

Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 12 January 2016
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 8 December 2015	3 - 8
5. BUILDING CONFIDENCE IN COALVILLE - PROJECT UPDATE	
Report of the Chief Executive Presented by the Leader	9 - 16



- 6. COUNCIL TAX BASE 2016/17**
- Report of the Head of Finance **17 - 26**
Presented by the Corporate Portfolio Holder
- 7. AUTHORITY TO AWARD ENERGY CONTRACTS**
- Report of the Head of Finance **27 - 30**
Presented by the Corporate Portfolio Holder
- 8. GYPSY AND TRAVELLER SITE ALLOCATION DPD: DRAFT FOR CONSULTATION**
- Report of the Director of Services **31 - 52**
Presented by the Regeneration and Planning Portfolio Holder

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, 8 DECEMBER 2015

Present: Councillor R Blunt (Chairman)

Councillors R D Bayliss, T Gillard, T J Pendleton and N J Rushton

In Attendance: Councillors R Adams, J Bridges, J Clarke, D Everitt, T Eynon, F Fenning, J Geary,
D Harrison, G Hault, J Legrys and S McKendrick

Officers: Mr S Bambrick, Mr S Barrett, Mr R Bowmer, Ms C E Fisher, Mrs C Hammond,
Mr G Jones and Miss E Warhurst

55. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor A V Smith.

56. DECLARATION OF INTERESTS

In accordance with the Code of Conduct, Members declared the following interests:

Councillors R D Bayliss and N J Ruston declared a non pecuniary interest in item 9 –
Ashby Neighbourhood Plan – Proposed response to Consultation, as members of Ashby
Town Council.

57. MINUTES

Consideration was given to the minutes of the meeting held on 10 November 2015.

It was moved by Councillor R Blunt, seconded by Councillor T Gillard and

RESOLVED THAT:

The minutes of the meeting held on 10 November 2015 be approved and signed by the
Chairman as a correct record.

Reason for decision: To comply with the Constitution.

58. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

59. GENERAL FUND AND SPECIAL EXPENSES REVENUE BUDGETS 2016/17

The Corporate Portfolio Holder presented the report to Members.

He informed Members that the report was to provide an update on progress in preparing
next year's budget and included a brief summary on financial performance in the current
year.

He highlighted that there was an underspend forecast for the current year of £422,000
which was due to an increase of over £500,000 in planning fee income and that the
General Fund Reserve was being maintained at £2.4m which left potential for allocating
the underspending to special projects, however he advised that a prudent level of
reserves were to be maintained when the budget was set due to uncertainties around
income from business rates, the New Homes Bonus and local fees and charges.

He stated that the budget position for the next year projected a surplus rather than the shortfall predicted due to additional income from the New Homes Bonus, planning fees and Council Tax, but highlighted that there were significant pressures from reduced recycling credits and additional costs for the Local Plan, adding that the Government's funding announcements later in the month may change this again.

He informed Members that it was proposed to freeze Council Tax for the seventh year and that no changes were being made to the Local Council Tax Support Scheme, and that a statutory consultation would now be held on the budget including consideration by Policy Development Group at its meeting in January.

Councillor T Gillard stated that it was a very positive report.

Councillor T J Pendleton agreed that the Authority should be prudent and not spend if unless necessary.

Councillor R Blunt highlighted the 0% increase to the Council Tax and agreed that the Council should be prudent.

It was moved by Councillor N J Rushton, seconded by Councillor T Gillard and

RESOLVED THAT:

1. The 2016/17 budget proposals for statutory consultation be agreed.
2. In principle the continuation of the payment of Local Council Tax Support (LCTS) grants to Town and Parish Councils subject to confirmation by Cabinet when it sets the council tax base in January 2016 be agreed.

Reason for decision: Required to complete 2016/17 budget process.

60. CAPITAL PROGRAMMES - GENERAL FUND, COALVILLE SPECIAL EXPENSES AND HOUSING REVENUE ACCOUNT (H.R.A). PROJECTED OUTTURN 2015/16 AND DRAFT PROGRAMMES 2016/17 - 2020/21

The Corporate Portfolio Holder presented the report to Members.

He advised Members that the report provided an update on the delivery of the current capital programmes and set out all the draft programmes for 2016/17 onwards.

He highlighted that the draft programme included £1m for essential vehicle fleet purchases and over £700k for Disabled Facilities Grants, that there were no new Coalville Special Expenses schemes planned for 2016/17 at this stage and that the Housing Revenue Account included decent homes, planned investment and resources for new build and acquiring affordable housing.

He informed Members that the report would go forward to Policy Development Group in January, then back to Cabinet for final approval and recommendation to Council to approve at its meeting on 23 February 2016.

Councillor R Blunt stated that he was happy to see the continued investment into the Improving the Customer Experience project and the second phase of the improvements to Coalville Market.

Councillor R D Bayliss highlighted the investment towards the 30 new homes to be built by the Council or acquired from external sources.

In the absence for Councillor A V Smith, Councillor N J Rushton highlighted the planned investment towards the maintenance of car parks and Council owned buildings in the Leisure service.

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

RESOLVED THAT:

1. The estimated General Fund, Coalville Special Expenses and H.R.A. Capital Outturn for 2015/16 and planned financing be noted.
2. The draft Capital Programmes in 2016/17 detailed in:
 - Appendix "A" General Fund and Special Expenses Capital schemes
 - Appendix "B" for HRA Capital schemes
 And in 2017/18 these schemes only:
 - £630,000 for the vehicle replacement programme, as detailed in paragraph 3.2
 be agreed for consultation.
3. The indicative Capital Programme schemes for 2017/18 to 2020/21 be noted.
4. The proposed procurement routes and delegated authority to award the contracts, and any associated agreements in furtherance of the projects, as detailed in section 7 (procurement routes) of this report subject to final approval of the Capital Programmes in February 2016 be noted.

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

61. HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2016/17

The Housing Portfolio Holder presented the report to Members.

He advised Members that that following recent statements from the Government the report contained a revised approach to the four year rent reduction regime and as such a number of savings need to be made to compensate. He further advised that changing the post 2020 future rental inflation assumption in the business plan from 2.5% to 1.5% would impact on future income, therefore requiring further savings and efficiencies, and that work on this was ongoing, the details of which would be incorporated into a later version of the report.

He informed Members that currently half the Council properties were paying rent at the converged rate and due to the rent reduction scheme the budgeted income would be less than previously thought.

He highlighted that on a positive note the business plan had been re-written to weather the storm, further work on the plan was ongoing and advised that the budget would follow the same consultation process as the General Fund.

Councillor R Blunt advised that the Council needed to heed the direction from Central Government as it had a new agenda and that the Authority needed to be able to respond quickly, which would be a challenge that the Housing Service would be up to.

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

RESOLVED THAT:

1. The assurance statement by the Section 151 Officer be noted,
2. The draft HRA budget proposal as detailed in this report and associated appendices for consultation be approved.
3. The transfer of HRA balances to a savings reserve for the purposes of repayment of loans be approved.

Reason for decision: To enable the Council to set a balanced Housing Revenue Account Budget for 2016/17.

62. HOUSING ENERGY STRATEGY

The Housing Portfolio Holder presented the report to Members.

He advised Members that the aim of the report was to allow the Authority to improve the energy efficiency of the Council's housing stock. He highlighted that it would be of benefit to both the Council and its tenants, that no additional staffing resources were required and therefore there were no financial implications.

Councillor R Blunt stated that the strategy was in line with Government policy to assist with fuel poverty, that due to the age of the properties improvement was required and that there were a number of villages within the district that did not have mains gas. He added that it was an excellent idea as being able to afford to heat a home was an important issue when choosing a new home.

Councillor T J Pendleton stated that the Authority had replaced kitchens, bathrooms, doors and windows and that energy efficiency was the next step.

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

RESOLVED THAT:

1. The contents of the report be noted; and
2. The 2015-2020 Housing Energy Strategy be approved.

Reason for decision: To ensure that the Council delivers its objectives to improve the energy efficiency of the Council's housing stock and to reduce fuel poverty in the area.

63. ASHBY NEIGHBOURHOOD PLAN - PROPOSED RESPONSE TO CONSULTATION

The Regeneration and Planning Portfolio Holder presented the report to Members.

He advised Members that officers had been working with the Neighbourhood plan group to ensure that both plans worked together and that it would be the right of Ashby to take into account the comments of the District Council and to help the town to develop their local area.

It was moved by Councillor T J Pendleton, seconded by Councillor T Gillard and

RESOLVED THAT:

The response to the draft Ashby Neighbourhood Plan as set out in Appendix B of this report be ratified by Cabinet.

Reason for decision: The District Council is a consultee and so it is appropriate to provide comments to assist with the formulation of the neighbourhood plan.

64. 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.

He highlighted to Members that there were two Non Domestic Rate debts over £10,000 in respect of which approval to write-off was being sought. He assured Members that all the appropriate steps had been taken to try to recover the debts and that the Council would bear 40% of the cost which would have an impact on the collection rate for the year. He advised that he had requested work be started on a new recovery policy that he planned to bring back at an early date.

