

Meeting	<b>CABINET</b>
Time/Day/Date	5.00 pm on Tuesday, 14 June 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
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. DECLARATION OF INTERESTS</b>	
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.	
<b>3. PUBLIC QUESTION AND ANSWER SESSION</b>	
<b>4. MINUTES</b>	
Minutes of the meeting held on 3 May 2016	<b>5 - 8</b>
<b>5. LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY</b>	
Report of the Chief Executive Presented by the Leader	<b>9 - 18</b>



<b>6.</b>	<b>ASHBY NEIGHBOURHOOD PLAN - PROPOSED RESPONSE TO PRE-SUBMISSION CONSULTATION</b>	<b>19 - 42</b>
	Report of the Director of Services Presented by the Regeneration and Planning Portfolio Holder	
<b>7.</b>	<b>TREASURY MANAGEMENT STEWARDSHIP REPORT 2015/16</b>	<b>43 - 50</b>
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	
<b>8.</b>	<b>ENVIRONMENTAL HEALTH - FOOD SAFETY SERVICE DELIVERY PLAN 2016/17</b>	<b>51 - 82</b>
	Report of the Interim Director of Resources Presented by the Community Services Portfolio Holder	
<b>9.</b>	<b>COMMUNITY SAFETY STRATEGY 2014-17 (2016 REFRESH)</b>	<b>83 - 94</b>
	Report of the Director of Services Presented by the Regeneration and Planning Portfolio Holder	
<b>10.</b>	<b>2015/16 QUARTER 4 PERFORMANCE MANAGEMENT REPORT</b>	<b>95 - 118</b>
	Report of the Chief Executive Presented by the Leader	
<b>11.</b>	<b>2015/16 END OF YEAR REPORT</b>	<b>119 - 140</b>
	Report of the Chief Executive Presented by the Leader	
<b>12.</b>	<b>FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE OFFS</b>	<b>141 - 146</b>
	Report of the Interim Director of Resources Presented by the Corporate Portfolio Holder	
<b>13.</b>	<b>MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY</b>	<b>147 - 156</b>
	Report of the Director of Services Presented by the Community Services Portfolio Holder	
<b>14.</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>	
	The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information.	
<b>15.</b>	<b>HRA ASSET DISPOSALS</b>	<b>157 - 166</b>
	Report of the Director of Housing Presented by the Housing Portfolio Holder	

**16. PROPOSAL TO ACQUIRE BROWNFIELD SITE FOR DEVELOPMENT OF CAR PARKING**

Report of the Director of Services  
Presented by the Community Services Portfolio Holder

**167 - 178**

**17. HRA EMPTY HOMES CLEARANCE - AWARD OF CONTRACT**

Report of the Director of Housing  
Presented by the Housing Portfolio Holder

**179 - 182**

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

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MINUTES of a meeting of the CABINET held in the Board Room, Council Offices, Coalville on TUESDAY, 3 MAY 2016

Present: Councillor R Blunt (Chairman)

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

In Attendance: Councillors R Adams, J Clarke, J G Coxon, D Everitt, F Fenning, D Harrison, G Houlton and S McKendrick

Officers: Mr S Bambrick, Ms C E Fisher, Mr A Hunkin, Mr G Jones, Mrs M Meredith, Mr P Padaniya and Miss E Warhurst

#### **101. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **102. DECLARATION OF INTERESTS**

No interests were declared.

#### **103. PUBLIC QUESTION AND ANSWER SESSION**

There were no questions received.

#### **104. MINUTES**

Consideration was given to the minutes of the meeting held on 8 March 2016.

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

RESOLVED THAT:

The minutes of the meeting held on 8 March 2016 be approved and signed by the Chairman as a correct record.

#### **105. BUILDING CONFIDENCE IN COALVILLE - PROJECT UPDATE INCLUDING EXEMPTION TO THE CONTRACT PROCEDURE RULES**

The Leader presented the report to members, providing an update on the 8 work streams within the project. He made reference to the Four Streets and Squares Investment Plan which set out the basis of the physical design of Coalville. He explained that work was in progress on the potential future of Stenson House and discussions were ongoing with the DWP. He added that the Council was keen to work with partners as much as possible and every option needed to be considered. He referred to the land off Cropston Drive and advised that work was ongoing to consider the consideration and utilisation of the land and how any losses could be mitigated. He stated that he would be visiting the site with the Interim Corporate Director, as it was acknowledged that this was a sensitive site and local issues needed to be taken into consideration. In respect of the Market Hall, he stated that a significant amount of money had been invested so far to bring it up to standard, and consideration was now being given to what else could be done to better utilise the space. He reiterated his commitment to maintaining a market in the Market Hall. He highlighted the work in progress on car parking and transport modelling. He referred to the opening of Royal Oak Court and commented that bringing people to live in the centre of Coalville town centre would undoubtedly add to its viability. He emphasised the importance of building relationships with prospective developers. He drew members' attention to the progress

Chairman's initials

made in respect of the business grant scheme and the shop front improvement scheme, and highlighted the importance of bringing the timeline and heritage of Coalville to the forefront.

The Chief Executive informed members that she had granted an exemption to the Contract Procedure Rules relating to community engagement projects, which was necessary due to the tight timescales and the specific skills and knowledge that was required. She highlighted the expertise of the individuals to whom the contract had been awarded, particularly in respect of engaging young people and securing external funding.

Members welcomed the report and the progress made over the past year.

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

RESOLVED THAT:

- a) The progress made by the Coalville Project be noted.
- b) The future direction of work for the Coalville Project be approved.
- c) The grant of exemption to the Council's Contract Procedure Rule 6.7 to allow the direct award of a contract for the provision of specialist community engagement services be noted.
- d) Authority be delegated to the Chief Executive in consultation with the Leader to commit expenditure for the remaining £450,000 of the Coalville Project reserve.

**Reason for decision:** To provide Cabinet with an update on the progress of the Coalville Project. The Contract Procedure Rules require that the exercise of the Statutory Officer's discretion to grant exemptions is reported to Cabinet.

## 106. TENANT SCRUTINY PANEL - RESPONSIVE REPAIRS INSPECTION REPORT

The Housing Portfolio Holder presented the report to members. He highlighted that the report was written by the members of the Tenant Scrutiny Panel themselves and they had conducted their own research, undertaking in depth interviews with operatives and staff to reach the recommendations. He emphasised that most of the recommendations were mirrored by conclusions reached by officers through different means, which validated both pieces of work and demonstrated that service users and providers were coming to the same conclusions.

Councillor T J Pendleton commended the work of the Panel and welcomed the approach of taking on board the recommendations made.

Councillor R Blunt added that consultation with tenants was crucial.

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

RESOLVED THAT:

The recommendations of the Tenant Scrutiny Panel detailed in Appendix B of this report be approved and incorporated into the existing service improvement plan for implementation and monitoring purposes.

**Reason for decision:** To improve the Housing Repairs service by learning from the outcome of the Tenant Scrutiny Panel inspection.

Chairman's initials

**107. AUTHORITY TO AWARD HR/PAYROLL SOFTWARE SOLUTIONS CONTRACT**

The Corporate Portfolio Holder presented the report to members.

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

RESOLVED THAT:

That authority be delegated to the Interim Director of Resources in consultation with the Corporate Portfolio Holder to award the contract for the provision of a HR/payroll software solution for the period 1 August 2016 to 31 July 2021 with the option to extend until 31 July 2023.

**Reason for decision:** To ensure the continuity of provision of HR and Payroll Services to the Council. The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation.

**108. AUTHORITY TO AWARD ENERGY CONTRACT**

The Corporate Portfolio Holder presented the report to members.

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

RESOLVED THAT:

Authority be delegated to the Interim Director of Resources in consultation with the Corporate Portfolio Holder to award the contract for the provision of electricity for the period 1 October 2016 to 30 September 2020.

**Reason for decision:** To ensure the continuity of provision of energy to the Council. The level of expenditure on this contract exceeds the authority threshold in the Scheme of Delegation.

**109. NORTH WEST LEICESTERSHIRE LOCAL PLAN - HOUSING REQUIREMENTS UPDATE**

The Regeneration and Planning Portfolio Holder presented the report to members, outlining the current situation in respect of the emerging local plan. He made reference to the housing requirement identified in the draft Local Plan, which was higher than the objectively assessed need identified in the Strategic Housing Market Assessment to take account of the Roxhill development. He advised that following consultation across the Housing Market Area, it had been suggested that the Local Plan be delayed to await the outcome of the Housing and Economic Development Needs Assessment, however this would mean that the Council would be at risk of not meeting the government deadline of implementing the Local Plan by early 2017. He added that this could leave our green land open to all sorts of attacks. He stated that officers had sought external advice and the view was that work on the Local Plan should proceed. He sought Cabinet's permission to do so.

Councillor T Gillard agreed that work should continue, as the longer it took, the more at risk the green wedge became.

Councillor R Blunt made reference to discussions he had had with the Housing minister and expressed support for the approach and recommendations.

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

Chairman's initials

RESOLVED THAT:

- a) The contents of this report and the risks associated with progressing with the Local Plan be noted; and
- b) Cabinet agrees to proceed with the Local Plan project the next step of which will be a report to full Council on 28 June 2016.

**Reason for decision:** To agree how the Council should proceed forward with its Local Plan.

#### **110. SYRIAN VULNERABLE PERSONS RESETTLEMENT SCHEME (SVPRS) AND ASYLUM SEEKER DISPERSAL AREA (ASDA)**

The Housing Portfolio Holder presented the report to members, outlining the scheme to host Syrian refugees and the proposal to accept two families per year for the duration of the scheme.

It was moved by Councillor R D Bayliss, seconded by Councillor R Blunt and

RESOLVED THAT:

- a) The proposal to host 2 families per year for 4 years under the Syrian refugee resettlement programme be approved as part of a wider response from Leicestershire districts
- b) The proposed position of all districts (bar one) not to offer to become an asylum dispersal area be supported.

**Reason for decision:** To contribute to the national response to the Government's decision to provide rehousing for 20,000 Syrian refugees over the 5 years of the current parliament.

#### **111. HRA ASSET DISPOSALS**

The Housing Portfolio Holder presented the report to members, drawing their attention to the sites outlined at paragraph 1.1. He highlighted the estimated costs and revenue streams from the financial modelling in 2.1 and 2.3 of a Council new build scheme for affordable housing. This showed a significant negative cashflow, and that substantial subsidy would be required over the period. He explained that a further report would be brought to Cabinet on 14 June looking at alternative methods of making the most economically advantageous use of these sites.

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

RESOLVED THAT:

The report be noted.

**Reason for decision:** To update Cabinet regarding the proposed disposal and redevelopment of decommissioned sheltered schemes and communal garage sites.

Councillor N J Rushton entered the meeting at 5.25pm during the discussion on the item entitled 'Building confidence in Coalville - project update including exemption to the Contract Procedure Rules'.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.47 pm

Chairman's signature



**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**CABINET – 14 JUNE 2016**

Title of report	<b>LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY</b>
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Richard Blunt 01530 454510 <a href="mailto:richard.blunt@nwleicestershire.gov.uk">richard.blunt@nwleicestershire.gov.uk</a>  Chief Executive 01530 454500 <a href="mailto:christine.fisher@nwleicestershire.gov.uk">christine.fisher@nwleicestershire.gov.uk</a>
Purpose of report	To update Cabinet on the progress of the Leicester and Leicestershire Combined Authority and the Leicestershire Devolution Deal.
Reason for Decision	To inform Cabinet of the development which has been made in respect of the creation of the Leicester and Leicestershire Combined Authority and the progress of the Leicestershire Devolution Deal to date.
Council Priorities	Business and Jobs Homes and Communities
Implications:	
Financial/Staff	The costs of the Combined Authority shall be met by the Constituent Councils. Further work on the budget for the Combined Authority is being undertaken in consultation with the Section 151 Officers of the Constituent Councils.
Link to relevant CAT	None
Risk Management	Legal have been instructed to consider the documents of the Combined Authority and regularly update the Chief Executive and take instructions accordingly.
Equalities Impact Screening	Not completed
Human Rights	No discernible impact

Transformational Government	By working together with the other Leicestershire authorities, we will secure more robust strategic decision making for the Leicestershire area on important cross border issues and will be better positioned to take advantage of future devolution opportunities.
Comments of Head of Paid Service	As author, this report is satisfactory.
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	None
Background papers	<a href="#">Report to Council "Proposed Leicester and Leicestershire Combined Authority" of 17<sup>th</sup> November 2015</a> <a href="#">Minutes of the Council Meeting of 17<sup>th</sup> November 2015</a>
Recommendations	<b>THAT CABINET ENDORSE THE PROGRESS OF THE FORMATION OF THE LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY AND DEVELOPING DEVOLUTION DEAL PROPOSALS.</b>

## 1. BACKGROUND

- 1.1 The Chief Executive was given delegated authority by Council on 17 Novemebr 2015 to agree, following consultation with the Leader, the Constitution of the Leicester and Leicestershire Combined Authority ( the“LLCA”), the Order creating the LLCA and any ancillary documents supporting the operation of the LLCA. This report is to update Cabinet as to how the Chief Executive has been exercising her delegated powers to date. In doing so she has engaged regularly with the Leader, the Council’s legal team, senior officers from Leicestershire County Council and Leicester City Council (as the district lead) and also with civil servants at the Department of Communities and Local Government.
- 1.2 Council resolved at their meeting on 17 November 2015 to approve the proposed Scheme and Governance Review for the Leicester and Leicestershire Combined Authority (the “LLCA”). Both documents have since been sent to the Secretary of State for Communities and Local Government (the “Secretary of State”) for approval.
- 1.3 We are now awaiting the draft Order from the Secretary of State which will provide confirmation as to what powers and functions are intended to be delegated from central government to the LLCA. It will then be for the local authorities which are to be part of the LLCA (the “Constituent Councils”) to individually agree the draft Order through their own

internal procedures. Once the draft Order is agreed then the final Order will be taken through Parliament and the Secretary of State will then make the Order which creates the LLCA.

## **2 LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY (LLCA)**

- 2.1 The LLCA will only become an entity once the following stages have taken place:
- a) the Governance Review and Scheme has been approved by the Secretary of State
  - b) the draft Order has been approved by the Constituent Councils
  - c) the final Order has been made by the Secretary of State.
- 2.2 In order to enable the effective functioning of the LLCA once it has been created, a Constitution and ancillary operational documents are being developed between the Constituent Councils.
- 2.3 The Constitution has been drafted and has been through three versions as a result of the Constituent Councils providing their comments on the document. Ongoing communications have also taken place between the County Council and the Department of Communities and Local Government (“DCLG”) seeking clarity on a variety of legal matters which have been raised whilst the Constitution has been negotiated. The discussions between the Constituent Councils on the document have focussed on those elements which can be subject to local choice, as there are some elements of the document which are required by law and which cannot be changed.
- 2.4 The key areas which have been discussed and shaped by the Constituent Councils are:
- the committees: the number of committees, size and representation, voting and quorum
  - involvement of the LLEP and whether to give them voting rights (full or restricted)
  - scheme of delegation to officers
  - meetings of the LLCA: frequency, voting, reserved matters, meeting procedure rules
  - having a members’ allowance scheme
  - finance: apportionment of costs between the Constituent Councils and the contents of the Financial Procedure Rules.
- 2.5 It is the intention of the Constituent Councils that the LLCA has an operating agreement which sits behind the Constitution and will provide further detail in relation to the day to day workings of the LLCA, these matters include:
- statutory officers - these will be the Head of Paid Service, Monitoring Officer and Chief Financial Officer from the County Council at the inception of the LLCA but these are not permanent and can be changed if other Constituent Councils wish to put their statutory officers forward in the future
  - operating protocols for how the delegated functions from central government are to be exercised, namely strategic transport, strategic planning and economic development.
  - other officer support for the LLCA and how that is to be provided to the LLCA
  - costs apportionment and budgeting
  - allocation of risk
  - where meetings of the LLCA will be held
  - a change mechanism containing a process for suggesting and agreeing any changes to the operation of the LLCA.

The operating agreement has been drafted but is in its infancy and, at the time of writing this report, comments from the other Constituent Councils have not yet been shared therefore any other matters this agreement may eventually cover is still uncertain.

- 2.6 The Economic Growth Board (“EGB”) will continue to refine and reach agreement on the outstanding issues on the Constitution in order to provide instructions to the legal personnel working on the document. The next meeting is on 4th July.
- 2.7 The Constitution is to be taken to a meeting of the EGB in September 2016 (a date is yet to be confirmed) where Members will be asked to approve the document. Before that meeting the Constituent Councils will have individually undertaken their own internal processes for approval. The document may be subject to some final tweaks to ensure it coincides with the wording of the final Order and it will then be adopted by the LLCA at its inaugural meeting.

### **3 DEVOLUTION DEAL**

- 3.1 The Devolution Deal is being negotiated and taken forwards by the Chief Executive and the Leader and is progressed through meetings of the Economic Growth Board (“EGB”), the most recent meeting of which was on 10<sup>th</sup> May.
- 3.2 At the latest EGB meeting it was agreed that business cases in respect of the different areas of the prospective Leicestershire Devolution Deal would be developed, as well as with a high level overarching strategic business case, and these will be presented at EGB at their next meeting on 4<sup>th</sup> July.
- 3.3 Meetings have also taken place between DCLG and senior officers at Leicestershire County Council, Leicester City Council and North West Leicestershire District Council (as the lead authority for the district councils) to discuss and negotiate the Devolution Deal.
- 3.4 The current position in respect of the Devolution Deal is captured in Appendix 1 of this report in the form of summary tables. Table 1 captures the first part of the devolution deal (described as Wave 1) which is to be agreed and Table 2 is a second subsequent activity of proposed devolution (Wave 2). For information, Appendix 1 the ‘asks’ are what the Constituent Councils would like to be devolved to the LLCA and the ‘offers’ are the outputs produced should those powers and functions be devolved.

