potential SPDs that could be prepared. However, available resources in view of the need to undertake an immediate review of the Local Plan means that these will not be pursued in the near future. The review of the Local Plan will reconsider the need for these and other SPDs.

APPENDIX A

Title of SPD: Diseworth Village Design statement
Date adopted: 3 April 2000
Purpose: to provide design guidance in respect of developments in Diseworth
Policies in the 2002 Local Plan to which the SPD relates: Nothing specified although Policy E4 (Design) is of relevance.
Policies in the 2017 Local Plan which support SPD? Yes, Policy D1
Evidence base which supports the SPD: VDS was prepared by Long Whatton and Diseworth Parish Council. No other information available.
Comments : The VDS is somewhat dated, although there have not been significant changes in the village in the preceding period. Also no appeal decisions which have suggested that the date is an issue. A Conservation Appraisal was approved by the District Council in April 2001. The VDS is quite 'generic' in that it includes limited reference to specific sites and buildings within the village and so the passage of time is less noticeable. The issue of design is given greater weight today than when the VDS was prepared, for example the NPPF places significant emphasis upon achieving good design as part of new development. Concept of VDS has been overtaken to some extent by the emergence of Neighbourhood Plans which have formal development plan status. The District Council has recently approved a new SPD on Design, although it is not specific to Diseworth.
Recommendation: In view of the age of the SPD it should be reviewed, but as it was done by the Long Whatton and Diseworth Parish Council they would need to undertake such a review. Write to Long Whatton and Diseworth Parish Council to advise that it is considered that the VDS should be reviewed. In the event that they do not wish to review then it is recommended that the VDS should be withdrawn.

Title of SPD: Appleby Magna Village Design statement
Date adopted: 2000
Purpose: to provide design guidance in respect of developments in Appleby Magna
Policies in the 2002 Local Plan to which the SPD relates: A number of policies are referenced in the document, together with the (then) Structure Plan policies.
Policies in the 2017 Local Plan which support SPD? Yes, Policy D1
Evidence base which supports the SPD: VDS was prepared by a Design team linked to the Appleby Magna Parish Council. No other information available.
Comments : The VDS is somewhat dated and in recent times there have been (and are) significant changes in the physical structure of the village. No appeal decisions which have suggested that the date is an issue.

A Conservation Appraisal was approved by the District Council in September 2001. The VDS itself is quite specific in a number of places. The issue of design is given greater weight today than when the VDS was prepared, for example the NPPF places significant emphasis upon achieving good design as part of new development. SPD was subject to extensive consultation locally as part of its preparation and more widely when in draft form. Concept of VDS has been overtaken to some extent by the emergence of Neighbourhood Plans which have formal development plan status. The district council has recently approved a new SPD on Design, although it is not specific to Appleby Magna.

Recommendation:

In view of the age of the SPD it should be reviewed, but as it was done by Appleby Magna Parish Council they would need to undertake such a review. Write to Appleby Magna Parish Council to advise that it is considered that the VDS should be reviewed. In the event that they do not wish to review then it is recommended that the VDS should be withdrawn.

Title of SPD: Play Area Design Guidance
Date adopted: July 2002
Purpose: To provide clarification as to how provisions of Policies L21 and L22 of the 2002 Local Plan will be implemented and to establish procedures for the provision of play space.
Policies in the 2002 Local Plan to which the SPD relates: Policy L21 (Children's Play Areas) and Policy L22 (Formal Recreation Provision)
Policies in the 2017 Local Plan which support SPD? Policy IF3 deals with Open space, Sport and Recreation
Evidence base which supports the SPD: None
Comments: SPD was subject to consultation. SPD includes reference to numerous policies in the then Planning Policy Guidance notes which have been superseded by NPPF. Approach taken in NPPF on the issue of identifying space requirements is now significantly different to that in place at the time that the SPD was prepared. The SPD refers to the "Council's requirement of 200sq per 10 dwellings", although this is not included as part of Policy L21 of the 2002 Local Plan. Policy L22 dealt with formal recreation provision and whilst it did not identify any specific level of requirement the SPD cross refers to the National Playing Fields Association (NPFA) 6 Acre Standard. The references to the NPFA Standards runs contrary to the NPPF and it can be viewed that the SPD is setting matters of policy and so should be removed. However, the lack of any specific standard in the emerging Local Plan means that there would be a vacuum in terms of negotiating and agreeing appropriate provision. The remainder of the SPD is largely concerned with providing advice in respect of the design and layout of play areas; the type and amount of play equipment required; maintenance issues and timing of provision. This largely fits with the advice in the NPPF regarding what SPD should seek to address.
Recommendation:

That the SPD as it stands be withdrawn and consideration be given to publishing a new SPD which deals with those issues relating to the design and layout of play areas.

Title of SPD: Ashby Area Cycling Network Plan
Date adopted: Not known
Purpose: To identify a potential cycling network in the Ashby area with a view to securing funding and/or routes as part of new developments or through other means.
Policies in the 2002 Local Plan to which the SPD relates: No
Policies in the 2017 Local Plan which support SPD? Policy IF4 requires provision of cycleways as part of new development “within and beyond sites”.
Evidence base which supports the SPD: Appears to have been some form of consultation although not clear exactly what or when this was. Maps showing the proposed routes are not available on the intranet and it is not known where copies are held.
Comments: A new cycling strategy for the Ashby area has recently been produced by Leicestershire County Council which in any event superseded any proposals contained in the earlier SPD.
Recommendation: In view of the lack of any maps, together with the production of a new cycling strategy, it is recommended that the existing Ashby Area Cycling Network Plan SPD be withdrawn and replaced with the new one.

Title of SPD: Northern parishes Cycling Strategy
Date adopted: Not known
Purpose: To identify a potential cycling network in the Northern Parishes area with a view to securing funding and/or routes as part of new developments or through other means.
Policies in the 2002 Local Plan to which the SPD relates: No
Policies in the 2017 Local Plan which support SPD? Policy IF4 requires provision of cycleways as part of new development “within and beyond sites”.
Evidence base which supports the SPD: Appears to have been some form of consultation although not clear exactly what this was. Maps showing the proposed routes are not available on the intranet and it is not known where copies are held.
Comments: Lack of maps is clearly an issue. There is a written description of proposed routes but they pre-date recent road developments, including the duelling of the A453 and they do not take account of the implications of the Roxhill scheme and any associated highways works.
Recommendation: In view of the lack of any maps, together with changes in the locality, it is recommended that the existing Northern Parishes Area Cycling Network Plan SPD be withdrawn.

Title of SPD: Telecommunications Guidance
Date adopted: January 2003
Purpose: To supplement local plan policies in respect of telecommunications development having regard to national policy and guidance.
Policies in the 2002 Local Plan to which the SPD relates: None as previous policy not saved in 2007.
Policies in the 2017 Local Plan which support SPD? Policy D3 deals exclusively with telecommunications development.
Evidence base which supports the SPD: Was subject to consultation and took account of previous guidance and practice at the time that it was prepared.
Comments: SPD was subject to consultation. Reference included to previous PPGs now superseded by NPPF. Telecomms has moved on significantly such that references in the SPD to 3G are now dated. Reference is also made to Permitted Development Rights and Prior Approval process which have now been superseded. Issues of design were also covered in national guidance which was withdrawn in January 2017, although the government has made it clear that it expects operators and local authorities to work together on new guidance. There are no locally specific reasons for requiring guidance that would differ from national guidance. Little used in determining planning applications.
Recommendation: In view of the changes which have occurred, together with the lack of any specific local reason for guidance, it is recommended that the SPD be withdrawn.