Councillor R D Bayliss reminded Members that the Authority was part of the Leicestershire Partnership for Revenues and Benefits and that any amendments to the collection policy would need to be implemented by the Partnership

Councillor N J Rushton stated that when debt recovery took place the Council didn't want to be in second place to HMRC in receiving what was owed.

Councillor R Blunt stated that the Government planned to move back to local collection and therefore the Authority would have more control over the recovery. He added that the residents would want to know that the Council was doing what it could to bring the money in.

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

RESOLVED THAT:

1. The write offs over £10,000 detailed in the report be approved.
2. The amounts written off under delegated powers be noted.

Reason for decision: To comply with proper accounting practices.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.28 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 12 JANUARY 2016

Title of report	BUILDING CONFIDENCE IN COALVILLE- PROJECT UPDATE
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Interim Head of Economic Development 01530 454773 kay.greenbank@nwleicestershire.gov.uk
Purpose of report	To provide Cabinet with an update on the Coalville Project. To obtain Cabinet approval for creation of a Coalville Project reserve and re-allocation of underspent reserves. To obtain Cabinet's authority to continue to progress the Coalville Project.
Reason for Decision	To seek Cabinet approval to re-assign underspent reserves into a Coalville Project reserve.
Council Priorities	Value for Money Business and Jobs Homes and Communities Green Footprints Challenge
Implications:	
Financial/Staff	Included within the report
Link to relevant CAT	None
Risk Management	Included within the report
Equalities Impact Screening	Not applicable
Human Rights	None

Transformational Government	Working with other public and private partners to deliver a better deal for Coalville and maximising investment to build confidence in the town and community.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	None
Background papers	Building Confidence in Coalville report to Cabinet on 22 September 2015
Recommendations	<p>THAT CABINET:</p> <ol style="list-style-type: none"> 1. NOTES THE ESTABLISHMENT OF INTERNAL PROJECT GOVERNANCE; 2. NOTES THE PROGRESS OF SPECIALIST ADVISORS TO DELIVER THE FEASIBILITY STAGE OF PHASE 1 OF COALVILLE PROJECT; 3. NOTES THE PROCUREMENT OF SPECIALIST ADVISORS TO CONDUCT AN OPTIONS APPRAISAL FOR THE LEISURE AND CULTURE OFFER OF THE DISTRICT; AND 4. APPROVES THE CREATION OF A COALVILLE PROJECT RESERVE AND RE-ASSIGNMENT OF UNDERSPENT RESERVES

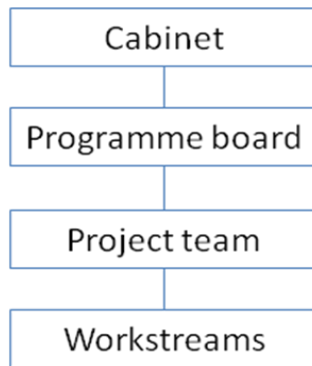
1.0 BACKGROUND

- 1.1 Following the May 2015 election, the Leader set out the regeneration of Coalville as one of the Council's priorities, and gave responsibility for delivery to the Chief Executive. The Authority already had a number of Coalville-based projects underway including: collaboration with EMH to develop the former Pick and Shovel site on Memorial Square, now known as Royal Oak Court, providing 14 new affordable homes; the Coalville shop front improvement scheme, for businesses on High Street and Hotel Street; improvements to Coalville Market and the car park area which backs onto the Belvoir Centre.
- 1.2 On 22 September 2015 Cabinet agreed to progress with the Building Confidence in Coalville project as outlined in that report (the "Coalville Project") and to access the Scape Major Works framework in order to procure specialist advisors to commence the feasibility stage of potential works on Stenson Square (referred to as Phase 1 of the Coalville Project).

- 1.3 Cabinet agreed to receive quarterly update reports seeking approval to progress to the next stage of the Coalville Project.
- 1.4 This report sets out progress since the last report including governance arrangements, stakeholder engagement and financial arrangements.

2.0 PROJECT GOVERNANCE

- 2.1 Recognising the importance and high profile nature of the Coalville Project specific internal governance arrangements have been established.
- 2.2 A Programme Board comprising a senior responsible officer (SRO – Chief Executive), programme assurance (Head of Legal and Support Services), financial governance (Section 151 officer, Head of Finance, until appointment of an Interim Director of Resources) and a director (Director of Housing) reviews progress on the entire project monthly, reporting to Cabinet on a quarterly basis. This is the first of such reports.
- 2.3 The Project Team meets weekly and includes the programme manager (Interim Head of Economic Development), and officers responsible for delivery of supporting workstreams.



- 2.4 Phase one of the project is working towards a decision gateway in April 2016 when it will review progress on workstreams currently underway and make decisions on the future shape of the project, including consideration of risks associated with each element of the project.

3.0 WORKSTREAMS

- 3.1 A number of workstreams are already underway as follows (with key deliverables noted), in no particular order:

	Workstream	Deliverables
3.1.1	Strategic design and plan	<ul style="list-style-type: none"> • Strategic blueprint for Coalville (the “Four Squares” regeneration plan) • Design, plan and options for development • Strategic growth plan (infrastructure) for Coalville, working with Leicestershire County Council

3.1.2	Finance	<ul style="list-style-type: none"> Financial model, options, evaluation (see 5.0 Financial Implications section below)
3.1.3	Property and land regeneration	<ul style="list-style-type: none"> Feasibility study for use and design of Council Offices and potential development of London Road car park Consideration of future use of Cropston Drive Bardon Grange <p>(See sections 3.2 and 3.3 below)</p>
3.1.4	Service and business integration	<ul style="list-style-type: none"> Decision re proposal for DWP moving into council offices Service design options for NWLDC
3.1.5	Leisure and culture	<ul style="list-style-type: none"> Options appraisal for the strategic assessment of the leisure and culture offer for the district and Coalville (see sections 3.4.to 3.7 below)
3.1.6	Affordable housing	<ul style="list-style-type: none"> Affordable Housing Plan agreed Options for development of more affordable housing
3.1.7	Business and retail regeneration	<ul style="list-style-type: none"> Coalville shop front improvement scheme Business engagement Car parking strategy
3.1.8	Heritage	<ul style="list-style-type: none"> Plan for delivery of a heritage-led access, education and community development project
3.1.9	Stakeholder engagement	<ul style="list-style-type: none"> Active engagement with all key stakeholder groups
3.1.10	Communications and marketing	<ul style="list-style-type: none"> Communication activity aligned with all other workstreams

Phase 1 – Council Offices and Stenson Square

- 3.2 Cabinet will recall that on 22 September 2015, it gave approval for the Authority to engage specialist advisors via the Scape Major Works Framework, in order to produce a feasibility study looking at options for future use and development of the Council Offices and the London Road Car Park. Urban Delivery and rg+p have undertaken this work, via the Scape framework contract lead, Willmott Dixon. Related costs to date total £15,363. Urban Delivery are contributing the demand analysis, rg+p are providing design options and Willmott Dixon, as main contractor, are providing due diligence on cost estimates.
- 3.3 Urban Delivery and rg+p presented their draft report and recommendations to the Chief Executive and Officers on 11 December 2015. The options identified will require further exploration and due diligence in order to create final options ahead of a recommendation being made to Cabinet after the decision gateway in April 2016. It is currently estimated that further costs in the region of £50-60,000 will be incurred in refining the options. Cabinet will recall that the support of Willmott Dixon to the feasibility stage is provided without charge and these are costs of the subcontractors rg+p and Urban Delivery.

Leisure and Cultural Offer

- 3.4 The Authority is considering the leisure and cultural offer in Coalville, including the current delivery model and our health and fitness facilities, as well as the broader leisure offer across the district. The Authority is the last district in Leicestershire managing its own leisure facilities in house, but with rising customer satisfaction scores and growing memberships at the Coalville and Ashby sites.
- 3.5 Via the Scape Asset Management and Design services framework, the Authority is engaging a consultant to conduct an options appraisal for the leisure and culture offer, via the lead contractor Faithful + Gould. As with the Scape Major Works framework, the Asset Management and Design services framework is a viable procurement route, being both compliant with the Authority's Contract Procedure Rules and the Public Contracts Regulations 2015. The Authority, with the support of Faithful + Gould, has selected The Sports Consultancy to provide this work. Cabinet should note that the Authority's contractual relationship is with Faithful + Gould, the sole supplier under the Scape framework.
- 3.6 The consultant has been briefed to consider the current offer and produce a feasibility study of future delivery models and leisure provision, including supporting information for their recommended options. It is anticipated the final report of this work will be available in March 2016, to be considered alongside the recommendations for Phase 1 of the Coalville Project.
- 3.7 The costs of this assessment are anticipated to be in the region of £48,000.