#### 4 NEXT STEPS SUMMARY

Meeting	Date	Action
EGB	4 <sup>th</sup> July 2016	<ul style="list-style-type: none"> <li>• Present and discuss devolution deal business cases</li> <li>• Resolve outstanding matters in relation to the Constitution</li> </ul>
NWLDC Cabinet	26 <sup>th</sup> July 2016	To update Cabinet on further progress of the LLCA and Devolution Deal if required
Internal governance processes at other Constituent Councils	July- September 2016	To approve: <ul style="list-style-type: none"> <li>• the draft Constitution</li> <li>• the draft Order</li> <li>• any ancillary documents (including operating agreement)</li> </ul>
NWLDC Council	13 <sup>th</sup> September 2016	Leader to make LLCA update announcement if required
NWLDC Cabinet	20 <sup>th</sup> September 2016	To update Cabinet on further progress of the LLCA and Devolution Deal
EGB	September 2016 (Date TBC)	To agree Constitution
NWLDC Council	8 <sup>th</sup> November 2016	Leader to make LLCA update and Council to nominate a member to be appointed to the LLCA
Order	Winter 2016 (Date TBC)	LLCA becomes a legal entity
Inaugural meeting of the LLCA	Winter 2016 (Date TBC)	Meeting agenda to be finalised nearer the time but items to be discussed may include: <ul style="list-style-type: none"> <li>• formal adoption of the Constitution</li> <li>• appointment members to the LLCA from the Constituent Councils</li> <li>• Code of Conduct adopted</li> <li>• agreeing schedule of meetings for the year</li> </ul>

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# Table 1

Strand	Summary of Proposed Asks (Wave 1)	Summary of Proposed Offers (Wave 1)
<b>Transport</b>  15	<ul style="list-style-type: none"> <li>Road and Rail Strategies. Government to influence Highways England and Network Rail to develop joint programmes, (both strategically e.g. through Route Improvement Strategies and East Midlands Route Study and locally through Infrastructure Plans) to improve connectivity across midlands and nationally which is then sufficient funded</li> <li>Central Government to commit to funding to 2050 of approx. £500m for the Combined Authority to fund capital infrastructure projects with appropriate revenue funding to support delivery</li> <li>Powers to retain a proportion of stamp duty to help fund development and delivery of projects</li> <li>Commitment from Government funding to 2050 of £750m capital funding for maintenance. This includes control over the ‘incentive funding’ element of capital maintenance allocation.</li> <li>The Combined Authority to have a formal role in specifying and selecting future rail franchises operating in, and connecting to, Leicester &amp; Leicestershire (supporting role to Midlands Connect lead)</li> <li>That Government commits to a continuation and maximisation of the smart motorway project for key strategic road links across Leicester &amp; Leicestershire and the wider Midlands region</li> </ul>	<ul style="list-style-type: none"> <li>To continue to develop the Transport Model to provide evidence for future planning and transport solutions</li> <li>To work in partnership with Highways England and Network Rail, other combined authorities (D2N2, Lincolnshire, Coventry, Warwickshire, Greater Birmingham etc.) strategic transport bodies as they emerge (Midlands Connect, Transport for the North) to develop further strategic priorities and collaborative approach e.g. To HS2 readiness</li> <li>Deliver a transport infrastructure programme to deliver a strategic growth plan to 2050 that supports connectivity, economic growth and active and sustainable travel</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>Commitment by government that the non-statutory Strategic Growth Plan will have ‘special status’ allowing Local Plans to be expedited</li> <li>Devolution of power and amendment of legislation to allow preparation of a (pilot?) Statutory Plan (e.g. at the time of the first review of the non-statutory Strategic Growth Plan).</li> <li>Devolution of power to allow the Combined Authority to acquire compulsorily, land which straddles boundaries of constituent Councils</li> <li>Commitment by government to support and fund the implementation of a pilot project investigating, and delivering, solutions to increase the speed of delivery of sites with planning permission for housing (e.g. ATLAS style team operating across the Combined Authority)</li> <li>Devolution of power to allow the Combined Authority to set planning fees to reflect local circumstances</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of one or more development companies to support delivery of strategic sites in the Combined Authority area</li> <li>Leicester &amp; Leicestershire Design Guide based on Building for Life 12</li> <li>Commitment to ambitious target for increasing the speed of delivery of new homes</li> <li>Strong partnership arrangements to support key large housing sites (1,500+ homes) with brokerage at local and national levels to help remove barriers</li> </ul>
<b>Housing</b>	<ul style="list-style-type: none"> <li>Devolution of budgets from Department for Communities and Local Government and Homes and Communities Agency; and retention of right to buy receipts to create a housing investment fund for the Combined Authority to manage. This would fund costs relating to site assembly, remediation and infrastructure to enable sites to be developed</li> </ul>	<ul style="list-style-type: none"> <li>Release of sites within public ownership to create viable development sites for housing</li> <li>Assembly and remediation of priority sites.</li> <li>Creation of a forum with national and local builders to assist in the delivery of sites</li> <li>Use of compulsory purchase powers when appropriate to increase the supply of land for housing</li> <li>Strategic programme management of housing schemes to ensure the appropriate mix of housing is built in the right places</li> <li>Establishment Strategic Housing Company to enable to enter the market to assist in the delivery of housing</li> </ul>

# Table 1

Strand	Summary of Proposed Asks (Wave 1)	Summary of Proposed Offers (Wave 1)
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Devolution of AEB to enable the Combined Authority to respond to the fast changing local economy by co-ordinating resources to upskill the current workforce as well as providing employment entry skills such as ESOL, helping businesses to be more competitive and to drive up productivity</li> <li>• Work with Government to develop a pathfinder on the effective use of the apprenticeship levy</li> <li>• Devolution of DWP initiatives such as work choice and Access to work and to co-commission DWP work programme.</li> <li>• Increase data sharing with DWP and promote co-location</li> <li>• Secure Intermediate Body Status for EU Structural funds</li> </ul>	<ul style="list-style-type: none"> <li>• To collaborate with providers and business to deliver tailor made provision that responds to the labour market and increases productivity. Deliver new Innovative Design Deals with employers and the establishment of new skills academies</li> <li>• Develop and deliver a manufacturing pathfinder with local employers and develop a public sector PACT to establish apprenticeships across the public sector</li> <li>• Co-ordinating an integrated approach to support for the most disadvantaged) that is locally delivered and targeted</li> <li>• Alignment of structural funds with other funds for more cost effective delivery</li> <li>• Establish a Skills for Productivity Task force which will bring together Universities, business and FE to drive the L&amp;L skills &amp; employment strategy and provision for the current and future economy</li> <li>• Working with the three Universities to attract and retain skilled graduates for L&amp;L</li> </ul>
<b>Waste Mgt</b>	<ul style="list-style-type: none"> <li>• Powers to allow members of the Combined Authority to use any of the existing contractual arrangements (collection and disposal) and delegate functions to other members of the Combined Authority</li> <li>• Retention of a proportion of revenue collected locally through landfill tax and stamp duty for reinvestment into enhanced waste infrastructure and demand management initiatives</li> </ul>	
<b>Finance</b>  16	<ul style="list-style-type: none"> <li>• Early localisation of business rates or keep business rates growth above HM Treasury assumptions</li> <li>• Permission to apply Local Flexibility to reliefs granted at a national level to support small businesses &amp; local economic growth</li> <li>• Local Control over council tax dis-regards and discounts</li> </ul>	<ul style="list-style-type: none"> <li>• Establish new reliefs and rates</li> </ul>
<b>Assets</b>	<ul style="list-style-type: none"> <li>• Transfer of specific central government held land and property assets</li> </ul>	<ul style="list-style-type: none"> <li>• Local Control over Leicester/Leicestershire public assets through the creation of a Local Property Board</li> </ul>
<b>Public Health, Sport &amp; PA</b>	<ul style="list-style-type: none"> <li>• Local control and NHS England alignment of Public Health responsibilities for Vaccination and Immunisation, Sexual Health and Prison Health</li> <li>• Alignment of PHE responsibilities for health protection in the City and County</li> <li>• Local control over the School Games Organiser (SGO) national funding for SGOs with the opportunity to align it to Public Health/Clinical Commissioning Groups spend in this area across Leicestershire and Leicester.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to improve linkages between public health outcomes and planning, transport and housing responsibilities of the constituent councils and the Combined Authority</li> <li>• That all Academy and funded schools commit/ sign up to protecting &amp; offering 2 hours of PE up to KS3 and a minimum of 1 hour in KS4</li> <li>• We will develop a digital platform that enables both data capture and the development of more robust evidence and insight – supporting partners (national and local )to take better investment decisions</li> </ul>



# Table 2

Strand	Summary of Proposed Asks (Wave 2)	Summary of Proposed Offers (Wave 2)
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Government commitment to delivery of devolution aspects of the Buses Bill that will support development of a 'first class' public transport system</li> <li>• Government to create and grant powers to the Combined Authority that will allow a charge per concessionary bus journey to generate funds to improve public transport</li> <li>• That government creates and gives powers to the combined authority to enable it to retain revenue from moving traffic offences on both local and strategic road network</li> </ul>	<ul style="list-style-type: none"> <li>• Combined Authority to provide leadership role in partnership arrangements associated with the Buses Bill</li> <li>• To form a partnership with Public Health, Environment, Planners and Developers to develop a framework for building healthy towns, SUEs and other types of development</li> <li>• To form a research partnership building on the expertise in the combined authority area (MIRA, LSEP, local employers, 3 Universities, the Combined Authority etc)</li> <li>• Investment of revenue raised in improving the connectivity, safety and efficiency of the Highway Network</li> </ul>
<b>Planning</b> 17	<ul style="list-style-type: none"> <li>• Devolution of power to designate enterprise zones in urban and rural areas and in market towns (currently held by Treasury, BIS and DCLG)</li> <li>• A commitment by government to working on defined projects set out in the Strategic Growth Plan, Local Plans and the Strategic Economic Plan (SEP)</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Devolution of careers and enterprise funding in order to deliver comprehensive and impartial careers advice for 11-18 along with the power to work with those responsible for commissioning careers advice</li> <li>• Devolved responsibility for the National careers advice for 19+</li> </ul>	<ul style="list-style-type: none"> <li>• Bring together schools, businesses and 3rd sector bodies to promote careers options for both academic and vocational careers</li> </ul>
<b>Waste Management</b>	<ul style="list-style-type: none"> <li>• A clearly defined long term (15/20 year plus) plan on waste policy, taxation and performance/landfill restriction targets to enable long term strategic planning</li> <li>• Ability to locally set the level of fines/requirements for tackling environmental crime e.g. fixed penalty notices for misuse of waste collection services or fly tipping and setting our own definition of 'harm to amenity'</li> </ul>	
<b>Energy &amp; Climate Change</b>	<ul style="list-style-type: none"> <li>• Powers to retain and re-invest funding which is generated locally (e.g. Carbon Reduction Commitment/Climate Change Levy) payments to enable medium/long term investment in carbon reduction measures locally</li> <li>• Trial the delegation of Energy Company Obligation 2 (ECO2) and/or Green Deal monies and any future replacement schemes to the Combined Authority</li> <li>• Government to consider investment in installation of district heat network infrastructure (or other relevant infrastructure projects)</li> </ul>	

# Table 2

Strand	Summary of Proposed Asks (Wave 2)	Summary of Proposed Offers (Wave 2)
<b>Environment</b>	<ul style="list-style-type: none"> <li>• Support a pilot to mitigate flooding events / build resilience to climate change by investing in upland water retention schemes (e.g. replanting schemes)</li> <li>• Agreement of new assessment criteria for investment in flood defences and funding for the construction of identified flood prevention measures</li> <li>• Retention of Aggregates Levy retained locally for reinvestment to projects focused on the protection of unique environmental assets across the Combined Authority</li> <li>• That money currently allocated to the landfill communities funds are allocated to the Combined Authority to be invested in green infrastructure / natural environment schemes</li> </ul>	
<b>Public Health, Sport and PA</b>	<ul style="list-style-type: none"> <li>• Work with Gov't and non Gov't depts. to link and commit business growth grants to Workplace Wellness – evidenced by compulsory Workplace Wellness programmes that include Active Travel element and promotion of workplace PA programme.</li> <li>• Local control/delegation from Gov't agencies over policy making about investment decisions for sport and physical activity re both revenue and capital commitments.</li> <li>• Sport and PA Facility and open space planning freedoms and flexibilities commitment by Govt. depts. and national agencies.</li> <li>• Local control over Home Office related funding that can be better aligned to local public sector and voluntary sector resources using sport and pa as the vehicle</li> <li>• Local Control over distribution of Sugar Tax funds aligned to distribution of Primary Premium Funding</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to better coordination of the plethora of services and interventions enabling return to work, debt advice, support to find work, skills development</li> <li>• We will coordinate, across Leicester and Leicestershire, a social movement campaign focused on healthier lifestyles, cutting across organisation boundaries</li> <li>• Across planning, transport and housing depts. and organisation that local partners formally consider the impact on PA in all policy and investment decisions and consistently undertake a formal PA impact assessment</li> <li>• Greater Health Integration of physical activity as a treatment not just prevention. Develop a whole systems approach from tiers 0 – 4 allowing upward and downward travel.</li> <li>• Working closely with Public Health, CCGs, LAs and local partners adopt a single campaign to underpin behaviour change at a population level</li> </ul>
<b>Health</b> <small>18</small>	<ul style="list-style-type: none"> <li>• Local ownership, control and decision making over NHS Property Services estate in LLR.</li> <li>• To provide a national pilot site/test bed for Local place based control totals linked to STP plan priorities and footprint.</li> <li>• Flexibility to retain all existing and future DFG allocations within the BCF pooled budget.</li> </ul>	
<b>Marketing and Tourism</b>		<ul style="list-style-type: none"> <li>• Subject to the outcome of the Tourism review and public consultation exercise, the CA will commit to leading the effective coordination of Strategic Coordination, Marketing, Tourism and Inward Investment</li> </ul>
<b>Airport</b>	<ul style="list-style-type: none"> <li>• To be reviewed as part of the LLEP Transformational Priority assessment</li> </ul>	
<b>Emergency Services</b>	<ul style="list-style-type: none"> <li>• To be considered following the conclusion of the PCC Elections</li> </ul>	

## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

## CABINET – 14 JUNE 2016

Title of report	<b>ASHBY NEIGHBOURHOOD PLAN – PROPOSED RESPONSE TO PRE-SUBMISSION CONSULTATION</b>
Key Decision	a) Financial No b) Community Yes
Contacts	Councillor Trevor Pendleton 01509 569746 <a href="mailto:trevor.pendleton@nwleicestershire.gov.uk">trevor.pendleton@nwleicestershire.gov.uk</a>  Director of Services 01530 454555 <a href="mailto:steve.bambrick@nwleicestershire.gov.uk">steve.bambrick@nwleicestershire.gov.uk</a>  Head of Planning and Regeneration 01530 454782 <a href="mailto:jim.newton@nwleicestershire.gov.uk">jim.newton@nwleicestershire.gov.uk</a>
Purpose of report	To determine the District Council's response to a consultation on the pre-submission draft neighbourhood plan for Ashby de la Zouch.
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.
Council Priorities	Businesses and Jobs Homes and Communities Green Footprint Challenge
Implications:  Financial/Staff	The emerging neighbourhood plan for Ashby will incur direct costs to the District Council to support an independent examination of the plan and, should the examination be successful, a local referendum. Grant funding from central government (£30,000 per neighbourhood plan) is payable to the authority to support this agenda. Once the Ashby Neighbourhood Plan is made it will form part of the Development Plan for North West Leicestershire. Should the document be legally challenged, the District Council will be responsible for meeting such costs.
Link to relevant CAT	None

Risk Management	The ultimate decision on how to proceed in respect of the Neighbourhood Plan rests with Ashby Town Council. As currently set out there are conflicts between the draft Neighbourhood Plan and national policies and the adopted Local Plan as well as the District Council's draft Local Plan. These conflicts represent a risk to the success of the Neighbourhood Plan. It is appropriate for the District Council to work with Ashby Town Council to seek to minimise risks to the Neighbourhood Plan.
Equalities Impact Screening	Not applicable
Human Rights	No discernible impact
Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory
Comments of Deputy Section 151 Officer	The report is satisfactory
Comments of Deputy Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	<p>National Planning Policy Framework which can be found at <a href="http://www.gov.uk/government/publications?topics%5B%5D=planning-and-building">www.gov.uk/government/publications?topics%5B%5D=planning-and-building</a></p> <p>The Neighbourhood Planning (General) Regulations 2012. <a href="http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf">http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf</a></p> <p>The Neighbourhood Planning (General) (Amendment) Regulations 2015. <a href="http://www.legislation.gov.uk/uksi/2015/20/pdfs/uksi_20150020_en.pdf">http://www.legislation.gov.uk/uksi/2015/20/pdfs/uksi_20150020_en.pdf</a></p> <p>Planning Practice Guidance. <a href="http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/">http://planningguidance.communities.gov.uk/blog/guidance/neighbourhood-planning/</a></p>
Recommendation	<b>THAT CABINET RATIFIES THE RESPONSE TO THE PRE-SUBMISSION ASHBY NEIGHBOURHOOD PLAN AS SET OUT IN APPENDIX A OF THIS REPORT</b>

## 1.0 INTRODUCTION

- 1.1 Members will recall that a report on the draft Ashby Neighbourhood Plan was considered by Cabinet at its meeting of 8 December 2015. The report noted that there were a number of instances where there was a conflict between policies proposed in the Neighbourhood Plan and both national and local policies. It was agreed to respond to the draft Neighbourhood Plan highlighting these issues together with a number of suggested amendments to policies which were designed to provide clarity.
- 1.2 Following consideration of the various comments made to the draft Neighbourhood Plan Ashby Town Council has published a pre-submission draft Neighbourhood Plan for consultation. The purpose of this report is to formulate the District Council's response to the pre-submission Ashby de la Zouch Neighbourhood Plan.