Title of SPD: Designing Out Crime
Date adopted: November 2003
Purpose: to provide guidance for architects, developers, landscape architects and urban designers in the public and private sectors in respect of how to design out crime (reduce crime and anti-social behaviour) as part of new developments.
Policies in the 2002 Local Plan to which the SPD relates: Policy E8 (Crime Prevention)
Policies in the 2017 Local Plan which support SPD? Policy D1 (Design of New Development) refers to a need to design developments to reduce anti-social behaviour and the risk of crime.
Evidence base which supports the SPD: Was subject to consultation and took account of previous guidance and practice at the time that it was prepared.
Comments: SPD was subject to consultation. Reference included to previous PPGs now superseded by NPPF. Also reference to legislation which has been superseded. Most of the issues are addressed, although not necessarily with specific reference to crime, as part of the recently approved Design SPD. National guidance is available (e.g. National Design Council). There are no locally specific reasons for requiring guidance that would differ from national guidance.

Recommendation:
In view of the changes which have occurred, together with the lack of any specific local reason for guidance, it is recommended that the SPD be withdrawn.

Title of SPD: Lighting Schemes Guidance
Date adopted: November 2003
Purpose: to supplement Local Plan policies in respect of external lighting schemes having regard to national policy and guidance.
Policies in the 2002 Local Plan to which the SPD relates: Policy E3 (Residential Amenities) and Policy E4 (Design)
Policies in the 2017 Local Plan which support SPD? Policy D1 (Design) and Policy D2 (Amenity)
Evidence base which supports the SPD: Was subject to consultation and took account of previous guidance and practice at the time that it was prepared.
Comments: SPD was subject to consultation. Reference included to previous PPGs now superseded by NPPF. Little used in determining planning applications. Some guidance is also available on Planning Portal and as part of Planning Practice Guidance. In addition the Commission for Dark Skies has produced good practice guidance. There are no locally specific reasons for requiring guidance that would differ from national guidance.
Recommendation: In view of the changes which have occurred, together with available guidance elsewhere and the lack of locally specific need it is recommended that the SPD be withdrawn

Title of SPD: Affordable Housing
Date adopted: January 2011
Purpose: To provide guidance to add to Policy H8 of the 2002 North West Leicestershire Local Plan and to optimise the provision of affordable housing as part of new housing developments
Policies in the 2002 Local Plan to which the SPD relates: Policy H8 (Affordable Housing)
Policies in the 2017 Local Plan which support SPD? Policy H4 (Affordable Housing)
Evidence base which supports the SPD: SHMA (2008) and Viability study (2007). SPD was subject to consultation.
Comments: SPD was subject to consultation. Reference included to previous PPGs now superseded by NPPF. Evidence base is out-of-date; HEDNA provides information regarding needs whilst Viability Study done as part of emerging Local Plan addresses the impact of affordable housing on viability. The 2017 Local Plan establishes targets and thresholds, those in SPD no longer relevant. Some aspects of SPD are not covered by policy, for example how off site commuted sums will be calculated.
Recommendation: The SPD should be withdrawn and that a new SPD be prepared.

Title of SPD: Retail
Date adopted: January 2011
Purpose: to supplement the 2002 Local Plan and applies to change of use applications as well as development for new 'town centre' uses in Ashby de la Zouch, Castle Donington, Ibstock, Measham and Kegworth.
Policies in the 2002 Local Plan to which the SPD relates: Policy R4 (Acceptable Uses in town Centre Core Areas) and R19 (Acceptable Uses in local Centres)
Policies in the 2017 Local Plan which support SPD? Ec10, Ec11 and Ec12
Evidence base which supports the SPD: Individual audits of each centre in terms of ground floor commercial uses.
Comments: Evidence base is dated. SPD was subject to consultation. The SPD includes what can be interpreted as policies in respect of the suitable balance of uses within centres including that retail uses should be no less than "50% of all uses. The 2017 Local Plan (Policy Ec10) does not include specific figures for each centre but does make it clear that retail uses will be the "predominant use " which can be interpreted as 50% or more. Policy Ec10 also replicates most of key Principle 2 whilst Policy Ec11 deals with Key Principles 3 and 4
Recommendation: The need for the SPD has been superseded by the newly adopted Local Plan. It is recommended that the SPD be withdrawn.