4.0 STAKEHOLDER ENGAGEMENT

- 4.1 Earlier reports have highlighted the Authority's belief that building confidence in Coalville requires a collaborative effort from a wide range of stakeholders in the town's community (businesses, local people, local organisations) as well as transformation of the town's physical centre.
- 4.2 Our stakeholder engagement approach is founded on a message of 'collective responsibility'.
- 4.3 Engagement is underway with groups including: Members (those representing wards within the Coalville Project geography), staff, a women's business network, businesses, and the wider community. Each group is being asked to contribute ideas, critique the Authority's emerging plans and take responsibility for what it can positively contribute to the future of Coalville. Wherever possible, existing meetings and groups are being used.
- 4.4 The Authority is also actively engaging with many individuals with a stake in the future of Coalville, often concluding with an invitation to join one of the key stakeholder engagement meetings, which plan to meet 3 or 4 times per year.

5.0 FINANCIAL IMPLICATIONS

- 5.1 A supporting financial plan will be developed for each of the workstreams outlined above ready for consideration at the decision gateway in April 2016, or earlier if necessary.
- 5.2 In addition, there is an overarching workstream (mentioned above) which will develop the financial model for the whole of the Coalville Project. This model is likely to include, but may not be limited to, identification and application of revenue funding, revenue underspends, capital receipts and identification of external grant funding. The September report to Cabinet also mentioned the possibility of 'internal borrowing' against the Council's reserves on a temporary basis pending the sale of assets. All feasible options will be explored in order to maximise the financial resources available to the project.
- 5.3 Finance and other resources to support the Coalville Project are expected to be identified through a range of means. A guiding principle, though, is that all Council services are expected to identify and utilise existing capital and revenue budgets in support of the goals of the Coalville Project. Alternative sources of funding are expected to include:
- capital reserves identified from a recent review of reserves
 - the availability of underspendings from the 2014/15 closure of accounts and the 2015/16 forecast underspending
 - possible funding from asset disposals and third party contributions
 - an analysis of any known / planned spending commitments provided by the responsible project/procuring managers
 - Options identified through adoption of non-traditional or innovative schemes
- 5.4 The project cannot proceed until the Council is happy that the business case demonstrates a satisfactory ongoing revenue position and that adequate returns are achieved from the reserves invested and sale of its assets.
- 5.5 In order to complete all of the pre-decision work outlined in this report Cabinet is being requested to redirect resources it has previously allocated to other expenditure budgets. These are summarised in the table below.

Reallocation of budget allocations for pre-decision expenditure on the proposals for the Building Confidence in Coalville project.

Budget	Source of Funding	Approval Given	Amount £000
Heritage Lottery Fund Match Funding	General Fund Reserve	Cabinet 29 July 2014 Provisional Outturn 2013/14	35
Urban Area Highway Verge Improvements	Value For Money Reserve	Cabinet 29 July 2014 Provisional Outturn 2013/14	12.5

Updating Key Strategies	Value For Money Reserve	Cabinet 10 February 2015 General Fund Revenue Budget 2015/16	26
Expand Wi-Fi in Key Towns	Value For Money Fund	Cabinet 10 February 2015 General Fund Revenue Budget 2015/16	50
Total			123.5

- 5.6 At its meeting on 22 September 2015 the Cabinet approved the transfer of £600k from the General Fund Reserve to a Special Projects Reserve. This report recommends that these resources now be used to establish a reserve to contribute to the costs of the proposed Building Confidence in Coalville project.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 12 JANUARY 2016

Title of report	COUNCIL TAX BASE 2016/17
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicesterhire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk
Purpose of report	To determine the Council Tax Base for the 2016/17 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 Assessment	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 Section 151 Officer	As report author, the report is satisfactory
Comments of Monitoring Officer	The report is satisfactory

Consultees	None.
Background papers	None.
Recommendations	<p>1. THAT THE CALCULATION OF THE COUNCIL TAX BASE FOR EACH PARISH AND SPECIAL EXPENSE AREA FOR THE FINANCIAL YEAR 2016/17, AS SHOWN IN APPENDIX 2 TO THE REPORT, BE APPROVED AND ADOPTED.</p> <p>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 2016/17 SHALL BE 30,319.</p> <p>3. THAT THE AMOUNTS OF COUNCIL TAX SUPPORT GRANT FOR EACH TOWN AND PARISH COUNCIL DETAILED IN APPENDIX 3 BE APPROVED FOR THE FINANCIAL YEAR 2016/17.</p>

1.0 INTRODUCTION

- 1.1 The Local Government Finance Act 1992 requires that the calculation of the Council Tax Base for the financial year 2016/17 be determined by no later than 31 January 2016. This is a necessary component in the setting of the 2016/17 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 2016/17 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 2016/17 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 2015 by Council Tax band.
- 3.2 A bad debt provision of 2% of the base has been applied to allow for non collection and banding appeals.
- 3.3 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.
- 3.4 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. For 2016/17 there are no proposed changes to the Scheme.
- 3.5 From 1 April 2013 the Government also replaced Council Tax Benefit Subsidy grant with Council Tax Support grant but reduced the level of funding by around 10% for 2013/14. Funding was reduced further for 2014/15 and 2015/16 following the withdrawal of Transitional funding. The grant is intended to pay for the Council Tax Support Discounts. Town and Parish Councils do not receive these Government grants in their own right and the District Council intends to continue to pass on to them an element of its own grant to compensate them for the Council Tax Discounts in 2016/17 as it did in prior years . As there are no proposed changes to the Council Tax Support Scheme this means that Town and Parish Councils will receive similar levels of grant from the District Council to maintain their level of funding.
- 3.6 The Council's Council Tax Support Grant was included in mainstream Government funding from 2014/15. Whilst the District Council is under no obligation to pass on this grant, the Cabinet agreed at its meeting on 8 December 2015 to allocate part of its grant to Town and Parish Councils again in this year's budget to assist them in maintaining their current level of funding. The District Council has calculated that a total of £100,771 is needed in grant support to maintain existing funding levels.
- 3.7 The attached Appendix 3 shows the proposed allocation of Council Tax Support grant to Town and Parish Councils. It shows the estimated Town and Parish Council Precepts, recommended grants and total estimated funding available for 2015/16 and 2016/17. Although our estimates of the precepts reflect changes in the taxbase, we have not assumed an increase in the council tax. Town and parish councils as independent bodies can increase their own levels of council tax in order to increase their precept.

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 paying a 50% levy on its 40% of additional business rates back to Central Government.

- 4.2 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 a 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. The Head of Finance as the Council’s Chief Finance Officer has the delegated authority to approve and submit the form.

COUNCIL TAX BASE

BAND	RATIO TO BAND D	NUMBER OF BAND D EQUIVALENTS AS AT 30 NOV. 2015	NON COLLECTION RATE 2%	COUNCIL TAX BASE 2016/17
A	6/9	4,507	90	4,417
B	7/9	8,008	160	7,848
C	8/9	5,470	110	5,360
D	9/9	5,282	106	5,176
E	11/9	4,267	85	4,182
F	13/9	1,974	39	1,935
G	15/9	1,350	27	1,323
H	18/9	80	2	78
TOTALS		30,938	619	30,319

APPENDIX 2

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

Parish / Special Expense Area	Council Tax Base	
	2015/2016	2016/2017
APPLEBY MAGNA	420	426
ASHBY DE LA ZOUCH	4,773	4972
ASHBY WOULD'S	1,096	1132
BARDON	13	14
BELTON	292	292
BREEDON-ON-THE-HILL	404	410
CASTLE DONINGTON	2,253	2314
CHARLEY	75	76
CHILCOTE	56	53
COALVILLE	5,719	5808
COLEORTON	529	538
ELLISTOWN AND BATTLEFLAT	758	773
HEATHER	312	316
HUGGLESCOTE AND DONINGTON LE HEATH	1,247	1259
IBSTOCK	1,882	1969
ISLEY WALTON-CUM-LANGLEY	27	27
KEGWORTH	1,178	1203
LOCKINGTON-CUM-HEMINGTON	237	240
LONG WHATTON AND DISEWORTH	728	728
MEASHAM	1,487	1525
NORMANTON-LE-HEATH	63	66
OAKTHORPE, DONISTHORPE AND ACRESFORD	772	783
OSGATHORPE	180	184
PACKINGTON	343	347

RAVENSTONE WITH SNIBSTON	763	763
SNARESTONE	128	128
STAUNTON HAROLD	60	62
STRETTON-EN-LE-FIELD	19	20
SWANNINGTON	433	443
SWEPSTONE	255	253
WHITWICK	2,625	2635
WORTHINGTON	537	560
TOTALS	29,664	30,319