## 2.0 BACKGROUND

- 2.1 Neighbourhood Plans should consider local and not strategic issues and must be in line with higher level planning policy. A Neighbourhood Plan can be detailed or general, depending on what local people want but they must be in line with European Union obligations and human rights requirements.
- 2.2 In reviewing the draft Neighbourhood Plan it is important to note that a neighbourhood plan must:
- have regard to national policy;
  - contribute towards sustainable development;
  - generally conform with the strategic policies of the local plan and;
  - not breach any EU obligations including those relating to the Strategic Environmental Assessment (SEA) Directive 2001/42/EC.
- 2.3 In terms of the relationship between a neighbourhood plan and a local plan, it is important to note that the conformity required is to the local plan in force (i.e. adopted) at the time that the neighbourhood plan is examined. In this instance it is the North West Leicestershire Local Plan adopted in 2002. The age of the adopted Local Plan is such that most of its provisions, for example sites for development, have been implemented and therefore are not matters considered in the Neighbourhood Plan.
- 2.4 The Planning Practice Guidance (PPG) advises that "*They [neighbourhood plans] can be developed before or at the same time as the local planning authority is producing its Local Plan*" (paragraph 9).
- 2.5 There are a number of examples across the country where neighbourhood plans have been made (i.e. adopted) before a new local plan is in place.
- 2.6 Where a neighbourhood plan progresses before a local plan the PPG advises that "*Where a neighbourhood plan is brought forward before an up-to-date Local Plan is in place the qualifying body and the local planning authority should discuss and aim to agree the relationship between the policies. It is important to minimise any conflicts between policies in:*
- *The emerging neighbourhood plan*
  - *The emerging Local Plan*
  - *The adopted development plan*

*with appropriate regard to national policy and guidance”.*

- 2.7 In response to the draft Neighbourhood Plan it had been noted that in the interests of trying to ensure that the Neighbourhood Plan was supported by an examiner and that it had some longevity to it, it would be appropriate for consideration to be given to delaying the progression of the Neighbourhood Plan until such time as the District Council has agreed the pre-submission Local Plan and for the Neighbourhood Plan to then take account of the provisions of the emerging Local Plan.
- 2.8 At the time that the draft Neighbourhood Plan was considered it had been envisaged that the Council would be asked to agree the pre-submission Local Plan in March 2016. This was subsequently put back until June 2016.
- 2.9 Notwithstanding this change in date for consideration of the Local Plan the fact remains that Ashby Town Council has decided to not await confirmation of the Local Plan by the District Council.

### **3.0 THE PRE-SUBMISSION NEIGHBOURHOOD PLAN**

- 3.1 The consultation on the pre-submission Neighbourhood Plan runs from 2 May 2016 to 14 June 2016. In order to ensure that the District Council’s comments were made during this period officers have forwarded comments to Ashby Town Council with a proviso that these are subject to ratification by Cabinet. Officer’s comments are attached at Appendix A of this report.
- 3.2 Whilst Ashby Town Council has decided to not await confirmation of the pre-submission Local Plan it is however clear from the Neighbourhood Plan that account has been taken of the discussions on the Local Plan which have taken place at the Local Plan Advisory Committee (LPAC). It is also apparent that a number of changes have been made which take account of comments made at the draft stage.
- 3.3 A particular concern raised in respect of the draft Neighbourhood Plan was the fact that the amount of housing proposed in Ashby de la Zouch was significantly less than that proposed in the draft Local Plan. In addition, land north of Ashby (Money Hill) which was proposed to be allocated for housing as part of the draft Local Plan was not included in the draft Neighbourhood Plan.
- 3.4 The pre-submission Neighbourhood Plan now proposes a higher housing figure and also proposes the allocation of land at Money Hill for housing development. This change is to be welcomed, although the Town Council should appreciate that until such time as the District Council has agreed the pre-submission Local Plan there can be no guarantees that the Local Plan will, notwithstanding the views of the LPAC, include this allocation.
- 3.5 The issue of housing numbers and the omission of the Money Hill site were the most significant issues raised in response to the draft Neighbourhood Plan. However, a number of other issues were also raised.
- 3.6 As noted above a neighbourhood plan has to be in conformity with national policies. There are a number of instances where this is not considered to be the case. For example, a key aspect of national policy is to ensure that developments are deliverable. The PPG makes it clear that “*a neighbourhood plan needs to be deliverable*”. Some of the policies, such as the affordable housing policy and the housing mix policy in the draft Neighbourhood Plan would, it is considered, impact upon the viability of development.

- 3.7 The PPG also advises that “*A policy in a neighbourhood plan should be clear and unambiguous. It should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications.*” This is particularly important bearing in mind that the decision maker in most instances will be the District Council as the Local Planning Authority but as the Council is not the author of the neighbourhood plan it would not necessarily be aware of the intention of a policy if it is not clearly set out in the Neighbourhood Plan.
- 3.8 Both of these issues are likely to be addressed at examination stage and whilst an examiner might recommend changes it is considered that it would be better to make changes now, so as to avoid undermining the rest of the plan. Officers have highlighted these concerns and suggested the changes that may be needed to various policies to provide clarity or overcome potential conflicts with national policy.
- 3.9 Further concerns have also been identified by the Strategic Housing Team in terms of the proposed policy in respect of affordable housing as many aspects of it conflict with this Council’s approach and would be likely to reduce the ability to deliver the type of affordable housing required.

#### **4.0 NEXT STEPS**

- 4.1 Notwithstanding the comments made at Appendix A, it is considered that the changes made from the draft Neighbourhood Plan are generally positive.
- 4.2 It is understood that it is the intention of Ashby Town Council that the responses to the pre-submission Neighbourhood Plan will be considered in July with a view to then submitting the Neighbourhood Plan to the District Council for it to take forward in accordance with The Neighbourhood Planning (General) Regulations 2012 and The Neighbourhood Planning (General) (Amendment) Regulations 2015.
- 4.3 Once the District Council has formally received the neighbourhood plan and checked it for compliance with the regulations, it is necessary to invite representations (potentially September/October 2016) following which an independent examination takes place (potentially December 2016/January 2017). Subject to the outcome of this ultimately the neighbourhood plan has to be approved by a referendum of people living in the area covered by the neighbourhood plan.
- 4.4 It had to been hoped that such a referendum could be held at the same time as the County Council elections in May 2017 as this would save on the costs of a referendum as these are borne by the district council.
- 4.5 However, the Town Council has also sought an opinion from the District Council as to whether it considers that a Strategic Environmental Assessment /Sustainability Appraisal of the Neighbourhood Plan are required. Officers are discussing this matter with representatives of the Town Council but it would appear that such an assessment is likely to be required. This being the case the Neighbourhood Plan would be unlikely to be capable of being submitted in July 2016. It is not clear what this might mean in terms of a timescale for the remainder of the process, but a delay of 2 to 3 months at least seems likely.
- 4.6 From the district council’s perspective this has resource implications as it will be a separate referendum may be required as no more elections are currently planned between the County Council elections in May 2017 and the District Council elections in May 2019.

- 4.7 Officers are continuing to discuss timetabling matters with representatives of the Town Council and a verbal update will be provided at the meeting.



NEIGHBOURHOOD PLAN OCTOBER 2015	NWLDC RESPONSE	NEIGHBOURHOOD PLAN MAY 2016	NWLDC RESPONSE
			As a general point there needs to be consistency throughout the document with regard to the Adopted Local Plan and whether the 'new' Local Plan is referred to as the 'emerging' or 'draft' Local Plan. It is also not clear when reference is made to the Local Plan / NWL Local Plan whether this refers to the adopted Local Plan or the Consultation Draft Local Plan, e.g. under Policy S1. Separate references are also made to the draft Local Plan, e.g. under section 4.1 c) and to the adopted Local Plan, e.g. section 4.1 g).
<p><b>POLICY S1: PRESUMPTION IN FAVOUR OF SUSTAINABLE DEVELOPMENT</b> - When considering development proposals the Plan will take a positive approach that reflects the presumption in favour of sustainable development contained in the NPPF and North West Leicestershire Local Plan. The Town Council will work proactively with developers to find solutions which mean that sustainable proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the Plan area. Planning applications or other land-use related decisions that accord with the policies in this Plan should be approved without delay, unless material considerations indicate otherwise. Where there are no policies in the Neighbourhood Plan relevant to a planning application or other land-use related decision, the policies contained in the NPPF and North West Leicestershire Local Plan apply.</p>	<p>As written the final paragraph suggests the NP overrides all other considerations where the NP has a relevant policy. All planning applications have to be determined in accordance with the Development Plan (which would include the NP when it is made) and any other material considerations. Suggest removing 'without delay' as Ashby Town Council doesn't determine planning applications.</p>	<p><b>POLICY S1: PRESUMPTION IN FAVOUR OF SUSTAINABLE DEVELOPMENT</b> - When considering development proposals, the Plan will take a positive approach that reflects the presumption in favour of sustainable development contained in the NPPF and North West Leicestershire Local Plan. The Town Council will work proactively with developers to find solutions which mean that sustainable proposals can be approved wherever possible, and to secure development that improves the economic, social and environmental conditions in the Plan area. Planning applications or other land-use related decisions that accord with the policies in this Plan should be approved without delay, unless material considerations indicate otherwise. Where there are no policies in the Neighbourhood Plan relevant to a planning application or other land-use related decision, the policies contained in the NPPF and North West Leicestershire Local Plan apply.</p>	<p>The concerns raised previously by the District Council have not been addressed so previous comments still apply.</p>
<p><b>POLICY S2: LIMITS TO DEVELOPMENT</b> – Development proposals within the Plan area will be permitted on sites and other land within the Limits To Development as identified in Figure 2 where it complies with the policies of this Neighbourhood Plan; meets a local need and subject to transport, design and amenity considerations.</p>	<p>As written the policy conflicts with the NPPF and the adopted LP where it refers to a local need. It is not clear what 'other land' is referring to.</p>	<p><b>POLICY S2: LIMITS TO DEVELOPMENT</b> – Within the Limits to Development as identified in Figure 3, development proposals will be viewed positively where it is in accordance with the policies of this Neighbourhood Plan and relevant District and national planning policies and subject to accessibility, design and amenity considerations.</p>	<p>Proposed wording addresses previous concerns. Perhaps add in word 'other' between 'the' and 'policies'.</p>
<p><b>POLICY S3: DEVELOPMENT PROPOSALS OUTSIDE OF THE LIMITS TO DEVELOPMENT</b>- Development proposals in countryside locations outside the Limits to Development will only be approved in exceptional circumstances where it conforms to relevant national and district planning policies. In all cases, where development is considered acceptable, it will be required to respect the form, scale, character and amenity of the landscape and the surrounding area through careful siting, design and use of materials.</p>	<p>No comments</p>	<p><b>POLICY S3: DEVELOPMENT PROPOSALS OUTSIDE OF THE LIMITS TO DEVELOPMENT</b>- Development proposals in countryside locations outside the Limits to Development will only be supported in exceptional circumstances where in accordance with national and District wide planning policies and other policies in this Plan. In all cases, where development is considered acceptable, it will be required to respect the form, scale, character and amenity of the landscape and the surrounding area through careful siting, design and use of materials.</p>	<p>No comments</p>
<p><b>POLICY S4: DESIGN</b> - Developers must demonstrate in</p>	<p>A Design and Access Statement is only required for</p>	<p><b>POLICY S4: DESIGN</b> - Building Design Principles</p>	<p>Generally the policy is considered to be better, although there</p>

<p>a Design and Access Statement how their development proposal reinforces Ashby de la Zouch's character and heritage. The statement must set out how the proposals follow the policies and guidance in relevant national and local documents as well as this Plan. The Design and Access Statement must address the following:</p> <ul style="list-style-type: none"> <li>a) Context;</li> <li>b) Historic character;</li> <li>c) Connection with the countryside and the Town Centre;</li> <li>d) Quality for pedestrians, cyclists and the physically disadvantaged;</li> <li>e) Development density and build quality;</li> <li>f) Car Parking;</li> <li>g) Landscaping and access to open and green space;</li> <li>h) Occupier controlled access to fibre, copper and other home office services;</li> <li>i) Environmental footprint;</li> <li>j) Play provision;</li> <li>k) Flood risk concerns and</li> <li>l) Impact on amenity of neighbouring properties</li> </ul> <p>The Town Council reserves the right to require an individual architectural review on any development of 25 houses or more or any single building of more than 3000sqm outside Ashby de la Zouch Conservation Area. Within the Conservation Area it reserves the right to require an individual architectural review on any development of 1 house or any single building or extension of more than 100sqm. Such reviews should be carried out by an appropriately qualified independent body and conducted within the design review guidelines established by RIBA or CABE.</p>	<p>major applications and on schemes in Conservation Areas. The criteria in the policy are far more onerous than the legislative requirements.</p> <p>There is no apparent evidence base for requiring an Architectural Review on any scheme. Who would fund these and who would be the 'independent body'?</p> <p>Requiring an architectural review would have an impact on viability contrary to national policies and it would also potentially conflict with Policy S1 which refers to decision being approved without delay (where they accord with other policies within the NP). This policy fails to explain what the Town Council would expect from a new development in terms of its design; it only explains what the Town Council would expect from a development proposal in terms of the information that it should contain.</p> <p>Chapter 7 of the NPPF already expects new development to "respond to local character and history" in terms of its overall characteristics (density, layout, scale, materials etc); the county council's historic landscape characterisation (HLC) provides evidence to inform this policy. Policy S4 should explain how the expectations of the NPPF would apply in the specific context of Ashby-de-la-Zouch. It could offer specific advice on the density, layout, scale and materials of new development including new site allocations.</p> <p>CABE is now referred to as Design Council since the merger in 2011.</p> <p>Suggest using the District Council's design policy and Building for Life.</p>	<p>All new development including employment proposals, buildings of one or more houses, replacement dwellings and extensions will need to satisfy the following building design principles:</p> <ol style="list-style-type: none"> <li>1. New development should enhance and reinforce the local distinctiveness and character of the area in which it is situated, particularly within the Conservation Area and where development is proposed in the area covered by the National Forest, and proposals should clearly show how the general character, scale, mass, density and layout of the site, of the building or extension fits in with the aspect of the surrounding area. Care should be taken to ensure that the development does not disrupt the visual amenities of the street scene and impact negatively on any significant wider landscape views;</li> <li>2. New buildings should follow a consistent design approach in the use of materials, fenestration and the roofline to the building. Materials should be chosen to complement the design of the development and add to the quality or character of the surrounding environment and of the Conservation Area;</li> <li>3. Adequate off road parking should be provided and in the case of residential dwellings a minimum of two car parking spaces for dwellings of three bedrooms or less and three spaces for dwellings of four bedrooms or more, in accordance with Leicestershire County Council standards;</li> <li>4. All new development should continue to reflect the character and historic context of existing developments within the Plan area. However, contemporary and innovative materials and design will be supported where positive improvement can be robustly demonstrated without detracting from the historic context;</li> <li>5. High quality broadband connectivity should be available;</li> <li>6. Redevelopment, alteration or extension of historic farmsteads and agricultural buildings within the Plan area should be sensitive to their distinctive character, materials and form;</li> <li>7. Proposals should minimise the impact on general amenity and give careful consideration to noise, odour and light. Light pollution should be minimised wherever possible and security lighting should be appropriate, unobtrusive and energy efficient;</li> <li>8. Development should be enhanced by biodiversity and landscaping with existing trees and hedges preserved whenever possible;</li> <li>9. Where possible, enclosure of plots should be of</li> </ol>	<p>are some instances where the policy is repetitious. There are still a number of concerns as set out below.</p> <p>It is not clear as why reference is made to specific types of 'new development' as it does not cover every type of 'new development' and it could be argued that if a type of development is not listed then the policy does not apply. Also the design principles don't just relate to building design but layout and other design considerations. More appropriate wording might be '<i>All new development will need to satisfy the following design principles:</i>' and the policy entitled '<i>Policy S4: DESIGN – Design Principles.</i>'</p> <p>In respect of 1) all of the neighbourhood Plan area is within the National Forest. Suggest either deleting reference to the National forest or amending the wording to say something like "reflect the National Forest setting".</p> <p>In respect of 2) it is not clear what a "consistent design approach" is</p> <p>In respect of 3) Leicestershire County Council suggest that on developments of 5 or less dwellings two car parking spaces per 3 bed dwelling may be appropriate. However, for more than 5 dwellings it is recommended that a methodology from the Department for Communities and Local Government be used instead. As worded at the present time this policy is, therefore, misleading. Furthermore, it is not clear as to why adequate car parking is required – highway safety, amenity, or even a combination of these or other factors.</p> <p>In respect of 4) is the word 'continue' necessary? In addition, it is not clear what is meant by '<i>...contemporary and innovative materials and design will be supported where positive improvement can be robustly demonstrated without detracting from the historic context.</i>' This seems to imply that such materials/design are only suitable where they can make a positive improvement, rather than them being in keeping with the character of an area.</p> <p>In respect of 5) the provision of broadband is now dealt with through building regulations, rather than the planning system.</p> <p>In respect of 6) it is not clear as to why reference is only made to agricultural buildings.</p> <p>In respect of 9) it is not clear what is meant by 'rural wooden fencing'? Is this meant to mean post and rail fencing?</p> <p>In respect of 10) these matters are now dealt with through building regulations rather than the planning system.</p> <p>In respect of 11) it is not clear as to what is meant by 'areas of high flood risk'. In addition, should 'ensuring appropriate provision for the storage of waste and recyclable materials' either be a separate point under Policy S4 or added into point 10 as it better relates to energy and water efficiency etc rather than to flood risk/SUDS?</p> <p>In respect of 12) it may be better to simply refer to surrounding areas rather than properties.</p>
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		<p>native hedging, rural wooden fencing, or brick wall of rural design;</p> <p>10. Development should incorporate sustainable design and construction techniques to meet high standards for energy and water efficiency, including the use of renewable and low carbon energy technology, as appropriate;</p> <p>11. Development should be avoided in areas of high flood risk and incorporate sustainable drainage systems with maintenance regimes to minimise vulnerability to flooding and climate change; ensuring appropriate provision for the storage of waste and recyclable materials;</p> <p>12. Development should be of a similar density to properties in the immediate surrounding area; and</p> <p>13. Housing proposals should demonstrate how the criteria identified within Building for Life 12 have been taken into account.</p>	In respect of 13) it would be difficult to insist on this for all developments as BfL12 assessment is only a validation requirement for major developments.
POLICY S5: PRIORITY TO BE GIVEN TO BROWNFIELD SITES – Development Proposals for the redevelopment or change of use of redundant land or buildings should be prioritised.	<p>No guidance is provided as to what type of uses would be preferred on brownfield sites.</p> <p>As worded the policy conflicts with the NPPF as no reference is made in the Policy to brownfield land which may be of environmental value and hence not suitable for development.</p> <p>Suggest ‘prioritised’ should be changed to ‘encouraged’ as it is not clear how the re-use of brownfield sites would be prioritised and over what other development.</p>	POLICY S5: PRIORITY TO BE GIVEN TO BROWNFIELD SITES – Within the Limit to Development, development proposals for the redevelopment or change of use of redundant land or buildings should be prioritised above non-brownfield sites, provided it has limited environmental, amenity or ecological value	<p>The concerns raised previously by the District Council regarding use of word prioritised have not been addressed so previous comments still apply.</p> <p>It is not clear what is ‘limited’ when referring to environmental, amenity or economic value.</p>
		<p>POLICY S6: AREAS OF LOCAL SEPARATION - To retain the physical and visual separation between Ashby de la Zouch and nearby villages, the open land between the built-up areas of Ashby de la Zouch and the villages of Shellbrook, Smisby, Blackfordby, Norris Hill, Boundary and Packington will be designated as Areas of Local Separation.</p> <p>Development proposals in the identified gaps between these areas should be located and designed to preserve the physical and functional separation of the villages from the built-up part of Ashby de la Zouch.</p>	<p>There does not appear to be a plan included which identifies the specific geographical boundaries of these areas referred to. These need to be identified for the avoidance of doubt.</p> <p>As worded a development proposal could be considered to accord with this policy even if it was not acceptable in other respects. It might be worthwhile considering the inclusion of something like “Where development in these locations is considered to be otherwise appropriate, development proposals etc”</p>
POLICY H1: HOUSING PROVISION - Having regard to dwellings already constructed and existing commitments, the remaining housing provision for the Plan area will be a target of a minimum of 58 new dwellings over the period 2011 - 2031, which will be met by the allocation of the housing site in Policy H2.	<p>The minimum need of 58 dwellings will be exceeded by the proposed allocation at Arla Dairy (154 dwellings) and assumed windfalls (100 dwellings). As drafted this policy conflicts with Draft LP. This issue is considered in more detail in the main report.</p> <p>Policy H1 refers to a period 2011-2031 however, Para 1.4 (page 6) refers to a NP period of 2016 to 2031.</p>		This issue is now dealt with in new Policy H1.
POLICY H2: SUSTAINABLE HOUSING GROWTH – This Neighbourhood Plan recognises the need to provide new housing to meet the identified needs of the Plan	<p>This repeats Policy H1 to some extent.</p> <p>It is not clear as to why part (b) only refers to water</p>	POLICY H1: SUSTAINABLE HOUSING GROWTH – The Neighbourhood Plan recognises the need to provide new housing to meet the identified needs of the Plan	This policy has been significantly amended to seek to reflect the emerging Local Plan and to overcome concerns raised by the District Council. This is welcomed and should minimise the need