Title of SPD: Good design for North West Leicestershire
Date adopted: April 2017
Purpose: To set out the Council's design aspirations for new developments.
Policies in the 2002 Local Plan to which the SPD relates: E4 and H7
Policies in the 2017 Local Plan which support SPD? D1
Evidence base which supports the SPD: The SPD has had due regard to national guidance, including Building for Life and was subject to consultation.
Comments: The SPD was produced over a period of time and was prepared with a view to reinforcing the design approach set out in the 2017 Local Plan
Recommendation: That the SPD be retained.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 16 JANUARY 2018

Title of report	DELEGATION AND COLLABORATION AGREEMENT IN RELATION TO THE LIGHTBULB PROGRAMME
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Alison Smith 01530 835668 alison.smith@nwleicestershire.gov.uk Strategic Director of Place 01530 454555 james.arnold@nwleicestershire.gov.uk Head of Community Services 01530 454832 paul.sanders@nwleicestershire.gov.uk
Purpose of report	For Cabinet to delegate the provision of the disabled facilities grants service to Blaby District Council as the host authority of the Lightbulb programme from 1 April 2018.
Reason for Decision	The Lightbulb business case sets out the new integrated model for housing support which has been agreed across the County. The delivery of the disabled facilities programme is a mandatory function. Currently the Council's disabled facilities grants are administered by the Lightbulb team at Blaby District Council with North West Leicestershire still responsible for the mandatory function. This is covered by an agreement which is due to expire 31 March 2018. Delegation of the mandatory function to Blaby District Council will streamline processes further.
Council Priorities	Value for Money Homes and Communities
Implications: Financial/Staff	Delivery of the service through the Lightbulb host authority has been budgeted for and will provide a more resilient consistent service across the County. There are no staffing implications as there are no longer any staff directly employed by North West Leicestershire who deal with Disabled Facilities Grant's.
Link to relevant CAT	N/A

Risk Management	Risks have been considered and are covered within the agreement. The agreement will be monitored and managed by the Lightbulb governance structure which consists of programme and delivery board. One of the main risks to be monitored and managed is that of demand for the service increasing above capacity of the delivery team hence there has been a soft launch of the scheme so far.
Equalities Impact Screening	Compiled by Blaby District Council
Human Rights	N/A
Transformational Government	N/A
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	James Arnold – Strategic Director of Place Glyn Jones – Director of Housing Councillor Alison Smith – Portfolio Holder
Background papers	Communication Pack (See Appendix 1)
Recommendations	THAT CABINET DELEGATES ITS FUNCTION OF THE PROVISION OF THE DISABLED FACILITIES GRANTS SERVICE TO BLABY DISTRICT COUNCIL FROM 1 APRIL 2018

1.0 BACKGROUND

- 1.1 The Lightbulb project is a major transformational programme across the 7 District Councils and the County Council which will integrate a range of housing support services such as Disabled Facilities Grants (DFG), minor adaptations, affordable warmth and handyperson services into a single service available to all. This new service will be easier to access, easier to use and will provide support around an individual's need not an organisations processes. See appendix 1 for the communication pack.
- 1.2 In June 2015 the Officer who dealt with North West Leicestershire's (NWL) disabled facilities grants (DFG's) retired and therefore the Council agreed for Blaby District Council (BDC) to deliver the DFG's through a services agreement.
- 1.3 During this time the countywide Lightbulb partnership developed and went live 1 October 2017 and NWLDC transitioned to the Lightbulb model through an updated services agreement.

- 1.4 The Lightbulb service provides a centralised management, performance and development “hub” lead by one partner authority (BDC) which ensures consistency and resilience across the County. The central team is made up of two senior Housing Support Co-ordinators, one Service Manager and Admin support.

In addition, the resource for the locality team for each district or borough council has been calculated based on current demand for the service. The resource provided for North West Leicestershire is set out in table A. These are based at Social Care in Coalville.