APPENDIX 3

ESTIMATED PARISH PRECEPTS

	2015/16 Parish Precept	2015/16 Grant	2015/16 Total Parish Budget Requirement	2016/17 Estimated Parish Precept	2016/17 Recommended Grant	2016/17 Total Estimated Parish Budget Requirement
PARISH	£	£	£	£	£	£
APPLEBY MAGNA	14,062	938	15,000	14,262	938	15,200
ASHBY DE LA ZOUCH	338,692	24,763	363,455	352,813	24,763	377,576
ASHBY WOULD'S	85,500	12,071	97,571	88,307	12,071	100,378
BELTON	16,000	787	16,787	15,999	787	16,786
BREEDON-ON-THE-HILL	14,500	875	15,375	14,715	875	15,590
CASTLE DONINGTON	263,556	4,717	268,273	270,692	4,717	275,409
CHARLEY	3,818	182	4,000	3,869	182	4,051
COLEORTON	14,108	185	14,293	14,348	185	14,533
ELLISTOWN & BATTLEFLAT	59,666	2,757	62,423	60,851	2,757	63,608
HEATHER	10,947	1,053	12,000	11,088	1,053	12,141
HUGGLESCOTE & DONINGTON LE HEATH	84,964	6,356	91,320	85,776	6,356	92,132
IBSTOCK	146,000	7,499	153,499	152,755	7,499	160,254
ISLEY WALTON -CUM-LANGLEY	368	27	395	368	27	395
KEGWORTH	97,384	2,919	100,303	99,452	2,919	102,371
LOCKINGTON CUM HEMINGTON	6,875	346	7,221	6,962	346	7,308
LONG WHATTON & DISEWORTH	37,000	594	37,594	36,997	594	37,591
MEASHAM	96,319	8,908	105,227	98,774	8,908	107,682
OAKTHORPE, DONISTHORPE & ACRESFORD	41,989	4,011	46,000	42,587	4,011	46,598
OSGATHORPE	3,814	191	4,005	3,899	191	4,090
PACKINGTON	19,300	0	19,300	19,526	0	19,526
RAVENSTONE WITH SNIBSTON	50,171	3,250	53,421	50,167	3,250	53,417
SNARESTONE	6,176	0	6,176	6,176	0	6,176
STAUNTON HAROLD	200	0	200	206	0	206

	2015/16 Parish Precept	2015/16 Grant	2015/16 Total Parish Budget Requirement	2016/17 Estimated Parish Precept	2016/17 Recommended Grant	2016/17 Total Estimated Parish Budget Requirement
PARISH	£	£	£	£	£	£
SWANNINGTON	18,000	2,122	20,122	18,416	2,122	20,538
SWEPSTONE	10,907	0	10,907	10,821	0	10,821
WHITWICK	180,339	15,535	195,874	181,025	15,535	196,560
WORTHINGTON	9,685	685	10,370	10,102	685	10,787
Sub-Totals	1,630,340	100,771	1,731,111	1,670,953	100,771	1,771,724
BARDON	0	0	0	0	0	0
CHILCOTE	0	0	0	0	0	0
NORMANTON-LE-HEATH	0	0	0	0	0	0
STRETTON-EN-LE-FIELD	0	0	0	0	0	0
COALVILLE	0	0	0		0	0
TOTAL	1,630,340	100,771	1,731,111	1,670,953	100,771	1,771,724

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 12 JANUARY 2016

Title of report	AUTHORITY TO AWARD ENERGY CONTRACTS
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk
Purpose of report	The report requests that Cabinet delegates authority to award the energy framework agreement to the Head of Finance in consultation with the Corporate Portfolio Holder
Reason for Decision	The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation. To ensure the continuity of provision of energy to the Authority.
Council Priorities	Value for Money.
Implications:	
Financial/Staff	Financial implications contained within existing budgets, no staffing implications
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	Not applicable
Transformational Government	Not applicable.

Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	None
Background papers	None
Recommendations	THAT CABINET DELEGATES AUTHORITY TO AWARD THE CONTRACT FOR THE PROVISION OF ELECTRICITY FOR THE PERIOD 1 APRIL 2016 TO 30 SEPTEMBER 2016 TO THE HEAD OF FINANCE IN CONSULTATION WITH THE CORPORATE PORTFOLIO HOLDER.

1. BACKGROUND

- 1.1 Currently the Council is using both the Eastern Shires Purchasing Organisation (ESPO) and Crown Commercial Services (CCS) frameworks to contract its energy provision:

Table 1: Existing Framework Agreements

Framework	Energy	Supplier	Contract Period	Sites	Spend 2014/15
ESPO	Electricity	Southern Electric	01/10/2012 – 30/09/2016	4 sites including Council Offices, leisure centres and market hall	£113,000
CCS	Electricity	British Gas	01/10/2009 – 31/03/2016	127 sites – mainly housing	£104,500
ESPO	Gas	Total Gas and Power	01/10/2012 - 30/09/2016	8 sites – warden control sheltered schemes	£18,500
CCS	Gas	Corona Energy Rental	01/10/2009 – 31/03/2016	14 sites including Council Offices, leisure centres and Whitwick Business Centre	£12,000

- 1.2 From research undertaken with neighbouring authorities, the majority of councils are with a single framework provider which simplifies the managing and monitoring of energy provision. ESPO has a dedicated account manager and a personalised local authority customer approach and is therefore better positioned to provide support to the council.
- 1.3 Working with ESPO will enable the Council to complete a number of outstanding initiatives such as the roll-out of Automatic Meter Reading which will eliminate estimated readings, streamline billing processes and identify bespoke solutions to reduce energy consumption and costs on a site by site basis.

2.0 PROCUREMENT ROUTE

- 2.1 The contract with CCS for the supply of both gas and electricity was due to expire on the 31st March 2016. Written notice to terminate the arrangement was issued to CCS in September 2015 to provide them with the 6 months notice required. It is the intention to move these contracts to ESPO using their Electricity and Gas Supply Framework Agreements from 1st April 2016. This procurement route adheres to the requirements of the constitution (paragraph 2.2 of the Contract Procedures Rules). Three separate contract agreements will need signing and these are detailed in the table below:

Table 2: New Contract Agreements

Framework	Energy	Supplier	Contract Period	Estimated Contract Value	Authority to Award
ESPO	Gas	Total Gas and Power	01/04/2016 – 31/03/2019	£36,000	Head of Finance – within existing scheme of delegation
ESPO	Electricity	Southern Electric	01/04/2016 – 30/09/2016	£123,900	Cabinet
ESPO	Electricity	Unknown – the framework has yet to be awarded	01/10/2016 – 30/09/2020	£991,200	To report to Cabinet in June when the new framework is in place.

- 2.2 In order to award the above contract in relation to the supply of electricity for the period 1st April 2016 to 30th September 2016, Cabinet is requested to delegate authority to the Head of Finance in consultation with the Corporate Portfolio Holder.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 12 JANUARY 2016

Title of report	GYPSY AND TRAVELLER SITE ALLOCATION DPD: DRAFT FOR CONSULTATION
Key Decision	a) Financial No b) Community Yes
Contacts	<p>Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk</p> <p>Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk</p> <p>Head of Planning and Regeneration 01530 454782 jim.newton@nwleicestershire.gov.uk</p>
Purpose of report	To outline for Members proposals to formally commence the preparation of a Gypsy and Traveller Site Allocations Development Plan Document as part of the North West Leicestershire Local Plan and to undertake consultation in respect of what the document might contain and to issue a call for sites.
Reason for Decision	To approve the proposals for consultation
Council Priorities	Value for Money Homes and Communities
<p>Implications:</p> <p>Financial/Staff</p> <p>Link to relevant CAT</p>	<p>The cost of preparing the DPD will be met from within existing and proposed budgets. Moving forward if the Council provides sites this will have budgetary implications.</p> <p>None</p>
Risk Management	A failure to prepare a timely Gypsy and Traveller Site Allocations Development Plan Document could affect the soundness of the North West Leicestershire Local Plan as it could be concluded that the Local Plan does not meet the district's objectively assessed needs for housing. Furthermore, not providing a range of sites for the Gypsy and traveller community could be seen as discriminatory under the Equalities Act 2010 and would also make

	it difficult to resist proposals for the provision of sites in the absence of an agreed strategy.
Equalities Impact Screening	A full equality impact assessment has been prepared.
Human Rights	European Convention on Human Rights art.8 imposes a positive obligation on the State to facilitate the Gypsy and Traveller way of life.
Transformational Government	Not applicable
Comments of Head of Paid Service	The report is Satisfactory
Comments of Section 151 Officer	The report is Satisfactory
Comments of Deputy Monitoring Officer	The report is Satisfactory
Consultees	None
Background papers	Report to the Local Plan Advisory Committee – Appendix 1
Recommendations	<p>THAT CABINET AGREES TO:</p> <p>(I) COMMENCE PREPARATION OF A GYSPY AND TRAVELLERS SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT; AND</p> <p>(II) COMMENCE CONSULTATION AND A CALL FOR SITES AS SET OUT IN THE REPORT TO THE LOCAL PLAN ADVISORY COMMITTEE</p>

1.0 BACKGROUND

- 1.1 There is a shortage of authorised sites for Gypsies and Travellers at a national, regional and local level and as a consequence many Gypsies and Travellers have no option but to live on unauthorised and/or unsuitable sites. If sites can be identified through the planning process it will prevent the need for illegal encampments which often cause conflict with the settled community.
- 1.2 North West Leicestershire District Council has a duty, under the Housing Act 2004, to assess, identify and plan to meet the district's housing needs including those of gypsies and travellers and travelling showpeople. When plan-making, local planning authorities are required to identify and update annually, a five year supply of specific deliverable sites and to also identify a supply of specific, developable sites or broad locations for the following five to ten years.