<p>area and contribute to the District wide housing target. Having regard to homes already constructed and existing commitments, the remaining housing provision for the Plan area will be a target of a minimum of 58 houses over the period to 2031 which will be met by development on the former Arla dairy site which will be supported if:</p> <p>(a) A satisfactory scheme to prevent flooding is implemented;</p> <p>(b) A water vole survey is undertaken and its findings and recommendations are adequately incorporated into the design;</p> <p>(c) The stream corridor through the site is retained as natural public open space with a 10m buffer either side. This should be managed as open space, to ensure habitat continuity and to retain connectivity;</p> <p>(d) A scheme to provide a shared use footway/cycle track from the site to the Town centre via Hood Park is provided.</p>	<p>voles and not other protected species. This matter is covered by legislation so is not necessarily required.</p> <p>Part (d) would need to comply with CIL regulations; it is not clear as to whether this is reasonable in scale and would potentially raise viability issues.</p>	<p>area and contribute to the District wide housing target. Having regard to homes already constructed and existing commitments, the remaining housing provision for the Plan area will be a target of a minimum of 2,050 houses over the period to 2031 which will be met by development on the land north of Ashby de la Zouch at Money Hill (including the former Arla dairy site and Woodcock Way) and windfall sites that come forward as the Neighbourhood Plan progresses.</p>	<p>for the Ashby Neighbourhood Plan to be reviewed following adoption of the Local Plan, assuming this occurs after the Neighbourhood Plan is made.</p> <p>There appears to be some confusion in respect of the scale of development envisaged at Money Hill. Whilst the Local Plan Advisory Committee has agreed with officer's recommendation to incorporate additional land as part of the Money Hill development, the allocation up to 2031 remains at 1,750 dwellings (of which 675 have planning permission – 70 off Woodcock Way and 605 on land north of Nottingham Road), although the overall capacity (including post 2031 development) would be about 2,000 dwellings.</p> <p>There does not appear to be a plan which identifies the physical extent of the Money Hill site.</p>
		<p>POLICY H2: REQUIREMENT FOR MASTERPLAN – The allocation at Policy H1 will be supported if the requirements listed in the draft Local Plan Policy H3 and relevant Neighbourhood Plan policies including Policy S4 'Building Design Principles' are provided, and, in conjunction with the Town Council:</p> <p>a) A Spatial Masterplan is agreed incorporating urban design objectives and demonstrating connectivity with the surrounding area, including traffic movements;</p> <p>b) A Landscape Masterplan is agreed covering the use of green spaces;</p> <p>c) A Design Code is agreed to ensure the delivery of the urban design objectives and demonstrating consistency in design between all the developers on the site and across the different phases of development. Issues to be addressed within the Design Code include:</p> <p>The character, mix of uses and density of each phase, sub – phase or parcel identified on the Master Plan to incorporate:</p> <p>a. The phasing of the development;</p> <p>b. The layout of blocks and the structure of public spaces;</p> <p>c. The character and treatment of the perimeter planting to the development areas;</p> <p>d. The building height, scale, form, design features and means of enclosure that will form the basis of the character of each phase, sub-phase or parcel;</p> <p>e. Demonstration of compliance with Policy H4 on Housing Mix;</p>	<p>This is a new policy. Points e), k), m) and n) under section (c) are reasonable requirements in their own right for a masterplan but are not matters that should be included within a Design Code and so should be listed separately under this policy.</p>

		<p>f. The street form and hierarchy and the features that will be used to restrict traffic speeds and create legibility and requirements for street furniture;</p> <p>g. The approach to car parking and cycle parking within the phases, sub-phases and parcels and the level of car and cycle parking to be provided to serve the proposed uses in line with Policy S4;</p> <p>h. The materials to be used within each phase and area of the development;</p> <p>i. The treatment of the hedge corridors and retained trees and local areas of play within each phase, sub phase or parcel and the planting of new trees as part of the National Forest;</p> <p>j. Measures to ensure the retention of rural footpaths through the built development and its enhancement for walkers;</p> <p>k. The measures to be incorporated to protect the amenities of the occupiers of existing properties adjacent to the site;</p> <p>l. Measures to be incorporated into the development to ensure all properties have convenient locations for individual waste and recycling bins;</p> <p>m. A satisfactory scheme to prevent flooding.</p> <p>n. An ecological survey is to be undertaken and its findings and recommendations adequately incorporated into the design.</p> <p>o. The stream corridor through the site is retained as natural public open space with a 10m buffer either side. This should be managed as open space, to ensure habitat continuity and to retain connectivity;</p> <p>p. A satisfactory scheme to provide walking connectivity to the town.</p>	
		<p>POLICY H3: WINDFALL SITES – Development proposals for small infill and redevelopment sites for new housing within the defined Limits to Development as shown in Figure 3 will be sympathetically considered where they are in accordance with relevant policies in the Plan, especially S4 and relevant national and District wide policies.</p> <p>Small scale development proposals for infill and redevelopment sites will be supported where:</p> <ul style="list-style-type: none"> <li>• It is within the Limits to Development);</li> <li>• It helps to meet the identified housing requirement for the Plan area</li> </ul> <ul style="list-style-type: none"> <li>• It respects the shape and form of the Plan area in order to maintain its distinctive character and</li> </ul>	<p>This is a new policy. The supporting text suggests that small sites are considered to be those of up to 5 dwellings, but it would be helpful for the policy to clarify this.</p> <p>This repeats the first part of the policy. This suggests that if the figure specified in policy H1 has been met that a proposed development on a windfall site would not be acceptable. Such an approach would conflict with the approach to presumption in favour of sustainable development as set out in the NPPF. It is not clear what this point is seeking to address.</p> <p>The policy makes it clear that the development would have to be</p>

		<p>enhance it where possible;</p> <ul style="list-style-type: none"> <li>• It is of an appropriate scale which reflects the size, character and level of service provision within the Plan area;</li> <li>• It retains existing important natural boundaries such as trees, hedges and streams;</li> <li>• It provides for a safe vehicular and pedestrian access to the site and any traffic generation and parking impact created does not result in an unacceptable direct or cumulative impact on congestion or road and pedestrian safety.;</li> <li>• It does not result in an unacceptable loss of amenity for neighbouring occupiers by reason of loss of privacy, loss of daylight, visual intrusion or noise; and</li> <li>• It does not reduce garden space to an extent where it adversely impacts on the character of the area, or the amenity of neighbours and the occupiers of the dwelling.</li> </ul>	<p>small scale but this point seems to suggest otherwise.</p> <p>It might be useful to include a phrase such as “ an unacceptable direct or indirect impact on its own or in combination with other known development proposals, on congestion or road and pedestrian safety”.</p> <p>It is not clear if the reference to “occupiers of the dwelling” refers to the proposed dwelling(s) or the dwelling to which the garden space concerned is attached.</p>
<p>POLICY H2: HOUSING MIX – In order to meet the future needs of the residents of the Plan area, new housing development proposals must:</p> <p>a) Provide a range of housing suited to local need and appropriate to their location;</p> <p>b) Submit justification for the proposed housing mix in a report accompanying any planning application;</p> <p>c) Ensure that at least 60% of new market housing in developments of 5 or more shall comprise 2 and/or 3 bedroom properties; and</p> <p>d) Provide a balance of accommodation, including bungalows, which meets the needs of people of all ages, including older people.</p>	<p>Policy numbering (there are 2 Policy H2’s).</p> <p>The requirements in this policy would potentially impact on viability contrary to national policies (Para 173 of the NPPF).</p>	<p>POLICY H4: HOUSING MIX – In order to meet the future needs of the residents of the Plan area, new housing development proposals should:</p> <p>a) Provide a range of housing suited to local need and appropriate to their location;</p> <p>b) Submit justification for the proposed housing mix in a report accompanying any planning application;</p> <p>c) Ensure that at least 60% of new market housing in developments of 5 or more shall comprise 2 and/or 3 bedroom properties; and</p> <p>d) Provide a balance of accommodation, including bungalows, which meets the needs of people of all ages, including older people, subject to monitoring and review.</p>	<p>The use of the word ‘should’ rather than ‘must’ is considered to be more appropriate.</p> <p>This is not something which the local planning authority can insist on.</p> <p>It is not clear how a figure of 60% has been arrived at.</p>
<p>POLICY H3: AFFORDABLE HOUSING – To support the provision of mixed, sustainable communities and meet an identified need within the community:</p> <p>a) At least 40% of homes on developments comprising 5 or more dwellings shall be high quality affordable homes. Only in highly exceptional circumstances will commuted sums be acceptable and any such commuted sums shall be used to provide suitable affordable housing in Ashby de la Zouch;</p> <p>b) At least 50% of the affordable homes provided shall be 1 bedroom properties; and</p> <p>c) Development housing proposals will be expected to contribute to the provision of affordable homes that are suited to the needs of older people and those with disabilities.</p> <p>Where possible, affordable housing within the Plan area shall be allocated to eligible households with an</p>	<p>As worded this policy would conflict with the Government’s previously expressed preferred approach which is to restrict seeking affordable housing to developments of 10 or more. Whilst this was successfully challenged in the High Court the government is now appealing to the Court of Appeal to overturn this decision. It will be important to bear this in mind in considering the content of the pre-submission NP.</p> <p>The policy also conflicts with that set out in the draft Local Plan and the adopted Supplementary Planning Document.</p> <p>The draft Local Plan was the subject of a viability assessment which suggests that 40% in Ashby would be at best marginal. This policy would potentially impact on viability contrary to national policies.</p>	<p>POLICY H5: AFFORDABLE HOUSING – To support the provision of mixed, sustainable communities and meet an identified need within the community:</p> <p>a) At least 30% of homes on developments comprising 5 or more dwellings shall be high quality affordable homes. Only in highly exceptional circumstances will commuted sums be acceptable and any such commuted sums shall be used to provide suitable affordable housing in Ashby de la Zouch;</p> <p>b) At least 40% of the affordable homes provided shall be 1 bedroom properties; and</p> <p>c) Development housing proposals will be expected to contribute to the provision of affordable homes that are suited to the needs of older people and those with disabilities.</p> <p>Where possible, affordable housing within the Plan area shall be allocated to eligible households with an</p>	<p>In respect of (a) as noted in the previous comments the Government has challenged a previous High Court decision in respect of the Government’s expressed approach to restrict affordable housing to developments of 10 or more dwellings. The Government was successful in its challenge to the Court of Appeal and so this policy would conflict with the government’s policy.</p> <p>In terms of the issue of commuted sums the Council’s adopted Affordable Housing Supplementary Planning Document states that off site commuted sums are only accepted in exceptional circumstances. The Council require that any commuted sums received in lieu of onsite delivery are ring fenced, through the S106 Agreement, to increase the delivery of affordable housing anywhere in the District where a housing need has been identified. The use of any commuted sums received is time limited and if the money is not spent within that period the developer can claim back the money plus interest from the</p>