Table A – North West Leicestershire District Council Lightbulb Locality Team

Officer Role	FTE
Housing Support Co-ordinator	1.8FTE
Technical Officer	0.3FTE
Occupational Therapists (LCC)	1 post 27 hours 1 post 23 hours (approx. 0.7 and 0.6)
Admin Support	0.4 FTE

- 1.5 The proposed new governance structure for the Lightbulb programme from January 2018 is in the form of a management board which replace the existing programme board currently attended by Glyn Jones (Director of Housing) and delivery board which replaces the steering group currently attended by Clare Proudfoot (Environmental Protection Team Manager).
- 1.6 The central hub admin team will produce monthly performance reports which will be provided to NWLDC’s Environmental Protection Team Manager. On a quarterly basis the Senior Housing Support coordinator will report to the proposed management board.
- 1.7 NWLDC’s performance will be reported to the Head of Community Services and through the regular Portfolio Holder briefings.
- 1.8 On a wider level, the progress of the project is reported through the Unified Prevention Board, to the Integration Executive and Health and Wellbeing Board. There is district authority representation on the Unified Prevention Board and Integration Executive. The Health and Wellbeing Board has member representation.

2.0 LEGAL ISSUES

- 2.1 Since 1990 local housing authorities have been under a statutory duty to provide grant aid to disabled people for a range of adaptations to their homes. The main legislative framework governing DFG’s is provided by the Housing Grants, Construction and Regeneration Act 1996. The grant aid is means tested (except for children) and the eligibility is defined in the above legislation. Further statutory obligations to assess the needs of adults and provide resources, information, adaptations and equipment are set out in the Care Act 2014 and associated statutory instruments.
- 2.2 In addition, the Regulatory Reform (Housing Assistance) Order 2002 (RRO) introduced a wide range of discretionary powers to local authorities to enable them to develop a range of financial assistance to meet local needs in relation to private sector housing renewal and disabled adaptations.
- 2.3 In order to implement the RRO locally in NWL developed the current Housing Assistance Policy to enable the Council to use its discretionary powers to enter into the provision of services which are wider than the mandatory DFG. The Lightbulb programme delivers these discretionary functions as well as the mandatory functions described in paragraph 2.1 above.

- 2.4 In June 2015 the DFG Officer at NWL took retirement and this was an opportunity for NWL to enter into the Lightbulb project as one of the pilot authorities. This arrangement was covered by a services agreement as that was the most appropriate type of agreement for a pilot.
- 2.5 As Lightbulb moved through the implementation phases to full role out, consultation between all of the partners commenced to identify the legal framework to be adopted for full role out, which went live on 1 October 2017. It was agreed NWL could remain on a service agreement until March 2018 to allow time to go through NWL's governance because delegation of function is a Cabinet decision at NWL. This will allow NWL to fall in line with all other partners in the Lightbulb legal framework from April 2018. The delegation of function agreement was the preferred agreement following the consultation process taking on board advice from legal and procurement services. The delegation of function does not relinquish NWL's statutory responsibility but provides for the host authority to undertake those responsibilities on NWL's behalf and therefore in practice essentially provides a similar framework to the service agreement.
- 2.6 To formalise the delegation of the mandatory and discretionary functions described above to Lightbulb's the host authority, BDC, the Council will enter into a legal agreement with BDC under which BDC will exercise those functions and deliver the Lightbulb service on NWLDC's behalf. The proposed agreement will include performance and financial monitoring arrangements between the NWLDC and BDC.