- 1.3 The Council's draft Local Plan which has recently been the subject of consultation proposes that the identification of sites for gypsy, travellers and travelling showpeople be done through the production of a Gypsy and Traveller Site Allocations Development Plan Document (DPD).
- 1.4 Forty three responses were received to the specific question in the consultation on this issue. Of those who expressed whether they supported the policy or not, 22 supported and 11 did not. In terms of detailed comments the concerns raised include impact upon the environment and local communities, need for consistency with other policies in the Local Plan and some questioning of the need to identify sites. Some suggested amendments to the policy have also been put forward.
- 1.5 A report was considered by the Local Plan Advisory Committee (LPAC) at its meeting on 16 December 2015 (attached at Appendix 1).
- 1.6 LPAC supported the need to commence preparation of the DPD and agreed the recommendations. They also agreed a further recommendation that "the Council support working with other public bodies and private operators to bring forward sites, including the management of sites".
- 1.7 Approval is now being sought from Cabinet to undertake the consultation as proposed in the report to LPAC.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

LOCAL PLAN ADVISORY COMMITTEE – 16 DECEMBER 2015

Title of report	GYPSY AND TRAVELLER SITE ALLOCATION DPD: DRAFT FOR CONSULTATION
Contacts	<p>Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk</p> <p>Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk</p> <p>Head of Planning & Regeneration 01530 454782 jim.newton@nwleicestershire.gov.uk</p> <p>Planning Policy Team Manager 01530 454677 ian.nelson@nwleicestershire.gov.uk</p>
Purpose of report	To outline for Members proposals to formally commence the preparation of a Gypsy and Traveller Site Allocations Development Plan Document as part of the North West Leicestershire Local Plan and to undertake consultation in respect of what the document might contain and to issue a call for sites.
Council Priorities	<p>These are taken from the Council Delivery Plan:</p> <p>Value for Money Homes and Communities</p>
Implications:	
Financial/Staff	None
Link to relevant CAT	None
Risk Management	A failure to prepare a timely Gypsy and Traveller Site Allocations Development Plan Document could affect the soundness of the North West Leicestershire Local Plan as it could be concluded that the Local Plan does not meet the district's objectively assessed needs for housing. Furthermore, not providing a range of sites for the Gypsy and traveller community could

	be seen as discriminatory under the Equalities Act 2010 and would also make it difficult to resist proposals for the provision of sites in the absence of an agreed strategy.
Equalities Impact Screening	A full equality impact assessment has been prepared.
Human Rights	European Convention on Human Rights art.8 imposes a positive obligation on the State to facilitate the Gypsy and Traveller way of life.
Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	Local Plan Project Board
Background papers	<p>National Planning Policy for Traveller Sites https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/457420/Final_planning_and_travellers_policy.pdf</p> <p>Leicestershire, Leicester and Rutland Gypsy and Traveller Needs Assessment Refresh (2013) https://www.nwleics.gov.uk/files/documents/leicester_leicestershire_and_rutland_gtaa_refresh_may_2013/Leicester%20Leicestershire%20and%20Rutland%20GTAARefresh%20-%20May%202013.pdf</p> <p>North West Leicestershire Local Plan: Draft for Consultation https://www.nwleics.gov.uk/files/documents/north_west_leicestershire_local_plan_draft_for_consultation_september_20151/Final%20Draft%20September%202015.pdf</p> <p>Equalities impact assessment of the Gypsy and Traveller Site Allocation DPD: Draft for Consultation</p>
Recommendations	<p>THAT THE ADVISORY COMMITTEE:</p> <p>(i) NOTES PROPOSALS TO COMMENCE PREPARATION OF A GYPSY AND TRAVELLERS SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT;</p> <p>(ii) NOTES THE PROPOSAL TO ISSUE A CONSULTATION PAPER AND CALL FOR SITES IN JANUARY 2016; AND</p> <p>(iii) COMMENTS ON THE DRAFT CONSULTATION PAPER.</p>

2.0 BACKGROUND

- 2.1 There is a shortage of authorised sites for Gypsies and Travellers at a national, regional and local level and as a consequence many Gypsies and Travellers have no option but to live on unauthorised and/or unsuitable sites. If sites can be identified through the planning process it will prevent the need for illegal encampments which often cause conflict with the settled community.
- 2.2 North West Leicestershire District Council has a duty to assess, identify and plan to meet the district's housing needs including those of gypsies and travellers and travelling showpeople. When plan-making, local planning authorities are required to identify and update annually, a five year supply of specific deliverable sites and to also identify a supply of specific, developable sites or broad locations for the following five to ten years.
- 1.3 It is intended for these needs to be met through the production of a Gypsy and Traveller Site Allocations Development Plan Document (DPD). The DPD will identify sites for gypsy, travellers and travelling showpeople in a sustainable way which balances meeting the accommodation needs of these groups and the protection of the natural and built environment.
- 1.4 As a first step in the preparation of a Gypsy and Traveller Site Allocations DPD, a consultation paper has been prepared (Appendix A) to provide an opportunity for residents, landowners, businesses, organisations and stakeholders with an interest in provision for Gypsies, Travellers and Travelling Showpeople to give their views on a number of key issues regarding accommodation needs and the identification of potential sites.

2.0 THE DRAFT NORTH WEST LEICESTERSHIRE LOCAL PLAN

- 2.1 The North West Leicestershire Local Plan Draft for Consultation published in September 2015 sets out the Council's strategic approach to meeting the accommodation needs of Gypsies and travellers and travelling showpeople at Policy H7 (see Appendix A). Policy H7 therefore provides the context for the preparation of the Gypsy and Traveller Site Allocations DPD by setting out the minimum accommodation need that is required to be met in North West Leicestershire and criteria for the identification of sites and safeguards existing sites. Policy H7 also sets out the intention to prepare a Gypsy and Traveller Site Allocations DPD as means of identifying a range of sites to meet the identified need.
- 2.2 Consultation on the Draft Local Plan ends on Monday 30 November 2015. This postdates the preparation of this report so any consultation feedback on this policy area will be reported verbally by officers at the Advisory Committee meeting.
- 2.3 There is an on-going risk that the North West Leicestershire Local Plan may not be found sound due to the way in which it addresses the accommodation needs of travellers. This issue has recently been highlighted in Essex where, in May 2015, the interim findings of the Inspector examining the Maldon District Local Development Plan concluded that it was not sound because the Plan's policy for the provision of travellers' accommodation does not identify accurately the need for pitches and does not identify specific sites to meet the requirement (see Appendix B). In particular, the Inspector said that 'that there are well founded reservations about the Council's track record in producing evidence of need for,

and then delivering, traveller sites.’ The Inspector was also concerned about ‘a serious adverse outcome in equality terms for the protected Romany Gypsies and Irish Travellers racial groups’. The Inspector was not convinced about Maldon District Council’s commitment to the preparation of a separate Traveller Local Plan. Subsequently, following a request from Maldon District Council, the Secretary of State has exercised powers under section 21(4) of the Planning and Compulsory Purchase Act 2004 to direct that the Maldon District Council Local Development Plan is submitted to the Secretary of State for approval. This is an unprecedented action from which the outcome is currently awaited and if there is any change in circumstances this will be reported verbally at the meeting of the Advisory Committee.

- 2.4 To mitigate the risks to the North West Leicestershire Local Plan, detailed work on a Gypsy and Traveller Site Allocations DPD must be well advanced at the time of the examination of the Local Plan especially with regard to the identification of sites.

3.0 GYPSY AND TRAVELLER ACCOMMODATION NEEDS

- 3.1 The provision of sites should be based on up-to-date evidence of need. The Leicestershire, Leicester and Rutland Gypsy and Traveller Needs Assessment Refresh (2013) provides an estimate of additional numbers of pitches and plots required in the district for the period from 2012 to 2031.
- 3.2 A “pitch” refers to a space on a gypsy and traveller site, whilst a ‘plot’ refers to a space on a ‘travelling showpeople’ site (sometimes referred to as a ‘yard’). This terminology differentiates between residential pitches for “gypsies and travellers” and mixed-use plots for “travelling showpeople”, which may / will need to incorporate space or to be split to allow for the storage of equipment as well as residential accommodation.
- 3.3 For the period up to 2031 the assessment identifies a need in North West Leicestershire for a total of 68 permanent pitches and 20 transit pitches for Gypsies and Travellers and 9 Travelling Showpeople plots. The Needs Assessment Refresh forms the basis of the accommodation requirements set out in Local Plan Policy H7.
- 3.4 At September 2015, there were 67 private traveller pitches (mostly authorised sites with permanent planning permission) and one public pitch in the district (see Appendix C). Since then, the supply of pitches has reduced as the result of two Lawful Development Certificate applications (Refs: 15/00528/CLE and 15/00534/CLE) having been granted at sites in Sinope. In both cases, the permitted gypsy caravan sites have been occupied by non-travellers for over ten years. The effect of these two decisions is to reduce the supply of private traveller pitches by around 36 pitches. However, it is understood that the 2013 needs assessment assumed that these sites were occupied by Gypsies or travellers and that as the forecast of needs was partly based on existing supply it may have artificially inflated the calculated needs at that time.
- 3.5 A planning application (Ref: 15/00717/VCI) to increase the number of caravans from three to eight at an existing site at Shortheath Road, Moira is undetermined at the time of writing this report. There are five Travelling Showpeople’s site in North West Leicestershire accommodating around 21 plots.