<p>Ashby connection defined as follows:</p> <p>a) Was born in Ashby de la Zouch or;</p> <p>b) Presently reside in the plan area and has, immediately prior to occupation, been lawfully and ordinarily resident within the plan area for a continuous period of not less than twelve months; or</p> <p>c) Was ordinarily resident within Ashby de la Zouch for a continuous period of not less than three years but has been forced to move away because of the lack of affordable housing; or</p> <p>d) Is presently employed or self-employed on a full time basis in Ashby de la Zouch and whose main occupation has been in Ashby de la Zouch for a continuous period of not less than twelve months immediately prior to occupation; or</p> <p>f) Has a need to move to Ashby de la Zouch to be close to a relative or other person in order to provide or receive significant amounts of care and support.</p> <p>e) Has a close family member who is lawfully and ordinarily resident within Ashby de la Zouch and who has been lawfully and ordinarily resident within the Plan area for a continuous period of not less than three years immediately prior to occupation and for the purposes of this clause a “close family member” shall mean a mother, father, brother or sister.</p> <p>Only where no households can be found that meet any of the above criteria shall affordable housing within the plan area be allocated to otherwise eligible households from the wider District.</p>	<p>Part (a) of the policy conflicts with the District Council’s current policy for commuted sums to be used to meet affordable housing need across the whole district although this may be subject to review. Restricting where commuted sums can be invested increases the risk that they might be lost.</p> <p>In respect of part (b) it should be noted that the bedroom need on the housing register is based for the main part on minimum requirement based on the Housing Benefit bedroom allowance. Some of this need is attributable to elderly single residents, or elderly couples. Although these households may want to downsize from larger 3 and 4 bed homes, they may need 2 bed homes because of their current or future health / care issues. As worded this policy would reduce the flexibility of affordable housing providers in meeting future housing need in a changing environment.</p> <p>The proposal to restrict affordable homes in Ashby to those with an Ashby connection would conflict with the district council’s allocations policy of allocating affordable housing to those in most housing need on a district wide basis.</p> <p>1 bed properties may not be attractive to the RSL’s.</p>	<p>Ashby connection defined as follows:</p> <p>a) Was born in Ashby de la Zouch or;</p> <p>b) Presently reside in the plan area and has, immediately prior to occupation, been lawfully and ordinarily resident within the plan area for a continuous period of not less than twelve months; or</p> <p>c) Was ordinarily resident within Ashby de la Zouch for a continuous period of not less than three years but has been forced to move away because of the lack of affordable housing; or</p> <p>d) Is presently employed or self-employed on a full time basis in Ashby de la Zouch and whose main occupation has been in Ashby de la Zouch for a continuous period of not less than twelve months immediately prior to occupation; or</p> <p>f) Has a need to move to Ashby de la Zouch to be close to a relative or other person in order to provide or receive significant amounts of care and support.</p> <p>e) Has a close family member who is lawfully and ordinarily resident within Ashby de la Zouch and who has been lawfully and ordinarily resident within the Plan area for a continuous period of not less than three years immediately prior to occupation and for the purposes of this clause a “close family member” shall mean a mother, father, brother or sister.</p> <p>Only where no households can be found that meet any of the above criteria shall affordable housing within the Plan area be allocated to otherwise eligible households from the wider District.</p>	<p>Council. The Council require the flexibility on area of use for several reasons:</p> <ol style="list-style-type: none"> <li>1) The freedom to use the money where a need has been identified substantially reduces the risk of repayment back to the developer and the ensures that the money is spent on increasing the delivery of affordable housing</li> <li>2) It enables the money to be used to support a specific identified need eg specialist facilities for learning or general disabilities or extra care</li> <li>3) To support development in areas where a need has been identified eg in rural villages where development is restricted</li> <li>4) Restricting use of the commuted sums to specific areas will result in fewer affordable homes being developed</li> </ol> <p>The target of 30% now accords with the draft Local Plan.</p> <p>In respect of (b) the information on which the plan is based is somewhat dated and so as a result the plan assumes that 1 bed need is higher than it currently is and also underestimates the number of one bed properties that have been delivered or negotiated on recent development sites. Further information on this will be supplied.</p> <p>Basing a 40% target on unsound evidence will distort the affordable housing market further and may result in properties sitting empty due to a lack of demand.</p> <p>The Strategic Housing Team are not supportive of the policy to seek 40% of all affordable homes as 1 bedroom properties as the policy does not reflect current need figures. The District Council, as the administrator of the housing register &amp; strategic housing authority, should negotiate the mix of affordable homes based upon identified needs and policy should have the flexibility to meet those needs.</p> <p>In respect of (c) the District Council does not operate a local lettings policy &amp; has only applied the above criteria to <u>rented</u> accommodation on rural exemption sites; all new rented accommodation, through restrictions in the S106 Agreement, is allocated through the Leicestershire Choice Based Lettings Scheme &amp; in accordance with terms &amp; conditions of that scheme. Eligibility to join the waiting list is determined by qualifying District or sub regional criteria plus financial restrictions to ensure that properties are allocated to those who cannot meet their own needs in the housing market.</p> <p>The larger settlements in the District are likely to have the largest number of planning applications and approvals and these sites need to meet the wider housing needs of our housing register, not just those current residents in that settlement. The application of local lettings criteria will always discriminate against households requiring homes in our smaller settlements</p>
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			<p>where opportunities are limited and for people wishing to move to other areas.</p> <p>It is correct that the above criteria have been applied by developers to discounted open market homes in Ashby. These properties, while qualifying as an affordable product, are not aimed at the same group of residents as those registered on the housing register. Eligibility is still based on whether applicants are able to meet their own needs in the housing market and the Strategic Housing Team agreed to the local connection criteria in recognition of the higher property prices in Ashby compared to other parts of the district. Social and affordable rents do not vary significantly between settlements in the District so the same reasoning does not apply.</p> <p>The proposal to restrict affordable homes in Ashby to those with an Ashby connection is therefore <u>not</u> supported. The adoption of such a restrictive proposal would set a precedent across the rest of the district, and undermine the principle of allocating affordable housing to those in most housing need on a district wide basis. Furthermore, it would potentially prevent the District council from discharging its duties in respect of housing and homeless etc. This in turn could increase costs of temporary accommodation and in turn, this could lead to increased Council Tax.</p> <p>Unless an exception site, affordable homes should be allocated in accordance with the approved allocations policy which, other than in exceptional circumstances, already requires home seekers to have a district connection. Having a special policy, town by town, would also be expensive and bureaucratic to administer.</p>
<p>POLICY H4: PROMOTING SELF-BUILD – Development proposals for self-build or custom build schemes will be supported where Individuals who wish to purchase a self-build plot must: a) Demonstrate that they have a local connection (definition as per policy H3) and b) Demonstrate that they intend to live in the property once it is complete and c) Complete the building of the dwelling within 2 years of purchase. Plots may be sold to individuals without a local connection if a lack of local need has been demonstrated. This will be deemed to be the case if the plot has been on the open market at a fair market price for more than 6 months without being sold.</p>	<p>The need to have a local connection would contradict what is in the draft Housing and Planning Bill.</p> <p>It is not clear what information would be expected to ‘demonstrate’ these requirements as part of a planning application. Such requirements could not be secured by conditions on a planning permission, and if they were secured through a Section 106 Agreement they could be changed.</p> <p>Unsure how a period of 2 years for completion would be enforced.</p> <p>Unsure how the provisions of the last paragraph would be enforced as the parish council cannot control the sale of land.</p>	<p>POLICY H6: PROMOTING SELF-BUILD – Development proposals for self-build or custom build schemes will be viewed positively. Individuals who wish to purchase a self-build plot must: a) Demonstrate that they have a local connection (definition as per Policy H5); and can demonstrate that they intend to live in the property once it is complete. Plots may be sold to individuals without a local connection if a lack of local need has been demonstrated. This will be deemed to be the case if the plot has been on the open market at a fair market price for more than 6 months without being sold.</p>	<p>The ‘Self-build and Custom Housebuilding (Register) Regulations 2016’ stipulate the requirements for a person (or persons) that are eligible to go on to a Self-build Register. The requirements in proposed Policy H6 are significantly more onerous than those set out in the Regulations. Whilst the policy itself is not concerned with the Register it is felt that the policy would contravene the intentions of the Self-build initiative.</p> <p>The concerns raised by the District Council in response to the previous draft in respect of the issue of land being for sale for at least a period of 6 months have not been addressed. Furthermore, it is not clear as to what constitutes a ‘fair market price’ or who would adjudicate on such a matter and it is not clear how this matter would be monitored.</p>
<p>POLICY E1: EXISTING EMPLOYMENT LAND AND BUILDINGS – Land and buildings in the existing employment use will continue to be used for</p>	<p>How will it be ‘shown’ that existing sites are no longer viable? Conflicts with NPPF Para 22 which states that “<i>Planning policies should avoid the long term</i></p>	<p>POLICY E1: MAIN EMPLOYMENT AREA – Ashby Business Park, Ivanhoe Business Park, Flagstaff Industrial Estate, Smisby Road Industrial Estate,</p>	<p>Policy E1 This policy generally reflects the draft Local Plan but it is not clear whether that part of the policy which starts with the words “the</p>



<p>employment purposes unless it can be shown that it is no longer viable or suitable for the site or building to remain in employment use.</p>	<p><i>protection of sites allocated for employment use where there is no reasonable prospect of a site being used for that purpose". Also that "applications for alternative uses of land or buildings should be treated on their merits having regard to market signals and the relative need for different land uses to support sustainable local communities".</i></p>	<p>Nottingham Road Industrial Estate, and the former Lounge disposal point Development site will be protected as key employment areas. These areas will be safeguarded for employment generating uses within the B1, B2 and B8 Use Class Order except where: - Notwithstanding previous permissions for B1 and B2 uses commensurate with a high quality Business Park environment, allow some B8 development on land at Ashby Business Park, on those parts of the site not adjoining the A42 or A511 and; the other use (a) is small scale or ancillary to the employment use, or (b) maximises job outputs and is compatible with the character and function of the area and with other nearby uses and policies in this Plan and the Local Plan.</p> <p>POLICY E2: OTHER EMPLOYMENT LAND AND BUILDINGS – Development proposals for the redevelopment or change of use of other land or buildings in employment use to non-employment uses will not be supported, unless it can be shown that the land or building is no longer suitable and/or viable for employment use, and has been actively marketed at a reasonable price for at least six months.</p>	<p>other use “ applies to all of the sites referred to in the policy or only to the Ashby business Park. There is no other reference to this phrase elsewhere in the policy. Presumably it’s meant to be read separately from the second para allowing some B8 use at Ashby Business Park rather than with it and it’s meant to refer to uses not falling within B1, B2 and B8? If so the ‘and’ at the end of the second para needs to be changed to ‘or’, and the start of the third para needs to be re-worded to something like ‘Uses outside the B1, B2 and B8 Use Classes should be (a) small scale or ancillary....’</p> <p>The first five sites listed have been shown on Figure 3 but as the former Lounge Disposal Point is listed under this policy surely it should be shown on a plan as well, e.g. also on Figure 3.</p> <p>This policy generally reflects the approach of the draft Local Plan, but it is worded negatively.</p>
<p>POLICY E2: SMALL AND START UP BUSINESSES - Outside of the main employment areas, small scale employment related development proposals (including homeworking) will be supported subject to transport, environmental, and amenity considerations.</p> <p>POLICY E3: SMALL AND START UP BUSINESSES - The Plan will encourage developments and initiatives, which support small and start-up businesses.</p>	<p>How will the NP encourage small business and start-ups? Appear to be more an aim or objective rather than a policy? Consider amalgamating with Policy E2 to form one policy.</p>	<p>POLICY E3: SMALL AND START UP BUSINESSES – Development proposals for new or the expansion of existing small businesses will be supported where it will not generate unacceptable noise, fumes and smells, and would not adversely affect the amenity of residents and/or adjoining uses, the transport network or the character of the area in which it would be sited. The Plan will encourage developments and initiatives, which support small and start-up businesses</p>	<p>As worded this policy would support proposals whether within the Limits to Development or not. It is not clear whether this is the intention or not.</p>
<p>POLICY E4: CONNECTING LOCAL PEOPLE TO THE NEW JOB OPPORTUNITIES - The Town Council will work with partners with the objective that all local people shall have the opportunities needed to access jobs and meet the needs of employers including by a) Seeking that major new employment related developments contribute to the provision of education and training; b) Promoting local employment opportunities and initiatives aimed at the residents of the Parish; c) Developing tailored interventions such as Travel Plans and improved public transport provision to the main employment areas in and near to the Parish and</p>	<p>Part (a) conflicts with the CIL tests in terms of whether it is necessary to make the development acceptable in planning terms and potentially falls foul of ‘pooling’ restrictions.</p> <p>Part (b) refers to Parish rather than Plan Area</p> <p>Part (c) It is not clear who will fund travel plans, they are separate to planning if they are related to an existing use and not to a development proposal.</p>	<p>POLICY E4: CONNECTING LOCAL PEOPLE TO THE NEW JOB OPPORTUNITIES – Employment generating development proposals should consider how they can help create employment and business opportunities within the Plan area to meet local needs by: a) Seeking that major employment related developments include the provision of education and training aimed at local people; b) Promoting employment, training and purchasing opportunities and initiatives that develop the skills, employment and trading opportunities for local people and businesses; c) Providing safe and attractive transport links,</p>	<p>The concerns previously raised have largely been addressed although the inclusion of the words “for example” between “needs” and “by” would be beneficial.</p> <p>It is not clear as to what is the definition of local people? The Town Council should also be aware that in terms of a) there may be issues in terms of the pooling of contributions as per the Community Infrastructure Levy.</p>

d) Developing links between the business community and education providers.		especially by foot, cycle and public transport such as through Travel Plans and enhanced bus provision with the main employment areas in and near to the Plan area; and d) Developing links between the business community and education providers.	
<p>POLICY TC1: TOWN CENTRE ATTRACTIVENESS – Ashby de la Zouch is and will remain a primary retail, leisure and service Town Centre.</p> <p>Proposals for shops, financial and professional services, restaurants and cafes, hot food take aways, arts, culture and tourism development will be expected to be located within the Town Centre, as defined on the Town Centre map. They will be expected to:</p> <p>a) Be of a scale appropriate to the character of Ashby de la Zouch and the role and function of its Town Centre;</p> <p>b) Conserve and enhance the character and distinctiveness of Ashby de la Zouch in terms of design;</p> <p>c) Protect and enhance its built and historic assets, and its wider setting; and</p> <p>d) Not lead to an over concentration of a particular use such as hot food take-aways that would have a significant adverse impact on the role and amenity of the Town Centre and adjoining and nearby uses.</p> <p>e) Generally would not have an adverse impact on crime and anti-social behaviour, and the amenities of residents and visitors to the Town Centre</p> <p>Such uses outside of the defined Town Centre will only be permitted in exceptional circumstances in accordance with national and district planning policies.</p>	<p>Reference is only made to some of the main town centre uses as defined in the NPPF, and excludes other uses such as leisure and entertainment uses, for example.</p> <p>As worded Part (d) could also apply to shops (A1 use) which is inconsistent with national policies and is not presumably what is intended. Also not clear as how an ‘over concentration’ is defined/measured?</p> <p>Part e) ‘Generally’ is not definitive, grammatically confusing. How would crime/anti social behaviour be demonstrated/measured? What would be the cut off to make it unacceptable?</p> <p>Last Paragraph – rather than ‘exceptional circumstances’ consider that it may be better to reference the sequential approach in the NPPF</p>	<p>POLICY TC1: TOWN CENTRE USES – Ashby de la Zouch is and will remain a primary retail, leisure and service Town Centre.</p> <p>Development proposals for uses such as retail, leisure, commercial, office, tourism, cultural, and community development appropriate to a Town Centre (as defined on the Town Centre map), will be supported where they:</p> <p>a) Are of a scale appropriate to the character of Ashby de la Zouch and the role and function of its Town Centre;</p> <p>b) Conserve, and where possible, enhance the character and distinctiveness of Ashby de la Zouch in terms of design;</p> <p>c) Protect, and where possible, enhance its built and historic assets, and its wider setting; and</p> <p>d) Do not lead to an overconcentration of a particular use such as hot food takeaways. No more than 10% of the total commercial units are to be occupied by hot food take away uses and no more than two of these uses should be located adjacent to each other; and</p> <p>e) Generally do not have an adverse impact on crime and anti-social behaviour and the amenities of residents and visitors to the Town Centre.</p> <p>Any proposals for retail development outside the defined Town Centre will be subject to the sequential test and impact assessment in accordance with paragraphs 24-27 of the NPPF.</p> <p>Development proposals for other uses within the Town Centre will be resisted.</p>	<p>The concerns raised previously by the District Council in respect of parts d) and e) have not been addressed so previous comments still apply. However, the concerns regarding reference to ‘exceptional circumstances’ have been addressed.</p> <p>It is not clear as what the term ‘primary retail, leisure and service Town Centre’ means and whether it refers to the Ashby Town Centre boundary or the Ashby Shopping Area boundary (or either) in Figure 4.</p> <p>No justification for a figure of 10% has been provided and as worded could apply to any use, not just hot food takeaways (which is presumably what the policy in intended to deal with). It is also considered that no more than two adjacent units is too inflexible and no justification has been provided.</p> <p>It is not clear as to what is meant by the term ‘other uses’.</p>
<p>POLICY TC2: PRIMARY SHOPPING AREA – The Neighbourhood Plan designates a Primary Shopping Area within the Town Centre Boundary within which it will:</p> <p>a) Be supportive of proposals for new (A1) development;</p> <p>b) Resist proposals for change of use of existing retail (A1) premises in the Primary Shopping Area to any other use.</p>	<p>Part (b) is too onerous as it does not allow for other main town centre uses.</p> <p>Shops are allowed under the General Permitted Development Order 2015 to change to a range of other uses (including restaurants and cafes, financial and professional services) without requiring planning permission. Therefore, as worded this policy cannot be implemented and conflicts with the national approach</p>	<p>POLICY TC2: PRIMARY SHOPPING AREA – The Neighbourhood Plan designates a Primary Shopping Frontage, as shown on Figure 4, and in those frontages it will:</p> <p>i. support proposals for new retail (A1) development in new or existing frontages, particularly within ‘Mews’ style courtyards; and</p> <p>ii. resist proposals for the change of use of an existing retail (A1) premises in the Primary Shopping Frontage to any other use where that change of use results in either a cluster of non-retail uses or retail (A1) use no longer being predominant.</p>	<p>Part ii of this policy cannot be implemented as written for reasons stated previously. Only those uses which are not permitted development could be resisted. In addition, the policy conflicts with TC1.</p>
<p>POLICY TC3: SHOP FRONTS – Development proposals to alter or replace existing shopfronts, or create new</p>	<p>This policy prohibits the use of internally illuminated signage. This term is not defined; does the Town</p>	<p>POLICY TC3: SHOP FRONTAGES – Development proposals to alter or replace existing shopfronts,</p>	<p>In a) it would be appropriate to refer to conserve OR enhance. In the last sentence it is not clear what is meant by ‘indifferent</p>