3.0 RESOURCE ISSUES

- 3.1 The financial model for Lightbulb is based on an assumption of no additional resources up until the end of the agreement in March 2019. A costed model for the Lightbulb service has been developed based on robust mapping of existing demand for housing support across partner organisations. This has informed the level of demand for Lightbulb across the county.
- 3.2 The costs for providing the service for the Council has been determined as approximately £48,000 per annum, of which £12k is funded from the 18/19 revenue budgets and the remaining £36k is to be capitalised and funded out of the 18/19 Disabled Facilities Grant allocation.
- 3.3 The capital programme for the disabled facilities grant programme for 2018-19 is £762,253 which is made up of an estimated £572,989 of Disabled Facilities Grant money which forms part of the Better Care Fund (based on 17/18 grant figures) and internal funding from earmarked reserves and in year budgets. The lead authority (BDC) will provide monthly finance reports of the disabled facilities grant expenditure.

4.0 EQUALITY ANALYSIS IMPLICATIONS/OUTCOMES

- 4.1 An Equality Analysis has been completed by Blaby District Council on behalf of all partners as part of the development of the Lightbulb Business Case.

5.0 RISK MANAGEMENT IMPLICATIONS

- 5.1 Lightbulb is a new concept for meeting the housing needs of the most vulnerable in the community. The delivery model, including staffing resources has been based on current demand for service. There is the risk that once Lightbulb is in operation the demand for the service may increase. The demand for services will be reviewed and monitored by both the management and delivery board on regular basis to ensure there are sufficient staffing resources to meet the demand.

6.0 RECOMMENDATION

- 6.1 That Cabinet delegate the mandatory and discretionary aspects of the DFG function described in this report to the lead authority (BDC).



Lightbulb housing support service switches on

'Lightbulb' – a pioneering programme which aims to make it easier to find and receive practical housing support to live at home will be rolled out across Leicestershire from 2 October.

Lightbulb will provide a single point of contact for a range of services including:

- Access to help and advice with affordable warmth
- Technology to keep residents safe around the home
- Home adaptations and Occupational Therapy support
- Other help and advice to live well and safely at home

Lightbulb is a partnership between Leicestershire County Council and the seven district and borough councils across Leicestershire, bringing together a range of practical housing support into a single service.

Referrals to the service can be made through Leicestershire's Adult Social Care Customer Service Centre or First Contact Plus.

The overall ambition of the programme is to maximise the contribution that housing support can play in keeping vulnerable people independent in their own homes; helping to avoid unnecessary hospital admissions or GP visits and facilitating timely hospital discharge.

For more information about Lightbulb, contact Teresa Neal, Service Manager on 0116 272 7687.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 16 JANUARY 2018

Title of report	CONTRACT AWARD FOR THE MATERIALS SUPPLY CHAIN TO SUPPORT THE HOUSING REPAIRS AND MAINTENANCE SERVICE
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Roger Bayliss 01530 411055 roger.bayliss@nwleicestershire.gov.uk Director of Housing 01530 454819 glyn.jones@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegates authority to award the contract for the materials supply chain to support the housing repairs and maintenance service to Council homes to the Director of Housing in consultation with the Housing Portfolio Holder.
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation. To improve the Council's housing stock
Council Priorities	Building Confidence in Coalville Homes and Communities
Implications:	
Financial/Staff	Costs to be met from within existing approved budgets
Link to relevant CAT	Not applicable
Risk Management	Management of the contractor's performance by Housing's Asset Management Team, including regular site review meetings between both parties during the delivery of the works.
Equalities Impact Screening	Not applicable
Human Rights	No implications

Transformational Government	Not applicable
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	None
Background papers	None
Recommendations	THAT CABINET DELEGATES AUTHORITY TO AWARD THE CONTRACT FOR THE MATERIALS SUPPLY CHAIN TO SUPPORT THE HOUSING REPAIRS AND MAINTENANCE SERVICE TO COUNCIL HOMES TO THE DIRECTOR OF HOUSING IN CONSULTATION WITH THE HOUSING PORTFOLIO HOLDER.