- 3.6 A new planning policy document for Gypsies and travellers was published by the Department for Communities and Local Government in September 2015. Among the various revisions, the National Planning Policy for Traveller Sites amends the planning definition of “traveller” and “travelling showpeople” for planning related purposes so that it excludes those who have permanently ceased from travelling. The requirement for local planning authorities to set pitch targets for gypsies and travellers and plot targets for travelling showpeople remains. As noted in a separate report to the Advisory Committee in respect of the Housing and Planning Bill 2015, local authorities in England will no longer have to assess Gypsies' and travellers' housing needs in a separate category to other residents. However, until such time as the Bill becomes an Act there is still a need to undertake a separate assessment of needs.
- 3.7 The revised definition of “traveller” could change the assessment of the numbers of pitches and plots required, while the supply of pitches has changed significantly since the Needs Assessment was last prepared as outlined above. Accordingly, the Council is working collaboratively with other local planning authorities in the Leicester and Leicestershire Housing Market Area to update the pitch targets for gypsies and travellers and the plot targets for travelling showpeople. It is anticipated that this update will be completed in summer 2016. This approach will help maintain and provide a robust and up to date evidence of need that may give rise to revisions to Local Plan Policy H7 and inform the emerging Gypsy and Traveller Site Allocations DPD.

4.0 SITE ALLOCATIONS

- 4.1 Notwithstanding the need to update the pitch targets for gypsies and travellers and the plot targets for travelling showpeople, the Council will need to identify a supply of specific deliverable sites and specific developable sites or broad locations for growth. Specific sites would be identified on a proposal map with a clear site boundary, whilst broad locations would be shown on the proposal map as a general area within which a site would later be identified.
- 4.2 Options for the way in which future pitch/plot requirements may be met include (but are not limited to):
- Intensification of existing authorised sites (i.e. by allowing more ‘pitches’ or ‘plots’ on a site but without extending the site)
 - Expansion of existing authorised sites on to adjoining land
 - Allocation of new sites
- 4.3 In view of the current identified scale of need it is unlikely that accommodation needs can be met without allocating new sites. As a consequence the proposed consultation provides an opportunity for individuals, organisation and stakeholders who may have an interest in provision for Gypsies, Travellers and Travelling Showpeople to suggest sites that may be suitable for allocation. A ‘Call for Sites’ form will be provided setting out the key information sought from respondents.
- 4.4. To identify as wide a range as possible of Gypsy and traveller sites and broad locations for development, the Council should not simply rely on sites that they have been informed about through the ‘Call for Sites’ process. Other types of sites and sources of data that may be relevant in the assessment process may include:

- Planning permissions for housing that are unimplemented;
- Planning applications that have been refused or withdrawn;
- Sites submitted as part of the Council's Strategic Housing and Employment Land Availability Assessments that are unlikely to be taken forward for development through the emerging Local Plan;
- Land in the Council's ownership;
- Public sector land that is surplus, or likely to become surplus;
- Vacant and derelict land and buildings;
- Land safeguarded, severed or otherwise affected by infrastructure projects.

4.5 Potential sites will be considered for their suitability, deliverability and availability. They will be assessed using the criteria for the identification of sites set out in Local Plan Policy H7. It is then anticipated that a shortlist of potential sites will be identified and these will be subject to a further public consultation.

5.0 NEXT STEPS

5.1 It is proposed to formally commence preparation of the Gypsy and Traveller Site Allocations DPD the consultation paper set out at Appendix A be published in January 2016.

5.2 An eight-week consultation period will be advertised on the Council's website and residents, landowners, businesses, organisations and stakeholders who may have an interest in provision for Gypsies, Travellers and Travelling Showpeople will be contacted directly. Consultees will include Leicestershire County Council, adjoining county and local planning authorities, parish councils, representatives of the Gypsy, traveller and Travelling Showpeople communities, the Leicester and Leicestershire Multi-Agency Travellers Unit and specific consultees such as the Highway Agency, Environment Agency, English Heritage and the Coal Authority.

5.3 It is anticipated that a summary of the responses received will be reported to the Local Plan Advisory Committee following the consultation. Thereafter it is important, for the reasons set out in paragraph 2.4, to ensure that significant progress has been made (to include the identification of potential sites) in the preparation of the Gypsy and Traveller Site Allocations DPD prior to the examination of the North West Leicestershire Local Plan (currently anticipated to be in September 2016).

North West Leicestershire District Council

Gypsy and Traveller Site Allocation Consultation (January 2016 – March 2016)

1 Introduction

- 1.1 The shortage of authorised sites for Gypsies and travellers and travelling showpeople is a national, regional and local issue which often leads to unauthorised developments in many parts of the country. This situation creates a considerable amount of uncertainty for both travelling and settled communities, with decisions being made through the appeals process.
- 1.2 North West Leicestershire District Council has a duty to assess, identify and plan to meet the districts housing needs including those of Gypsies and travellers and travelling showpeople. This duty includes identifying suitable sites and when plan-making local planning authorities are required to identify and update annually, a five year supply of specific deliverable sites and to also identify a supply of specific, developable sites or broad locations for the following five to ten years.
- 1.3 The North West Leicestershire Local Plan will plan to meet these needs and it is the current intention for this to be done through the production of a specific Gypsy and Traveller Site Allocations Development Plan Document (DPD). It will identify new sites for gypsy, travellers and travelling showpeople, in a sustainable way which balances meeting the accommodation needs of these groups and the protection of the natural and built environment.
- 1.4 The District Council is inviting the submission of information regarding potential sites to meet the needs of the gypsy, traveller and travelling showpeople community as well as representations about how we might best plan to meet these needs

Purpose of this Consultation Paper

- 1.5 This consultation paper provides an opportunity for all individuals, organisations and stakeholders with an interest in provision for Gypsies, traveller and travelling showpeople to give their view on a number of key questions set out in this paper, including a summary below. However please note that the issues listed are not exhaustive and if you consider there to be additional issues that are relevant to this issue please let us know.
- 1.6 Background Information is also provided, to assist in forming your response. **Appendix 1** provides the planning policy context and **Appendix 2** details the evidence of local need.

KEY QUESTIONS
<p>1. Apart from the Needs Assessment Refresh and the planned Update is there any other evidence of future need that we should be aware of?</p> <p>2. Should the District Council seek to identify sufficient sites for the period up to 2031, or should sites initially be identified for a shorter period?</p> <p>3. What are your suggested approaches to site provision?</p> <p>4. Do you agree that a series of smaller sites would be preferable to a larger site?</p> <p>5. Should the document include a Rural Exception Site Policy for Gypsy and Traveller and Travelling Showpeople Sites?</p>

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| 6. Can you suggest any sites that you consider suitable for use as transit sites?
7. Are you aware of the level of affordable accommodation needed? i.e. the need for sites that are not privately owned?
8. What are your suggested approaches to site management? |
|---|

- 1.7 The Council is also undertaking a “Call for Sites” in which the Council is seeking assistance in the identification of potentially suitable land for future Gypsy, Traveller and Travelling Showpeople sites. Details of sites must be submitted using the [SITE PROPOSAL FORM](#) attached to this paper.

CALL FOR SITES

Please submit details of any sites that you consider suitable for use as either a Gypsy or Traveller site or a Travelling Showpeople Site

How to Respond

- 1.8 The period for making any representation is for a period of eight weeks from 29 January 2016 to 21 March 2016. **Representations must be submitted no later than 5.00pm on 21 March 2016.**
- 1.9 Representations may be made in writing or by way of electronic communications, giving your name and address, to the following address;
Planning Policy Team
North West Leicestershire District Council
Council Offices
Coalville
Leicestershire
LE67 3FJ
Email: planning.policy@nwleicestershire.gov.uk
- 1.10 Copies of this consultation document are available on the Councils website at xxxxx. Alternatively you can request a copy by contacting the Planning Policy Team at the above address.
- 1.11 Please note that responses cannot be treated as confidential and must be provided in a lawful way. The Council will not consider offensive and/or racist representations. Where a response is considered to be racist/offensive the Council will write to the respondent explaining that it is unlawful and cannot be considered or disclosed. Where a response is considered to be racist/offensive but also contains non racist/offensive material, the Council will write to the respondent explaining that only the non racist content will be considered or disclosed.

2.0 Background

- 2.1 Local authorities must assess and meet the accommodation needs for all sections of its community, including gypsies and travellers and travelling showpeople, and also identify a supply of deliverable and developable sites to meet the need. In producing its Local Plan

the authority must identify and update annually a supply of specific deliverable¹ sites sufficient to provide five years worth of sites against their locally set targets. A supply of specific developable sites or broad locations should then be identified for the following five years and where possible for a further five years.