shopfronts within the defined Town Centre will be supported where they: a) Conserve and enhance the special qualities and significance of the building and area; and b) Relate well to their context in terms of design, scale, material and colour. Development proposals that remove, replace or substantially harm shop fronts by poor or indifferent design, including internally illuminated signage, will not be supported.	Council intend to prohibit the use of internally illuminated box signs only, or also the use of (e.g.) 'fret cut' or 'halo' illuminated signs?  Should the last paragraph state that illuminated 'external' signage will 'not normally be permitted' – see comment on 1 <sup>st</sup> Para on page 32.  Concerns that the policy mixes planning requirements and advertisement consent requirements within one policy. It would be beneficial to look at the District Council's shop front guidance.	create new shopfronts or to alter the frontages within the defined Town Centre will be supported where they: a) Conserve and enhance the special qualities and significance of the building and area; and b) Relate well to their context in terms of design, scale, material and colour. Development proposals that remove, replace or substantially harm shop fronts or the frontages of buildings by poor or indifferent design will not be supported.	design'.
POLICY TC4: RESIDENTIAL DEVELOPMENT – Development proposals to develop an upper floor of premises within the Town Centre for residential use will be supported subject to access, parking, design and amenity considerations and within the Primary Shopping Area it would not result in the loss of, or adversely, affect an existing retail use.	It is not clear what is meant by 'access'.  Changes to the GDPO 2015 mean that conversion of some upper floors to residential where not in the conservation area (but still in the town centre) would not require planning permission	POLICY TC4: RESIDENTIAL DEVELOPMENT – Proposals to develop upper floor of premises within the Town Centre for residential use will be supported subject to access, parking, design and amenity considerations and within the Primary Shopping Area, it would not result in the loss of, or adversely, affect an existing retail use.	The concerns raised previously by the District Council have not been addressed so previous comments still apply. It appears that the word "where" before "it would not result.." is missing.
POLICY TC5: TOURISM - Development proposals for tourism facilities in the Town Centre will be supported provided that: a) The siting, scale and design has strong regard to the local character, historic and natural assets of the surrounding area; b) The design and materials are in keeping with the local style and reinforce local distinctiveness and a strong sense of place and c) The development is outside the Primary Shopping Area The loss of tourism facilities in the Town Centre will not be supported unless they are no longer viable or alternative provision is made available.	It is not clear what is meant by tourism facilities.  It is not clear why the last paragraph only applies in the town centre?  As worded in the final paragraph a proposal for a new tourist facility would not be supported if it was to result in the loss of an existing tourist facility. It is not clear if this is what is intended.	POLICY TC5: TOURISM - Development proposals for tourism facilities outside the Primary Shopping Area will be viewed sympathetically within the limits of development. Tourism developments outside the limits of development will be considered if in accordance with relevant District and national planning policies. The loss of tourism facilities will not be supported unless they are no longer viable or alternative provision is made available.	The concerns raised previously by the District Council regarding the loss of tourism facilities have not been addressed so previous comments still apply. In addition, it is not clear as to what 'viewed sympathetically' and 'will be considered' mean? Any planning application submitted to the District Council has to be considered (i.e. subject to a decision to approve or refuse).
POLICY TC6: LEGIBLE SIGNAGE – Development proposals should include clear and attractive signage that is in keeping with the local style. The Town Council will work with the District Council, County Council as well as businesses and residents in the Town Centre to introduce a 'Legible Signage' Strategy for the Town.	Unclear what the 'local style' is? And what the 'legible signage strategy' would consist of?  Unsure why and if businesses would contribute to a signage strategy, potential issues regarding CIL compliance.	POLICY TC6: LEGIBLE SIGNAGE – The 'de-cluttering' and provision of corporate, clear and attractive signage will be supported. 'Swan neck' external lighting or the use of internal illumination (either of the whole sign or of the lettering) will not be permitted.	It is not clear what is meant by 'corporate, clear and attractive signage' – how are each of these defined? The design/colour of a sign cannot be taken into account, only the type of material, form/scale (e.g. depth of projection), position on the building and means of illumination.
POLICY T 1: SUSTAINABLE DEVELOPMENT – The Plan will require that new development takes place in the most sustainable and accessible locations that are capable of providing or being well integrated into effective public transport, walking and cycling networks.	Policy is too ambiguous. Not clear where the sustainable and accessible locations are.	POLICY T1: SUSTAINABLE DEVELOPMENT – Development proposals must demonstrate that the traffic generation and parking impact created by the proposal does not result in an unacceptable direct or cumulative adverse impact on congestion or road and pedestrian safety.	The revised policy is considered to be more appropriate although the term sustainable development is wider ranging than just environmental issues such as those referred to in the policy. Furthermore, the NPPF refers to only preventing development on transport grounds where the impact of a proposed development is "severe". The use of the term "unacceptable" conflicts with the NPPF in this respect.
POLICY T2: TRAVEL PLANS – The Plan will support and encourage a comprehensive programme of Travel Plans, including School Travel Plans, employer Travel Plans and new housing development Travel Plans. All new major developments which would	Not clear as to what is meant by 'significant amount of travel'? It would be for the Highway Authority to determine whether a travel plan was required as part of a new development proposal (if one was not submitted). Potential CIL compliancy issues.	POLICY T2: TRAVEL PLANS – The Plan will promote and encourage a comprehensive programme of Travel Plans, including School Travel Plans, employer Travel Plans and new housing development Travel Plans. Development proposals, which the Highway	Proposed wording addresses previous concerns although it may be more appropriate to say " Development proposals, which the Highway Authority considers would generate a significant amount of travel, <del>will be expected to</del> <b>should</b> be supported by a Travel Plan that is tailored to the

generate significant amount of travel will be required to be supported by a Travel Plan that is tailored to the specific needs of that development and the wider needs of Ashby de la Zouch including where appropriate a reduction in Town Centre traffic.		Authority considers would generate a significant amount of travel, will be expected to be supported by a Travel Plan that is tailored to the specific needs of that development and the wider needs of the Plan area including where appropriate a reduction in Town Centre traffic.	specific needs of that development
POLICY T3: SAFER ROUTES TO SCHOOLS SCHEMES – The Plan will support and encourage ‘Safe routes to schools’ schemes and similar initiatives. Where a Safer Route to School would help to address a known traffic problem the Town Council will seek their use. All proposals for new and expanded schools facilities should be accompanied by a Safer Routes to Schools Scheme	Not clear what is meant by a ‘known traffic problem’.	POLICY T3: SAFER ROUTES TO SCHOOLS SCHEMES – The Plan will encourage ‘Safe routes to schools’ schemes and similar initiatives wherever possible and appropriate. Development proposals for a new school or a significant expansion in an existing school’s capacity should be accompanied by a Safer Routes to Schools Scheme or similar.	Proposed wording addresses previous concerns.
POLICY T4: WALKING AND CYCLING – Support will be given to proposals which would increase or improve the network of cycle ways and footpaths and their use. This includes the provision of a new cycleway/footpath that circumnavigates the Parish. New developments should be well-linked to and by footpaths and cycle ways.	It is understood that Leicestershire County Council are preparing a cycling strategy for Ashby. It would be useful to include a plan showing the routes suggested in this.	POLICY T4: WALKING AND CYCLING – Development proposals that result in the loss of, or have a significant adverse effect on, the existing network of footpaths, footways and cycle ways will not be supported.	As worded this policy would potentially result in development being refused because of an adverse impact on a public footpath, but it is possible that any such impact could be ameliorated through an appropriate diversion. This policy would not allow for this. It is not clear if this in the intention or not. If a planning application were refused for this reason and an appropriate alternative diversion could be demonstrated, then it is considered likely that a refusal would not be supported (on this issue) at appeal.
POLICY T5: NATIONAL FOREST RAILWAY LINE – Proposals that threaten the integrity of the National Forest line and its infrastructure for potential re-use for passenger services will not be supported. However, should the line completely cease being used for rail purposes the Plan supports its possible use as a footpath, cycleway or for some form of public transport development proposal.		POLICY T5: NATIONAL FOREST RAILWAY LINE – Proposals that threaten the integrity of the National Forest line and its infrastructure for potential re-use for passenger services will not be supported. However, should the line completely cease being used for rail purposes the Plan supports its re-use as a footpath, cycleway or for some form of public transport .	For consistency it is suggested that the policy should be re-titled as Leicester to Burton line.
POLICY T6: PUBLIC TRANSPORT – The Town Council will liaise with Leicestershire Highway Authority, East Midlands Airport, Network Rail, the bus operators and other relevant bodies to encourage the better planning, and improved provision, of public transport.	May also need to refer to Highways England.	COMMUNITY ACTION T2: PUBLIC TRANSPORT – The Town Council will support and encourage liaison with Leicestershire Highway Authority, Highways Agency, East Midlands Airport, Network Rail, the bus operators and other relevant bodies to try to achieve better planning, and improved provision, of public transport.	The reference to Highways Agency should be amended to Highways England. It is noted that this policy is referred to as a Community Action, but it is not clear as to what this means. It would be helpful to clarify what the distinction is. As such the policy is no more than a statement of fact whereby it is not clear what would be expected of a developer/applicant. Providing the clarification referred to above may address this concern.
POLICY T7: CAR PARKING – The Plan will encourage development and other proposals that provide opportunities for improvement in car parking. The Plan supports a major review of car parking provision and policies in Ashby, especially in the Town Centre, and the Town Council will work with the Leicestershire Highway Authority, Leicestershire County Council, North West Leicestershire District Council, the local business community and other relevant bodies to ensure this.		POLICY T6: CAR PARKING - Development proposals that result in the loss of, or adversely affect, car parking provision will not be supported unless where (i) it can be clearly demonstrated that the loss of parking will not have an adverse effect on parking provision and road safety in the nearby area; or (ii) adequate and convenient replacement car parking provision will be provided on the site or nearby.  COMMUNITY ACTION T3: The Plan supports a major review of car parking provision and policies in the Plan area, especially in the Town Centre, and the	As worded this policy is somewhat confusing and lacking in clarity. For example, in order to prove that a development would not have an adverse affect on car parking, the policy requires that it must first be established that it has an adverse affect on parking provision. It is not clear how would an applicant be able to demonstrate that the loss of parking spaces would not have any adverse impact on parking provision in the nearby area or what is meant by the term “nearby area”. The policy appears to apply to the whole plan area, so it is possible that it could be used to resist a proposal to convert a domestic integral garage to a room of the house. It is not clear if this is what is intended or not.

		Town Council will work with the Leicestershire Highway Authority, Leicestershire County Council, North West Leicestershire District Council, the local business community and other relevant bodies to ensure this.	
POLICY ELWB 1: EXISTING GREEN SPACES WILL BE PROTECTED - Their development for non-green space purposes will only be permitted in exceptional circumstances in accordance with national and district planning policies.	<p>It would be useful to map the sites referred to for the avoidance of doubt.</p> <p>It is not clear whether the policy is referring to all existing green spaces or just those referenced.</p> <p>It is not clear what 'for non-green space purposes' means?</p>	POLICY ELWB 1: OPEN SPACES - There will be a strong presumption against development proposals that would result in the loss of, or have an adverse effect on, an open space which is important for its recreation, amenity or bio-diversity value. Such proposals will also be considered in accordance with other policies in this Plan and relevant national and District planning policies.	As currently worded this policy could be used to resist a proposal for a pavilion or changing facilities designed to be used in conjunction with the open space. It is not clear whether this is the intention or not. The policy would benefit from the inclusion of a word such as 'significant' when referring to the potential impact on the open space.
		<p>POLICY ELWB 2: LOCAL GREEN SPACES – The following Open Spaces have been identified as being particularly special to the community and the Plan designates them as Local Green Spaces:  Allotments, Wilfred Gardens;  Ashby Cemetery, Kilwardby Street;  Memorial Field, Prior Park Road;  Bullen's Field, Prior Park Road;  Bath Grounds, Station Road;  Hood Park;  The former Grammar School playing field on land adjacent to Prior Park Road;  Western Park;  Westfield Recreation Ground; and  Willesley Recreation Ground.</p> <p>Development proposals that would result in the loss of, or have an adverse effect on, an identified Local Green Space, shown in figure 5, will only be permitted in very exceptional circumstances and will be considered in accordance with other policies in this Plan and relevant national and District planning policies.</p>	<p>It is not clear whether the sites referred to under this policy are in addition to ELWB1 or are they one and the same thing?</p> <p>The policy would benefit from the inclusion of a word such as 'significant' when referring to the potential impact on the open space.</p> <p>It is not clear what very exceptional circumstances are envisaged.</p>
POLICY ELWB 2: OPEN SPACE IN NEW HOUSING DEVELOPMENT - All new housing developments of five or more dwellings will be required to include adequate green space provision. This will include fitness facilities for all ages not just children, as part of this open space requirement. Commuted sums will be required to cover the costs of the maintenance of open space for a period of 10 years from the date of their hand over to the Town Council. Alternatively, if an existing open space is located within reasonable walking distance, then a commuted sum may be accepted for the enhancement of that area.	<p>Conflicts with National Policy. Approach may lead to viability issues.</p> <p>Ambiguous - how much space would be required? What is adequate? Could end up with very small unusable spaces.</p> <p>Unsure whether it refers to open space and/or equipped space.</p> <p>Consider whether it should be projects for Section 106 inclusion rather than policy as suggested.</p> <p>How is 'reasonable walking distance' defined?</p>	POLICY ELWB 3: OPEN SPACE, SPORT AND RECREATION PROVISION IN NEW HOUSING DEVELOPMENT – The Plan supports the District planning policy that all major housing developments will be required to include adequate open space, sport and recreational provision as an integral part of the development. It is important that this includes a mix of provision specifically to meet identified local needs in the Plan area. Priority should be given to meeting the needs of all age groups, including cross age provision such as outdoor fitness facilities.	No comments
POLICY ELWB 3: ALLOTMENT PROVISION IN NEW DEVELOPMENTS – Appropriate and suitable	Ambiguous – would raise viability issues; query how much space would be required?	POLICY ELWB 4: ALLOTMENT PROVISION IN NEW DEVELOPMENTS – Appropriate and suitable	Whilst the comments regarding the site threshold have been addressed other concerns raised previously by the District

allotment provision will be required to be incorporated into new housing developments of five or more homes either through direct provision or via an equivalent commuted sum.	What is the evidence base for the requirement? Would this be in addition to the open space requirements included within the overall total?  Suggest an alternative threshold, major applications (10 plus dwellings).	allotment provision will be required to be incorporated into new housing developments of fifty or more homes either through direct provision or via an equivalent commuted sum.	Council have not been addressed so previous comments still apply.
POLICY ELWB 4: BIODIVERSITY - All new development will be expected to enhance and protect sites of biodiversity or ecological importance.	Conflict with National policy – would need to show a relationship between the site and the site of ecological interest.  Many sites will already be protected by law (SSSI and protected species)	POLICY ELWB 5: BIODIVERSITY: Development proposals should not harm the network of important local biodiversity features and habitats. New development proposals will be expected to maintain and, wherever possible enhance existing ecological corridors and landscape features (such as watercourses, hedgerows and tree-lines).	There is a typing error in the title.  Proposed wording addresses previous concerns although it would be better to say “should” instead of “will be expected to”
POLICY ELWB 5: TREES AND WOODLANDS – Development proposals that damage or result in the loss of trees and hedges of good arboricultural, ecological and amenity value will not normally be permitted. Proposals should be designed to retain trees and hedges of arboricultural, ecological and amenity value. Proposals should be accompanied by a tree survey that establishes the health and longevity of any affected trees.	Consider re-ordering the policy – for example “require surveys to accompany proposals and where hedges etc of value are identified these should be integrated into development”  Consider including at the end ‘ <i>and an assessment of impact on the trees</i> ’.	POLICY ELWB 6: TREES AND HEDGES – Opportunities to enhance the coverage of trees and hedges, including in partnership with the National Forest Company, will be encouraged. Development proposals that may involve the loss of, or adversely affect, trees and hedges should be accompanied by a survey that establishes the health, longevity, and arboricultural, ecological and amenity value of any affected trees. Where this survey identifies hedges or trees of arboricultural, ecological or amenity value the proposal should be designed to retain these and they should be adequately protected during construction works. Development proposals that may damage or result in the loss of trees and hedges of good arboricultural, ecological or amenity value will not normally be permitted, and in those special circumstances where they are permitted will be expected to provide appropriate and suitable replacement tree or hedges of at least an equivalent arboricultural value.	Proposed wording addresses previous concerns although it should include at the end ‘and an assessment of impact on the trees’ at the end of the first sentence in the 2 <sup>nd</sup> paragraph.  It is not clear what special circumstances are envisaged or how arboricultural value is measured. The use of the word ‘normally’ should be avoided.
POLICY ELWB 6: BUILDINGS AND STRUCTURES OF LOCAL HISTORICAL AND ARCHITECTURAL INTEREST - Development proposals that will impact on an identified building of local historical or architectural interest will be required to conserve and enhance the character, integrity and setting of that building or structure.	The character appraisal for the town centre (2001) identifies unlisted buildings of interest to the conservation area. These are not known as locally listed buildings and the District Council has not adopted a local list.  Paragraph 135 of the NPPF asks a planning authority to take into account “the effect of an application on the significance of a non-designated heritage asset”. These assets may or may not have been identified prior to the application. In this context it is unfortunate that policy ELWB6 applies only to “identified buildings of local historical or architectural interest”.  The legal phrase is “architectural or historic interest”, please note that; ‘historical’ does not have the same meaning as ‘historic’.	POLICY ELWB 7: LISTED BUILDINGS - Development proposals that may adversely affect a Listed Building or its setting will be required to conserve and enhance the character, integrity and setting of that building or structure in accordance with District and national planning policy.	The NPPF refers to ‘substantial harm’ to a heritage asset (such as a listed building) and it is not clear whether in this instance ‘adversely affect’ would equate to ‘substantial harm’ or not. It may be appropriate to rely upon the NPPF unless there are any specific local issues which need to be addressed by this policy.
POLICY ELWB 7: ASHBY DE LA ZOUCH		POLICY ELWB 8: ASHBY DE LA ZOUCH	See comments above regarding listed buildings.