1.0 BACKGROUND

- 1.1 The provision of materials and equipment to enable the Housing Services In-house Repairs Team (IRT) to deliver repairs and maintenance services to Council homes has been sourced since 2008 using a Procurement for Housing (PfH) supply chain.
- 1.2 Under the contractual agreement PfH are required to manage suppliers whilst the Council is committed through the arrangement to exclusively procure all materials from or through the local Graftons' outlet (Buildbase in Hugglescote).
- 1.3 On 8 September 2017 the Housing Technical Services Manager served notice on PfH of the Council's intention to terminate the current agreement with effect from 8 March 2018. This six month notice period was in line with contractual requirements and provided a sufficient timeframe to re-procure an alternative arrangement.
- 1.4 This decision provided a timely opportunity to test the market and ensure our repairs and maintenance service continues to deliver value for money, and to seek a reliable, efficient and effective supply chain to support the IRT's delivery over the next 5 years of the £20m Home Improvement Programme.
- 1.5 The procurement exercise to undertake these works has now been completed and the contract is to be awarded based on the most economically advantageous tender taking into consideration the following:
- Quality 70%
 - Price 30%

2.0 PROCUREMENT ROUTE

- 2.1 The re-procurement exercise was undertaken using Spectrum Housing's National Materials Framework (Lot 1) which is an EU compliant procurement route and was deemed to be the best option to meet the needs of the Council.
- 2.2 Five nationally recognised suppliers were judged to satisfy all of the Council's necessary qualifying criteria and to have achieved the highest scores against the initial evaluation criteria within this Framework.
- 2.3 Given the significance of the effectiveness of the materials supply chain to the successful delivery of the housing repairs and maintenance service it was however, considered that a further bespoke mini-competition exercise should be undertaken with the five identified suppliers beyond the standard framework evaluation process.
- 2.4 The Council's mini-competition requirements identified the areas outlined in the table below for specific additional focus as part of the mini-competition evaluation criteria:

Service	Specific Requirement
Delivery/Collection Service	Standard counter collection Call and collect Dedicated counter service Delivery service Delivery service (next day) Dedicated managed service (optional)
Enhanced Cost Models Supported	Management fee for services (isolated from material costs) Return on sales
General	Dedicated account management Trade operative cards Acceptance of bank-based cards Printed range catalogues Decorating vouchers Waste management Ethically sourced/sustainable products Factoring products from third parties Van stock management
Invoicing	Consolidated paper invoices Flat-files (.csv)

	Web services for exchange of data Data by FTP/SFTP Provision of .xml data
IT Services	Validation of orders (job/operative number) Electronic range/catalogue files Online portal for product/range identification Full trading solution (e.g. reverse order methodologies)
Support for Social Value	Rebates/social funds Local recruitment Apprenticeships Sponsorship

- 2.5 Submissions were evaluated by a Panel of four officers, consisting of the Housing Technical Services Manager, Housing Repairs and Maintenance Manager, Interim Housing Repairs Special Projects Manager and the Housing Procurement Manager.
- 2.6 The breakdown of the procurement evaluation, the respective bidders' quality scores and the prices quoted are set out in the confidential appendix to this report (Appendix One). There was only one bidder who met all the requirements of the Council in respect of the cost and quality threshold. Officers recommend that the financial information contained within the appendix should remain confidential as it contains details of the prices submitted by the bidders and it could affect future procurement exercises run by the Council.
- 2.7 In order to award the contract in relation to the provision of these works with a view to a commencement date of 2 April 2018, Cabinet is requested to delegate authority to award to the Director of Housing in consultation with the Housing Portfolio Holder.

3.0 FINANCIAL IMPLICATIONS

- 3.1 All spend under this contract is to enable the IRT to complete approved works under the headings of reactive repairs, empty homes and capital works. All such works will be funded from existing agreed HRA revenue and capital budgets for the financial years 2018/19 to 2022/23.
- 3.2 IRT spend on materials in the past 12 months under the current PfH agreement has been £570,000. Based on the cost analysis completed as part of the Council's procurement procedures, the proposed contract is estimated to deliver an average saving of 12.56% on current prices. Over the proposed five year duration of the new contract, this would equate to an estimated saving of £358,000 for HRA funded works alone.

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