- 2.2 National Planning Policy for Traveller Sites (2015) also provides the following and amended planning definition of “traveller” and “travelling showpeople” for planning related purposes and is defined in Appendix 1. The definitions now exclude those who have permanently ceased from travelling.
- 2.3 As in most other areas of the County there is currently a shortage of authorised sites in the district and historically there has been a poor level of provision. Lack of provision has already been considered at a number of recent appeals against the refusal by the District Council of planning permission for sites for gypsies and travellers and has been cited by Planning Inspectors as a reason to grant permission contrary to local wishes.
- 2.4 Lack of accommodation not only results in accommodation needs not being met but also leads to unauthorised developments i.e. sites that have been established without planning permission. This can then lead to significant cost to the Council incurred through enforcement processes and other actions that may be necessary such as site clearance. The setting up of unauthorised sites can also become a source of tension between the gypsy and traveller community, the settled population and the local authority, as well as result in uncertainty for all. The identification and allocation of suitable sites would provide a degree of certainty for the Gypsy, traveller and travelling showpeople community and the settled population. It would also provide certainty when planning applications are determined.
- 2.5 The allocation of sufficient land to meet the identified need will
 - ensure that sites are developed in the most suitable locations,
 - strengthen the Councils position at any appeals,
 - help to reduce tensions between the travelling community and the settled population
 - improve the opportunities for the gypsy and traveller community to access support and services.
 - strengthen the Council’s ability to enforce against unauthorised sites in a more speedy and efficient way and so reduce pressures upon the public purse
 - reduce the number of unauthorised sites and associated costs

3.0 KEY QUESTIONS

What is the Identified Need?

- 3.1 The provision of sites should be based on up-to-date evidence of the need. In our case the [Leicestershire, Leicester and Rutland Gypsy and Traveller Needs Assessment Refresh \(2013\)](#) (subsequently referred to as the Needs Assessment Refresh thereafter) provides

¹ To be considered deliverable, sites should be available now, offer a suitable location for development now and be achievable with a realistic prospect that development will be delivered on the site within five years and in particular that development of the site is viable (Source: (Planning Policy for Travellers - 2015).

an estimate of additional numbers of pitches and plots required in the district for the period from 2012 to 2031. For the period up to 2031 the assessment identifies a need for a total of 68 permanent pitches and 20 transit pitches for Gypsies and travellers and 9 travelling showpeople plots, within the district.

- 3.2 A “pitch” refers to a space on a gypsy and traveller site, whilst a ‘plot’ refers to a space on a ‘travelling showpeople’ site (sometimes referred to as a ‘yard’). This allows there to be differentiation between the two, as a travelling showpeople plot may need to incorporate storage space for equipment due to the nature of their work, as well as space for residential accommodation.
- 3.3 In light of the revised definition of “traveller” and “travelling showpeople”, the assessment of the number of pitches and plots required could change. Accordingly, the Council is working collaboratively with other local planning authorities in the Leicester and Leicestershire Housing Market Area to update the pitch targets for gypsies and travellers and update the plot targets for travelling showpeople. This approach will help maintain and provide a robust and up to date evidence of need.

QUESTION 1

Apart from the Needs Assessment Refresh and planned Update is there any other evidence of future need that we should be aware of and that should be taken in to account?

Identification of Site Allocations

- 3.4 Local Planning Authorities must maintain a five year supply of deliverable sites against locally set targets of accommodation need. Thereafter a supply of specific developable sites or broad locations for growth should be identified for the following years 6-10, and where possible for years 11-15. Specific sites would be identified on a proposal map with a clear site boundary, whilst broad locations would be shown on the proposal map as a general area within which a site would later be identified.
- 3.5 However the Needs Assessment Refresh suggests that evidence of need should be reviewed and refreshed on a five yearly basis. Such an approach would help maintain and provide a more robust and up to date evidence of need.

QUESTION 2

Should the District Council seek to identify sufficient sites for the period up to 2031, or should sites initially be identified for a shorter period, such as up ten years (i.e. to 2022), to allow a future refresh assessment to inform site provision for years 2023 to 2031?

What is the best way to make Future Site Provision?

- 3.6 Potential options for the way in which future pitch/plot requirements may be met include:-
- Intensification of existing authorised sites (i.e. by allowing more ‘pitches’ or ‘plots’ on a site but without extending the site)
 - Expansion of existing authorised sites
 - Allocation of New Sites

QUESTION 3

- a. Are the above approaches to site provision considered appropriate?
- b. Are there any alternative ways in which future pitch/plots can be provided?

3.7 It is suggested that a series of smaller sites would be preferable to the provision of fewer larger sites, as this approach would provide greater opportunity to meet the diverse needs of separate groups.

QUESTION 4

Do you agree that a series of smaller sites would be preferable to a larger site?

Rural Exceptions Sites

3.8 Where there is a lack of affordable land to meet local traveller needs, local authorities are able to allocate and release sites solely for affordable Traveller sites through a Rural Exception policy. This approach is only suitable if there is a local need, and those seeking accommodation are either a current resident of the community or have an existing family or employment connection within the community. Such sites would then only be used for affordable traveller sites in perpetuity. We do not currently have any evidence of any such specific need.

QUESTION 5

Do you have any evidence of need for affordable traveller sites? If there is evidence of need should the document include a Rural Exception Site Policy for affordable Gypsy and Traveller Sites? If not what approach should we take?

Transit Sites

3.9 Transit sites are authorised sites which are used for short stays by Gypsies and travellers. Transit pitches are specifically to allow families travelling through Leicestershire to stop for a maximum period of three months. Pitches can be provided on existing residential sites or sites can be solely provided for transit provision. It is however suggested that transit sites should be located on main travel routes.

QUESTION 6

Can you suggest any sites that you consider suitable for use as transit sites?

Tenure

3.10 It is likely that there will Gypsies and travellers or travelling showpeople who cannot provide their own sites. Therefore, there may be a need for provision to be made by public bodies, such as local authorities or social landlords. Due to the lack of affordable provision, the Needs Assessment Refresh recommends that 50% of site provision should be affordable.

QUESTION 7

Is there any other evidence of affordable need that we should be aware of?

Is there any other evidence that would indicate that 50% affordable provision is not the appropriate approach?

Management of Sites

- 3.11 There are a number of management options to consider for future sites. One is for Gypsy and travellers and travelling showpeople to develop and manage their own sites. Family ownership can help reduce the breakdown of traditional family structures and help ensure young people and new forming households within the community are not forced to move away.
- 3.12 An alternative method of managing sites is to allow private developers/Housing Associations to make provision for the basic infrastructure required for a site before selling or renting individual pitches to Gypsies and Travellers and Travelling Showpeople. Finally the local authority could develop the site and lease the pitches or plots.

QUESTION 8
Of the above approaches to site management which is considered the most appropriate?
Is there any other information or examples of site management that we should be aware of?

Call for Sites

- 3.13 This is an opportunity for you to suggest any sites that you consider to be suitable for allocation as a Gypsy and traveller, or travelling showpeople sites.

QUESTION 9
Can you suggest any sites that you consider suitable for use as Gypsy and traveller sites or a travelling showpeople site?
Please submit details using the SITE PROPOSAL FORM attached to this consultation paper. Also available at [Website details to be inserted] or from the Planning Policy Team

4.0 Next Stage

- 4.1 Following the end of this consultation the responses received will be used to inform the preparation of future policies for the provision of sites for Gypsies and travellers and travelling showpeople. In addition the potential sites submitted will be considered for their suitability and deliverability. At a further date the draft policies and proposed sites to be allocated will be published for public consultation.

APPENDIX 1

5. Policy Context

- 5.1 This consultation paper has been prepared taking into account national policy for Gypsy, travellers and travelling showpeople.

National Planning Policy (March 2012)

- 5.2 The [National Planning Policy Framework](#) (NPPF) sets out the Government's planning policies for England and how these are expected to be applied. The NPPF sets out a threefold definition of sustainable development, covering economic, social and environmental issues, and the role of planning is to contribute to the achievement of sustainable development. One of its Core Planning Principles is for planning to identify and then meet the housing needs of an area.

National Planning Policy for Traveller Sites (August 2015)

- 5.3 [National Planning Policy for Traveller Sites](#) (PPTS) sets out the Government's planning policy for traveller sites and must be taken into account in the preparation of development plans, and is a material consideration in decision taking.

- 5.4 The overarching aim of Government is:
"to ensure fair and equal treatment for travellers, in a way that facilitates the traditional and nomadic way of life of travellers while respecting the interest of the settled community."
(para 3)

- 5.5 This document also provides a definition of gypsies and travellers:
"Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily, but excluding members of an organised group of travelling showpeople or circus people travelling together as such."
And for travelling showpeople:
"Members of a group organised for the purpose of holding fairs, circuses or shows (whether or not travelling together as such). This includes such persons who on the grounds of their own or their family's or dependants' more localised pattern of trading, educational or health needs or old age have ceased to travel temporarily, but excludes Gypsies and Travellers as defined above."

- 5.6 In determining whether persons are "gypsies and travellers" for the purposes of this planning policy, consideration should be given to the following issues amongst other relevant matters:
- whether they previously led a nomadic life
 - the reasons for ceasing the nomadic habit of life
 - whether there is an intention of living a nomadic habit of life in the future, and if so, how soon and in what circumstances.