<p>CONSERVATION AREA – Development proposals will be expected to conserve and enhance the character, integrity and setting of Ashby de la Zouch Conservation Area in accordance with the Conservation Area Appraisal and national and district planning policies.</p>		<p>CONSERVATION AREA – Development proposals will be expected to conserve and enhance the character, integrity and setting of Ashby de la Zouch Conservation Area in accordance with the approved Conservation Area Appraisal and national and District planning policies.</p>	<p>The District Council intends to review conservation areas in the principal town or in service centres every five years.</p>
		<p>POLICY ELWB 9: BUILDINGS AND STRUCTURES OF LOCAL HERITAGE INTEREST – The Town Council and the Ashby de la Zouch Civic Society in consultation with the District Council and other bodies will maintain an agreed schedule of ‘non-nationally designated’ assets of local architectural or historic interest. Development proposals that affect a building, structure or its setting identified on this list will be required to conserve and enhance the character and the setting of that building or structure.</p>	<p>The identification of local heritage assets is a function of the local planning authority. This is reflected in the NPPF and in guidance from Historic England (<a href="https://historicengland.org.uk/advice/hpg/has/locallylistedhas/">https://historicengland.org.uk/advice/hpg/has/locallylistedhas/</a>). The District Council intend to adopt a local list for the Ashby Measham &amp; Moira community forum area in Q2 of 2018/19. The preparation of an ‘alternative’ list is not something which the District Council would support.</p> <p>Notwithstanding the above advice, the first sentence of policy ELWB 9 does not constitute planning policy and would be better presented as a community action.</p>
<p>POLICY ELWB 8: AREA OF HIGH ARCHEOLOGICAL POTENTIAL - The Neighbourhood Plan identifies an ALERT zone which is coterminous with the conservation area boundary where archaeological remains are likely to be present. All major developments should consider their impact upon archaeology but where any proposal falls within the boundaries of the zone, developers or their agents should seek guidance at the pre-application stage and where necessary engage in discussions about what material should be submitted with a planning application in the ‘Heritage Statement’.</p>	<p>Like policy S4 above, this policy does not explain what the Town Council would expect from a new development in terms of its response to below-ground remains; it only explains what the Town Council would expect from a development proposal in terms of pre-application engagement.</p> <p>The policy identifies an area of high archaeological potential “coterminous with the conservation area boundary”. The County Council’s historic landscape characterisation identifies a “historic settlement core” at Ashby-de-la-Zouch. It appears that parts of the conservation area extend beyond the historic settlement core and vice versa. It is recommended that the Town Council contact the county archaeologist for further advice in respect of this matter.</p>	<p>POLICY ELWB 10: AREAS OF ARCHAEOLOGICAL INTEREST - All development proposals are required to consider their impact upon archaeology. Where a development proposal may adversely affect a recorded archaeological site, developers or their agents should seek guidance at the pre-application stage and where necessary to engage in discussions about what material should be submitted with a planning application in any ‘Heritage Statement’.</p>	<p>No comments</p>
<p>POLICY CF1 IMPORTANT COMMUNITY FACILITIES – Important community facilities should be retained and wherever possible enhanced. Development proposals involving the loss of or adversely affecting, important community facilities will be resisted unless an appropriate alternative is provided, or there is demonstrable evidence that the facility is no longer required and/or viable and that suitable alternative community uses have been considered. Proposals for new or enhanced community facilities, including medical facilities, will be supported where it meets an identified need, is in the Limits to Development Limit and subject to transport, design and amenity</p>	<p>Policy is ambiguous. What are considered to be important community facilities? This could just be addressed by generic reference e.g. schools.</p> <p>As drafted this policy would potentially prohibit a community facility being developed because it’s outside the Limits to Development. Is this the intention?</p>	<p>POLICY ELWB 11: IMPORTANT COMMUNITY FACILITIES – Development proposals that result in the loss of, or have a significant adverse effect on, an important community facility will not be permitted unless it can be demonstrated that it is no longer required by the community and/or continued use is no longer viable and the site has been actively marketed for over a year.</p> <p>POLICY ELWB 12: NEW COMMUNITY FACILITIES - Development proposals that will enhance the provision of community buildings, including medical facilities, will be viewed positively where it can be clearly demonstrated that it meets an identified local</p>	<p>The concerns raised previously by the District Council in respect of ambiguity have not been addressed so previous comments still apply. It should be made clear that the marketing referred to is for the community use and not some other use.</p>

considerations.		need and is subject to accessibility, design and amenity considerations.	
POLICY ELWB 10: ASSETS OF COMMUNITY VALUE - Development proposals that will result in either the loss of a designated Asset of Community Value or in significant harm to a designated Asset of Community Value will not be permitted unless in special circumstances such as the Asset is replaced by equivalent or better provision in terms of quantity and quality in an equally suitable location or it can be clearly demonstrated that it is unviable or no longer needed by the community.	<p>There is no nationally prescribed requirement for an Asset of Community Value to be replaced. The Owners of listed assets cannot dispose of them without:</p> <ul style="list-style-type: none"> <li>letting the local authority know that they intend to sell the asset or grant a lease of more than 25 years</li> <li>waiting until the end of a six week 'interim moratorium' period if the local authority does not receive a request from a community interest group to be treated as a potential bidder</li> <li>waiting until the end of a six month 'full moratorium' period if the local authority does receive a request from a community interest group to be treated as a potential bidder</li> </ul> <p>The owner does not have to sell the asset to the community group.</p>	POLICY ELWB 13: ASSETS OF COMMUNITY VALUE - Development proposals that will result in either the loss of a designated Asset of Community Value or in significant harm to a designated Asset of Community Value will not normally be permitted unless in special circumstances such as where the Asset is replaced by equivalent or better provision in terms of quantity and quality in an equally suitable location or it can be clearly demonstrated that it is unviable or no longer needed by the community.	<p>The concerns raised previously by the District Council have not been addressed so previous comments still apply. The Localism Act is clear about the scope and intention with respect to Assets of Community Value and preventing their change to other use, or redevelopment, is not within the ambit of the Act.</p> <p>Being designated as an Asset Community Value provides an opportunity for the community to bid for the asset, but it does not give first refusal (or even guarantee that the highest bidder is the winner) so if the bid is unsuccessful then, in planning terms, there is no reason to prevent the new owner from changing the use, or redeveloping it, unless there are genuine planning considerations which would apply (e.g. impact on amenity or highways from the new use)..</p>
POLICY ELWB 11: NEW ARTS/COMMUNITY CENTRE - The development of an appropriately located new Arts/Community Centre will be supported.	<p>It is not clear whether any such facility could be outside the Limits to Development.</p> <p>Consider that this is more of a statement/objective than a policy; a policy should set out how it would seek to be achieved.</p>	POLICY ELWB 14: NEW ARTS/COMMUNITY CENTRE - The development of an appropriately located new Arts/Community Centre will be viewed sympathetically.	The concerns raised previously by the District Council have not been addressed so previous comments still apply.
POLICY ELWB 12: EDUCATION – The Town Council will work with the County Council and other education providers, especially in response to new housing and other trends and pressures, to promote education provision that reflects changing needs and the population profile of the Parish, is fit for purpose and of a modern standard. New developments will be required to provide adequate financial contributions to provide sufficient good educational provision for the additional demand they generate.	<p>Will the need for contributions apply to all developments irrespective of scale?</p> <p>Perhaps need to qualify it with <i>“where a new development will have a demonstrable impact upon education provision in the Plan Area and to comply with CL...”</i> although this is ultimately up to County Council education to determine.</p>	<p>COMMUNITY ACTION ELWB2: The Town Council will work with the County Council, local schools and other interested bodies and individuals, to promote good equality education provision that meets the existing and future needs and population profile of the Plan area.</p> <p>POLICY ELWB15: EDUCATION – Where it is considered that a development proposal will have a demonstrable and significant impact on education provision in the Plan area this will be required to provide adequate financial contributions to provide sufficient good educational provision for the additional demand it generates.</p>	<p>Splitting this policy in to two is considered to be appropriate.</p> <p>No comments</p>
POLICY DC1: Prioritisation of infrastructure requirements – The infrastructure requirements accompanying new development will be refined and prioritised through the statutory consultation phase of the preparation of the Neighbourhood Plan and will be set out in order of priority in the final Plan.		POLICY DC1: Community Infrastructure - The Town Council, working with the District Council and other relevant organisations, will prioritise developer contributions on a case-by-case basis related to achieving optimal 'community benefit' from the opportunities available for each development and having regard for the priorities listed above.	No reference is made to the need to ensure that any requirements do not adversely impact upon viability of developments. It should be noted that unless the Town Council is as signatory to any legal agreement, then the District Council is responsible for the money and for ensuring that any money is spent within the terms of the agreement.
COMMENTS REGARDING TEXT			Page 13 – Town Council vision makes reference to using Ashby's special qualities to attract visitors and shoppers from further afield. What about attracting businesses?



			Page 13 – Key objectives. Some of these are not expressed as objectives eg Housing site allocations, housing mix and design”, “need for enhanced community facilities in line with growing population” and “priorities for section 106 funding
			Page 43 – Where is the evidence to support the assertion that the Tesco extension, and developments at Dents Road have “had a dramatic impact on the numbers of people visiting the Town Centre”.
			Page 43 – Final sentence in b) Town Centre Uses should read “...hot food takeaways and this is having <u>an</u> adverse impact on the amenity of the Town Centre”
			Page 46 - Whilst well intentioned it is worth noting that the Mews and Alleys of Ashby add to the retail offer and the charm of the town. Without appropriate signage these areas could be overlooked by footfall and jeopardise the viability of these retail outlets.
			Page 47 - First para above Policy TC3 – as this refers to signage should this not be moved to section g) Signage and Lighting?
			Page 48 – 2 <sup>nd</sup> paragraph, change the wording of “This is particularly important given Ashby’s proximity to the National Forest” as Ashby is within or part of the National Forest not just close to it.
			Page 71 - 3 <sup>rd</sup> para – 2 <sup>nd</sup> sentence – should refer to typo - Planning Practice Guidance instead of Planning Policy Guidance.
			Section 4.7 – it would be appropriate to include some reference to the Community Infrastructure Levy and its requirements in terms of ensuring that any contributions are appropriate, well related and proportionate. Not all of those matters listed are infrastructure (e.g. a design code for Money Hill, heritage statement regarding areas of archaeological interest .

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

## CABINET – 14 JUNE 2016

Title of report	<b>TREASURY MANAGEMENT STEWARDSHIP REPORT 2015/16</b>
Key Decision	a) Financial      Yes b) Community    Yes
	Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a>  Interim Director of Resources 01530 454833 <a href="mailto:andrew.Hunkin@nwleicestershire.gov.uk">andrew.Hunkin@nwleicestershire.gov.uk</a>  Financial Planning Manager and Deputy Section 151 Officer 01530 454707 <a href="mailto:pritesh.padaniya@nwleicestershire.gov.uk">pritesh.padaniya@nwleicestershire.gov.uk</a>
Purpose of report	To inform Members of the Authority's Treasury Management activity undertaken during the financial year 2015/16.
Reason for Decision	These are statutory requirements
Council Priorities	Value for Money
Implications:	
Financial/Staff	Interest earned on balances and interest paid on external debt, impact on the resources available to the Authority.
Link to relevant CAT	Could impact upon all Corporate Action Teams.
Risk Management	Borrowing and investment both carry an element of risk. This risk is mitigated through the adoption of the Treasury and Investment Strategies, compliance with the CIPFA Code of Treasury Management and the retention of Treasury Management Advisors (Arlingclose) to proffer expert advice.
Equalities Impact Screening	Not applicable
Human Rights	Not applicable

Transformational Government	Not applicable
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	None
Background papers	<a href="#">Treasury Management Strategy Statement 2015/16 – Council Meeting 24 February 2015 (Appendix 4 in the Budget and Council Tax 2015/16 Report)</a> <a href="#">Treasury Management Strategy Statement 2016/17 – Council Meeting 23 February 2016</a> <a href="#">Treasury Management Activity Report , April 2015 to August 2015 – Audit and Governance Committee 23 September 2015</a> <a href="#">Treasury Management Activity Report , April 2015 to October 2015 – Audit and Governance Committee 9 December 2015</a> <a href="#">Treasury Management Activity Report , April 2015 to February 2016 – Audit and Governance Committee 23 March 2016</a>
Recommendations	<b>THAT CABINET APPROVE THIS REPORT.</b>

## 1.0 BACKGROUND

- 1.1 The Authority’s Treasury Management activity is underpinned by CIPFA’s Code of Practice on Treasury Management (“the code”), which requires local authorities to produce Prudential Indicators and a Treasury Management Strategy Statement annually on the likely financing and Investment activity.
- 1.2 This report fulfils the Authority’s legal obligation under the Local Government Act 2003, to have regard to both the CIPFA Code and the CLG Investment Guidance.
- 1.3 Treasury Management is defined as “the management of the local authority’s investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

- 1.4 The Authority's current Treasury Management Strategy Statement, including the Borrowing Strategy, Debt Rescheduling Strategy, Annual Investment Strategy, Prudential Indicators and Annual Minimum Revenue Position Statement for 2015-16 were approved by Council on 24 February 2015.
- 1.5 The Treasury Management Stewardship Report is supplemented by three in-year reports to the Audit and Governance Committee on 23 September 2015, 9 December 2015 and 23 March 2016.

## 2.0 THE U.K. ECONOMY AND GLOBAL EVENTS

- Growth, Inflation, Employment:** The UK economy slowed in 2015 with GDP falling to 2.3% from a robust 3% the year before. CPI inflation hovered around 0% through 2015 with deflationary spells in April, September and October. The low inflation was attributed to the continued collapse in oil prices (from \$67 a barrel in May 2015 to just under \$28 in January 2016), the appreciation of sterling since 2013 that pushed down import prices and weaker wage growth. CPI picked up to 0.3% in February. The labour market continued to improve through 2015 and in Q1 2016. January 2016 showed the employment rate at 74.1% and the unemployment rate at a 12 year low of 5.1%. After a long period of negative real wage growth (i.e. after inflation), real earnings were positive and growing at their fastest rate in eight years, boosting consumer spending power.
- UK Monetary Policy:** The Bank of England's MPC maintained interest rates at 0.5% and asset purchases (QE) at £375bn.
- Global Influences:** The slowdown in the Chinese economy became the largest threat to the South East Asian region, particularly on economies with a large trade dependency on China and to prospects for global growth as a whole. As the global economy entered 2016, there was high uncertainty about growth and the outcomes of both the US presidential elections and the UK referendum on Europe. Between February and March 2016, sterling had depreciated by around 3% - a significant proportion of the decline reflecting the uncertainty surrounding the referendum result. Interest rates in the United States were raised in December 2015 and indicated further potential raises in 2016. However, central bankers in the Eurozone, Switzerland, Sweden and Japan were forced to take policy rates into negative territory. The European Central Bank also announced a range of measures to inject sustained economic recovery and boost domestic inflation, including an increase in asset purchasing (quantitative easing).

## 3.0 THE AUTHORITY'S TREASURY POSITION.

3.1 The Authority's gross / net debt and investment positions are as follows:

DEBT	Balance at 31/03/2015 £m	%	Maturing loans £m	New Borrowing £m	Balance at 31/03/2016 £m	%
Long-term fixed rate (PWLBS & Bonds)	£85.514m		£1.032m	£0.000m	£84.482m	
Long-term variable rate	£0.000m		£0.000m	£0.000m	£0.000m	
Temporary Borrowing	£0.000m		£0.000m	£0.000m	£0.000m	
<b>Total borrowing</b>	<b>£85.514m</b>	<b>99.9</b>	<b>£1.032m</b>	<b>£0.000m</b>	<b>£84.482m</b>	<b>99.9</b>

Other long-term liabilities	£0.126m	0.1	£0.007m	£0.000m	£0.119m	0.1
<b>TOTAL EXTERNAL DEBT</b>	<b>£85.640m</b>	<b>100</b>	<b>£1.039m</b>	<b>£0.000m</b>	<b>£84.601m</b>	<b>100</b>
<b>INVESTMENTS</b>	<b>Balance at 31/03/2015 £m</b>	<b>%</b>	<b>Maturities £m</b>	<b>New Investment £m</b>	<b>Balance at 31/03/2016 £m</b>	<b>%</b>
<b>Internally Managed</b>	<b>£20.755m</b>	<b>97.6</b>	<b>£45.395m</b>	<b>£55.241m</b>	<b>£30.601m</b>	<b>95.9</b>
Investments with maturities up to 1 year,	£15.755	74.1	£45.395m	£50.741m	£21.101m	66.1
Investments with maturities in excess of 1 year	£5.000m	23.5	£0.000m	£4.500m	£9.500m	29.8
<b>Externally Managed Investments</b>	<b>£0.500m</b>	<b>2.4</b>	<b>£96.250m</b>	<b>£97.050m</b>	<b>£1.300m</b>	<b>4.1</b>
<b>TOTAL INVESTMENTS</b>	<b>£21.255m</b>	<b>100</b>	<b>£141.645m</b>	<b>£152.291m</b>	<b>£31.901m</b>	<b>100</b>
<b>NET DEBT</b>	<b>£64.385m</b>				<b>£52.700m</b>	

3.2 The 'Maturing Loans' column contains the annual repayments on two PWLB annuity loans that were taken out as part of the self-financing system of Council Housing in 2011/12.

3.3 In 2015/16, the capacity for investment has increased by £10.6m.

3.4 The capacity for investment can be affected by various factors - for example: Increased income, contribution to/from reserves, setting aside expenditure to repay borrowing (MRP) and fortuitous income. In 2015/16 some of the highlights that have impacted on the increased capacity are: sales of assets - houses under the 'Right to Buy' scheme, other Housing and General Fund property generated approx £2m; MRP is £0.6m; increased income from Planning Fees circa £0.7m and Business Rates £1m (forecasted); and cash flow timing of receipts and payments.

#### 4.0 BORROWING ACTIVITY.

4.1 The Authority's Borrowing Strategy 2015/16, approved by Council on 24 February 2015, incorporates a prudent and pragmatic approach to borrowing to minimise borrowing costs without compromising the longer-term stability of the portfolio, consistent with the Authority's Prudential Indicators.