- 5.7 The Government's aims in respect of traveller sites are for local authorities to:
- make their own assessment of needs for the purpose of planning

- develop fair and effective strategies to meet need through the identification of land for sites;
- plan for sites over a reasonable timescale;
- promote more private traveller site provision whilst recognising that some travellers cannot provide their own sites
- reduce the number of unauthorised developments and encampments and make enforcement more effective.
- ensure that local plan policies are fair, realistic and inclusive
- increase the number of appropriately located sites to address under provision and maintain an appropriate level of supply
- reduce tensions between settled and travelling communities
- enable provision from which travellers can access education, health, welfare and employment infrastructure
- have due regard to the protection of local amenity and local environment

5.8 Local Plans must also include pitch targets for gypsies and travellers, and plot targets for travelling showpeople, to address both permanent and transit site accommodation needs. A five year supply of specific deliverable² sites against the locally set targets should be identified for the first five years and a supply of specific developable³ sites or broad locations should then be identified for the following five years. And:

“... if a local planning authority cannot demonstrate an up-to-date five-year supply of deliverable sites, this should be a significant material consideration in any subsequent planning decision when considering applications for the grant of temporary planning permission⁴. (Paragraph 25, PPTS, 2012)

5.9 Local Planning Authorities should very strictly limit new traveller sites in open countryside that is away from existing settlements or is outside areas allocated in the development plan. For sites in a rural areas they should respect the scale, of, and not dominate the nearest settled community nor place an undue pressure on local infrastructure.

5.10 In instances where there is a lack of affordable land available to meet local traveller needs, local authorities should consider allocating and releasing sites solely for affordable traveller sites. This could include the application of a rural exception site policy, an approach which would allow small sites to be used specifically for affordable traveller sites, in small rural communities⁵ that would not normally be used for traveller sites. These sites should only be used for affordable travellers’ sites in perpetuity and address the needs of the local community by accommodating households who are either residents or have an existing family or employment connection.

² To be considered deliverable, sites should be available now, offer a suitable location for development now and be achievable with a realistic prospect that development will be delivered on the site within five years and in particular that development of the site is viable

³ To be considered developable, site should be in a suitable location for traveller site development and there should be a reasonable prospect that the site is available and could be viably developed at the point envisaged.

⁴ There is no presumption that a temporary grant of planning permission should be granted permanently.

Emerging Local Plan Policy

- 5.11 The North West Leicestershire Local Plan: Draft for Consultation published in September 2015 sets out the Council's strategic approach to meeting the accommodation needs of gypsies and travellers and travelling showpeople at Policy H7 therefore provides the context for the preparation of the Gypsy and Traveller Site Allocations DPD by setting out the minimum accommodation need that is required to be met in North West Leicestershire and criteria for the identification of sites and safeguards existing sites. Policy H7 also sets out the intention to prepare a Gypsy and Traveller Site Allocations DPD as means of identifying a range of sites to meet the identified need.

Policy H7: Provision for Gypsies and Travellers and Travelling Showpeople

- (1) ***Provision will be made to meet the accommodation needs of Gypsies and Travellers and Travelling Showpeople between 2012- 2031 for a minimum of:***
- ***2012 – 2017: 27 pitches plus 20 transit pitches***
 - ***2017 – 2022: 11 pitches plus 3 plots for showpeople***
 - ***2022- 2027: 14 pitches plus 3 plots for showpeople***
 - ***2027- 2031: 16 pitches plus 3 plots for showpeople***
- (2) ***The required provision will be identified through the production of a Gypsy and Traveller Site Allocations Development Plan Document, taking into account the most-up-to-date Gypsy and Traveller Accommodations Needs Assessment.***
- (3) ***A five year supply of deliverable sites will be identified as well as a supply of developable sites or broad locations for the following years. The following criteria will be used to guide the site allocation process, and for the purposes of considering planning applications for such sites.***
- (4) ***Proposals for new sites or extensions to existing sites should meet the following requirements:***
- (a) ***Be located in or near an existing settlement which has access to a range of services, such as shops, schools, welfare facilities and public transport***
 - (b) ***Be proportionate to the scale of the nearest settlement, its local services and infrastructure***
 - (c) ***Have suitable highway access, and is not detrimental to public highway safety***
 - (d) ***Provides for adequate on-site parking and turning of vehicles as well as appropriate facilities for servicing and storage***
 - (e) ***Be serviced by adequate essential services including water supply, power, drainage sewage disposal, and waste disposal facilities***
 - (f) ***Be compatible with landscape, environment and biodiversity as well the physical and visual character of the area,***
 - (g) ***Be compatible with the amenities of neighbouring properties and land uses.***

- (5) Authorised, existing and new, sites will be safeguarded for Gypsy and Travellers and Travelling Showpeople groups unless they are no longer required to meet an identified need.**
 - (6) Any development provided for within this policy which discharges wastewater into the Mease catchment will be subject to the provisions of policy En2. Any such development which does not meet these provisions will not be permitted.**
- 5.12 Consultation on the Draft Local Plan ends at 5pm on Monday 30 November 2015. This postdates the preparation of this consultation paper so any consultation feedback on this policy area will be reported separately.

APPENDIX 2

6.0 Existing Gypsy and Traveller and Travelling Showpeople provision in North West Leicestershire

Background Information

- 6.1 North West Leicestershire is highly accessible by road and is at the intersections of the M1 and the A42 motorways, providing links to the north, south and south west. The A50 provides the primary east west transport corridor. Due to its location and accessibility to the road network the district is a popular destination for gypsies and travellers.
- 6.2 Survey work⁶ undertaken highlights the travel patterns of gypsy and travellers through the district and also illustrates a pattern of wider cross-county travel. Travel can be seen to occur along:
- the A50 route down from Derbyshire through to North West Leicestershire
 - the A1 route on the boundaries of Lincolnshire and Leicestershire, with travel between Grantham, Lincolnshire and up to Nottinghamshire or across to North West Leicestershire
 - travel along the M1 to Northampton

Evidence of Need for Accommodation

- 6.3 The accommodation needs for additional Gypsy and Traveller accommodation and Travelling Showpeople in the district was initially assessed in the [Leicestershire, Leicester and Rutland Gypsy and Traveller Accommodation Needs Assessment \(2006-2016\)](#). The methodology used to provide an estimate of additional pitches and plots in the district took into account a range of factors such as the movement between sites and housing, unauthorised developments and encampments, new household formation, new sites in the pipeline, survey work and assumptions professional experience.
- 6.4 These estimates are provide purely on the basis of 'need where it arises' i.e. estimates were calculated on the basis of the existing population in the district and does not take into account any issues relating to where this need can be met. It therefore mirrors the uneven pattern of provision and distribution across the district.
- 6.5 However due to the time that has elapsed since the above assessment a number of Leicestershire authorities commissioned DeMontford University to undertake an update and refresh of the GTAA that was published in 2007. The Leicestershire, Leicester and Rutland Gypsy and Traveller Needs Assessment Refresh (2013) as produced and published and provides a update of the findings of the original GTAA taking into account site provision that has occurred since and new data that has been collected. A similar methodology was used to calculate future estimates in that the existing population was identified and the likely future needs were projected forward. For calculations looking beyond 2017 and up to 2031 the refresh study maintains the use of an assumed rate of household growth of 3% per annum for gypsy and traveller provision, and an assumed rate of 1.5% per annum for travelling showpeople.

⁶ Leicestershire, Leicester and Rutland Gypsies' and Travellers' Accommodation Needs Assessment (2006-2016)

- 6.6 The Leicestershire, Leicester and Rutland Gypsy and Traveller Needs Assessment Refresh (2013) provides an estimate of additional numbers of pitches and plots required in the district for the period from 2012 to 2031. It identifies the following need:
- 2012-2017: 27 pitches plus 20 transit pitches
 - 2017-2022: 11 pitches plus 3 plots for showpeople
 - 2022-2027: 14 pitches plus 3 plots for showpeople
 - 2027- 2031: 16 pitches plus 3 plots for showpeople

For the period up to 2031 the assessment identifies a need for a total of 68 permanent pitches and 20 transit pitches for Gypsies and travellers and 9 travelling showpeople plots. The Needs Assessment Refresh forms the basis of the accommodation requirements set out in the Draft Local Plan Policy H7.

- 6.7 For the purposes of this consultation paper and the resulting Gypsy and Traveller Site Allocation document, “pitch” means a pitch on a “gypsy and traveller” site and “plot” means a pitch on a “travelling showpeople” site (often called a “yard”). This terminology differentiates between residential pitches for “gypsies and travellers” and mixed-use plots for “travelling showpeople”, which may need to incorporate space or to be split to allow for the storage of equipment.⁷

⁷ Planning policy for traveller sites (August 2015) – Annex 1

APPENDIX 3 – Useful Web Address

[Leicestershire, Leicester and Rutland Gypsy and Traveller Accommodation Needs Assessment \(2006-2016\).](#)

[Leicestershire, Leicester and Rutland Gypsy and Traveller Needs Assessment Refresh \(2013\)](#)

[National Planning Policy Framework](#)

[National Planning Policy for Traveller Sites](#)