4.2 No loans matured in 2015/16 that require replacement.

4.3 The Authority did not undertake any new long-term borrowing during the year and interest payments totalling £2.82m were made in respect of existing debt.

4.4 The Authority's cash flow remained positive during the period. The Authority did not require any temporary loans during the period.

4.5 The Authority had approximately £5m of internal debt at 31 March 2016 as this is currently judged to be the most cost effective means of funding the capital programme.

4.6 The Estimated Minimum Revenue Provision (MRP) is intended to ensure that the capital financing debt is paid off over the longer term. The MRP charge that was made to the General Fund revenue account for 2015/16 was £0.558m. For Housing, MRP is classed as the principal repayments made in respect of two PWLB annuity loans taken out as part of the Housing self financing in 2011/12. In 2015/16, this repayment was £1.032m

## 5.0 DEBT RESCHEDULING ACTIVITY.

- 5.1 The Authority's Debt Rescheduling Strategy 2015/16, which was approved by Council on 24 February 2015, establishes a flexible approach where the rationale for rescheduling could be one or more of the following:
- Savings in interest costs with minimal risk.
  - Balancing the volatility profile (i.e. the ratio of fixed to variable rate debt) of the debt portfolio.
  - Amending the profile of maturing debt to reduce any inherent refinancing risks.
- 5.2 No opportunities for debt rescheduling were identified which conformed to the above rationale. Accordingly, the Authority has undertaken no debt rescheduling activity during the period.
- 5.3 The Authority's portfolio of 13 loans - 10 PWLB loans and three market loans - will continue to be monitored for debt rescheduling opportunities that comply with the Authority's Policy and rationale.

## 6.0 INVESTMENT ACTIVITY

- 6.1 The Authority's Investment Policy and Strategy 2015/16, which was approved by Council on 24 February 2015, established that the major policy objective is to invest its surplus funds prudently.
- 6.2 The Authority's investment priorities are:
- security of the invested capital;
  - sufficient liquidity to permit investments; and,
  - optimum yield which is commensurate with security and liquidity.
- 6.3 The counterparties that the Authority currently utilise all meet the criteria set out in the Treasury Management Strategy Statement 2015/16 and are monitored by the Authority's Treasury Management Advisors. The minimum long term rating for counterparties is A- or equivalent. The counterparties and amounts invested at 31 March 2016 are shown below:

<b>Counterparty</b>	<b>Length of Investment</b>	<b>£m</b>
Lloyds Banking Group / Bank of Scotland	Overnight	1.6
Handelsbanken	Overnight	1.5
Aberdeen Asset Management	Overnight	0.3
CCLA Investment Management Ltd MMF	Overnight	1.0
Lloyds 32 Day Notice Account	32 days	1.0
Santander 95 Day Account	95 Days	1.5
Barclays Treasury Direct	3 Months	1.5
Nationwide Building Society	6 Months	1.5
Lancashire County Council	364 Days	1.5
London Borough of Enfield	364 Days	2.0
West Dunbartonshire Council	364 Days	2.5
North Tyneside Council	364 days	2.0
Fife Council	364 Days	1.0

Salford City Council	364 Days	1.0
Lancashire County Council	18 Months	2.0
Staffordshire Moorlands DC	3 Years	2.0
Greater London Authority	3 Years	3.0
Blaenau Gwent County Borough Council	3 Years	2.5
Newcastle City Council	3 Years	2.5
<b>Total Invested</b>		<b>31.9</b>

- 6.4 The average rate of return on the Authority's investment balances during the year was 0.618%. For comparison purposes, the benchmark return (average 7-day London Interbank Bid Rate or LIBID rate) for 2015/16 was 0.45%. The comparison of rates of return against a benchmark is less relevant when set against the ultimate priority of security as set out in the Authority's Treasury Management Strategy Statement 2015/16.
- 6.5 The Authority budgeted to achieve £145,000 of income from its investment activity in 2015/16. The average cash balances representing the Authority's reserves, capital receipts and working balances were £35.3m during the year (2014/15 £30.4m). The total interest earned on investments was £249,038 (2014/15 £188,046). Of this total interest, £21,406 is applied to balances held on external income (2014/15 £16,497). This external income represents balances from S106 contributions for schemes such as Healthcare, affordable housing and recreation that have not yet been spent.
- 6.6 The remaining balance of interest (£227,632) received on investment income is budgeted to be apportioned between General Fund and the Housing Revenue Account based on an estimated cash flow position. For 2015/16, the budgeted investment income is apportioned as follows: £92,000 General Fund and £53,000 Housing Revenue Account and the over achievement of interest is apportioned on this basis. The outturn position of investment income achieved for 2015/16 is: £108,486 General Fund and £63,073 HRA.

2014/15	Budget	Actual
General Fund	£92,000	£144,429
HRA	£53,000	£83,203
External Balances	£ 0	£21,406
<b>Total</b>	<b>£145,000</b>	<b>£249,038</b>

## 7.0 COUNTERPARTY LIMITS

- 7.1 The Authority sets maximum investment limits per counterparty in its Investment Policy and Strategy. The Authority's current bank account is now included in these limits. The previous current account was not included in the limits. The banking provider altered from the Co-op to Lloyds in the recent procurement exercise and the reason that the banking provider is included in the limits is because the account attracts interest.
- 7.2 The major income and expenditure streams are accounted for as part of the daily treasury management operational processes. Variations in income are anticipated by ensuring that there is scope to absorb estimated fluctuations in the bank account. Variations in income of up to £100,000 are a prudent estimate based on historical experience.
- 7.3 The breaches in the following paragraphs (7.4 and 7.5) were reported in the Treasury Management Activity Report – April to August 2015 which was presented to Audit and



Governance on 23 September 2015. No further breaches have occurred in the period to March 2016.

- 7.4 On 25<sup>th</sup> June, the counterparty limit was breached by £0.9m as a maturity was returned to the Authority by the investment counterparty one day earlier than requested. This is not something the Council could have taken action to avoid.
- 7.5 The Council has also moved its bank account to Lloyds and because the overall investment limit on the counterparty was not increased this has led to the limit being breached by smaller amounts on two occasions - £47,000 (31<sup>st</sup> July) and £131,000 (31<sup>st</sup> August). These breaches occurred because of fluctuations in transactions in the bank account. The counterparty investment limit for our bank account has been reviewed and updated in the Treasury Management Strategy Statement which was presented to Cabinet and Council in February 2016.
- 7.6 All other investments made during the period, complied with the Authority's agreed Annual Investment Strategy, Treasury Management Practices, Prudential Indicators and prescribed limits.

## **8.0 SUMMARY**

- 8.1 The Authority can confirm that it has complied with its Prudential Indicators for 2015/16, which were approved on 24 February 2015.
- 8.2 In compliance with the requirements of the CIPFA Code of Practice, this report provides members with a summary report of the Treasury Management activity during 2015/16. A prudent approach has been taken in relation to investment activity with priority being given to security and liquidity over yield.
- 8.3 The Authority can confirm that during 2015/16, it has complied with its Treasury Management Strategy Statement, policies and Treasury Management Practices other than the breaches reported above.

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**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**CABINET – 14 JUNE 2016**

Title of report	<b>ENVIRONMENTAL HEALTH - FOOD SAFETY SERVICE DELIVERY PLAN 2016/17</b>
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Alison Smith MBE 01530 835668 <a href="mailto:alison.smith@nwleicestershire.gov.uk">alison.smith@nwleicestershire.gov.uk</a>  Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a>  Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a>
Purpose of report	To inform Members of the content of the Food Safety Service Delivery Plan 2016/17 as required by the Food Standards Agency To inform Members of the performance against the 2015/16 service delivery plan
Reason for Decision	To approve the content of the Food Safety Service Delivery Plan 2016/17 as required by the Food Standards Agency.
Council Priorities	Business and Jobs Homes and Communities
Implications:	
Financial/Staff	The financial and staffing resources required are detailed in the Service Plan and are included in the approved budget for 2016/17
Link to relevant CAT	Business CAT
Risk Management	If the authority fails to discharge its duty imposed by the Food Safety Act 1990 the enforcement functions may be transferred to another authority. Adverse publicity, both locally and nationally may be received.
Equalities Impact Screening	Equality Impact Screening already undertaken, issues identified actioned;
Human Rights	None

Transformational Government	None
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	Food Standards Agency Public Health England Regular feedback about the service is received from our stakeholders through customer satisfaction surveys. The plan has been developed through this feedback
Background papers	Food Standards Agency – Framework Agreement on Local Authority Food Law Enforcement. <a href="http://www.food.gov.uk/multimedia/pdfs/enforcement/frameworkagreementn05.pdf">http://www.food.gov.uk/multimedia/pdfs/enforcement/frameworkagreementn05.pdf</a> Food Standards Agency – Food Law Code of Practice (England) (Issue: April 2015) <a href="https://www.food.gov.uk/enforcement/enforcework/food-law">https://www.food.gov.uk/enforcement/enforcework/food-law</a>
Recommendations	<b>(1) THAT THE ENVIRONMENTAL HEALTH FOOD SAFETY SERVICE DELIVERY PLAN 2016/17 APPENDED TO THIS REPORT BE APPROVED</b>  <b>(2) THAT THE PERFORMANCE AND ACHIEVEMENTS IN 2015/16 BE NOTED</b>

## 1.0 INTRODUCTION

- 1.1 The Food Safety function is delivered by the Environmental Health team. When providing the Food Safety function, the Council must have regard to the 'Framework Agreement on Local Authority Food Law Enforcement' which sets out the standards agreed with the Food Standards Agency.
- 1.2 The Framework Agreement requires each food safety service to document and implement a Food Safety Service Delivery Plan in accordance with a specified standard. In addition a documented performance review of the plan is required to be carried out at least once a year. The framework agreement requires the Service Plan, together with the performance review to be submitted for Member approval to ensure local transparency and accountability.
- 1.3 The Environmental Health Food Safety Service Delivery Plan 2016/17 is attached at appendix 1.

## 2.0 LINKS TO COUNCIL PRIORITIES AND OUTCOMES

2.1 The work of the food safety service links to two of the Council priorities, Business and Jobs and Homes & Communities.

Business and Jobs: The provision of regulatory advice and guidance provides a business with the confidence to grow. For example:

Regulatory advice can result in a business saving money by avoiding gold plated compliance;

By seeking advice from a regulator before opening or expanding, a business can avoid spending money in areas which fail to comply with the law;

Regulatory advice provides a business with reassurance and peace of mind;

Regulatory advice is free, avoiding a business the cost of appointing a private sector consultant;

Regulatory advice from a local government officer is viewed by business as 'straight from the horse's mouth', and can be relied upon.

Homes and Communities: The work of the service helps ensure our residents and visitors have safe and healthy places to work, eat and enjoy.

## 3.0 MAIN FOCUS OF THE 2016/17 PLAN

The focus of work will be in the following areas:

- A programme of food safety interventions consisting of inspection, auditing and sampling. Priority will be given to high risk establishments. (Paragraph 4.1.1 of Service Plan);
- A programme of frequent food safety inspections/coaching visits targeting 15 non-compliant food establishments (Paragraph 4.1.2 of Service Plan);
- An Earned Recognition initiative for mobile food vendors that attend various events, markets and fairs across the Leicester and Leicestershire Enterprise Partnership (LLEP) area. Events in North West Leicestershire, will include the Download Festival Castle Donington. Those mobile food vendors that **are** broadly compliant with hygiene law and have a Food Hygiene Risk Rating score of 3 or above will not receive any intervention unless the registering authority requests that an intervention is made, thereby recognising the hygiene standards achieved. This will reduce the regulatory burden on compliant business, a key objective of the Government. (Paragraph 4.1.3 of Service Plan);
- Investigation of food and food premises complaints (paragraph 4.2), and all outbreaks and incidents of food related illnesses (Paragraph 4.6);
- To promote the National Food Hygiene Rating Scheme for food establishments within the district, following its introduction in February 2011. Food establishments will be encouraged to display their rating, with a particular focus being placed on Coalville town centre. (Paragraph 4.10 and 4.11);
- To present the Food Hygiene Award 2016 to those food business achieving excellence in food hygiene standards. (Paragraph 4.12 of Service Plan);

- The provision of information and advice on food safety to businesses and customers (Paragraph 4.4);
- A coordinated food, water and environmental sampling programme (Paragraph 4.5);
- To operate the inspection facility at East Midlands Airport (Paragraph 4.8). All products of animal origin and certain foods not of animal origin arriving at East Midlands Airport from a country outside the European Union will be inspected.

#### **4.0 PERFORMANCE INDICATORS AND TARGETS**

4.1 The food industry is regulated by a range of legislation that aims to keep our food safe. Our work with food businesses is focussed on helping them comply with food safety legislation and offering support and advice. This is seen as a critical area of our work by central government and the compliance levels of food establishments in our area are monitored and used as a measure of how our work impacts on business safety.

On 1 April there were 916 food businesses registered within our district, 737 of which are covered within the scope of the national food hygiene rating scheme. 712 of the 737 (96%) food businesses have a hygiene rating of 3, 4 or 5 (satisfactory standards or better). The profile of the food establishments by hygiene rating is as follows:

0 – Urgent improvement necessary	1
1 – Major improvement necessary	16
2 – Improvement necessary	8
3 – Generally satisfactory	59
4 – Good	136
5 – Very Good	517

4.2 The following 4 targets have been set:

- To reduce the number of food establishments rated 2 or lower to 20.
- 10 of the 15 food establishments included within the ‘Non-compliant Intervention’ programme to become broadly compliant with food hygiene law
- To complete 100% of interventions due at high risk establishments
- To respond to 93% of service requests in line with service standards

#### **5.0 SUCCESSES AND ACHIEVEMENTS IN 2015/16**

Key successes in 2015/16 included:

- 21 of 23 non compliant establishments selected to receive an enhanced level of intervention saw their hygiene standards improve significantly, becoming broadly compliant with food hygiene law
- The percentage of food establishments rated as 3 or higher (generally satisfactory or better) using the national food hygiene rating scheme increased from 94% to 96%
- The number of food establishments rated as 0,1 or 2 (requiring improvement) using the national food hygiene rating scheme reduced from 46 to 25

## 5.1 Non-Compliant Enhanced Intervention Project

A programme of frequent visits were made to 23 food establishments all of which were failing to comply with food hygiene law and were considered to be high risk. Frequent visits were made to each of the establishments. On 31<sup>st</sup> March 2016, 21 of the 23 establishments were deemed to be broadly compliant with food hygiene law (minimum hygiene rating of 3).

The intervention approach used (frequent verification visits followed by a programmed full or partial inspection) proved to be extremely effective in moving a food establishment from non compliant to broadly compliant and in maintaining compliance. A similar project will be implemented during 2016/17 focussing on a further set of 15 non compliant establishments.

## 5.2 Business Compliance – Significant improvement

As a result of the work undertaken by the Service, standards of hygiene and safety at food establishments within North West Leicestershire have continued to improve over recent years.

The table below shows how the percentage of food establishments rated as 3 or higher has increased over the past 4 years.

	April 2013	April 2014	April 2015	April 2016
Number rated 3 or higher	620	663	718	712
Number rated 0, 1 and 2	75	56	46	25
Percentage rated 3 or higher	89%	92%	94%	96%
Percentage rated 0, 1 and 2	11%	8%	6%	4%

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**FOOD SAFETY**  
**ENVIRONMENTAL HEALTH**  
**SERVICE DELIVERY PLAN 2016-17**



As Required By the Food Standards Agency

# FOOD SAFETY SERVICE DELIVERY PLAN 2016-2017

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## FOOD SAFETY SERVICE DELIVERY PLAN 2016-2017

### 1. INTRODUCTION

This service plan has been produced in accordance with the Framework Agreement on Local Authority Official Feed and Food Controls.

This plan provides the basis on which the authority will be monitored and audited by the Food Standards Agency.

This plan should be read in conjunction with the Environmental Health Business Plan 2016/17.

### 2. AIM AND OBJECTIVES OF SERVICE

#### 2.1 Aim

To protect public health in North West Leicestershire and ensure that the food imported, prepared, stored, sold and consumed in the district is safe to eat, through enforcement and education.

#### 2.2 Objectives

- To undertake quality programmed interventions of food establishments (in land and point of entry) in line with their risk rating and intervention policy.
- To undertake an alternative enforcement strategy in low risk premises.
- To investigate all reports of food poisoning in line with service standards and take appropriate action.
- To investigate all service requests in line with service standards and inform complainants of outcomes and the reason for the outcomes.
- To undertake a programme of food sampling to demonstrate the importance of good hygiene and to check food safety systems are working.
- To maintain an accurate database.
- To undertake a programme of education aimed at the public and businesses.
- To undertake surveillance, inspection and sampling of imported foods.

#### 2.3 Strategic Aims

The work of the food safety team makes an important contribution to the Council's priorities 'Business and Jobs' and 'Homes and Communities'.

#### 2.4 Performance Indicators

Indicator	Annual Target 16/17
% of service requests responded to within service standards	93%
Number of non-compliant food establishments included within scope of project remaining 'non-compliant' at end of year	5
Number of food establishments rated 0, 1 or 2 (non-compliant) using the national food hygiene rating scheme	Less than 21

## 2.5 **Service Standards**

All service users can expect and will receive an efficient and professional response.

Officers will identify themselves by name in all dealings with service users.

Officers will carry identification cards and authorisations at all time.

Service users will be informed of the name and telephone number of the officer who is responsible for their need.

All service requests will be responded to; however, anonymous requests may not be dealt with.

The following initial response times to service requests can be expected by service users:-

### **Immediate**

Vermin in food premises.

Food poisoning outbreak.

Case of suspected food poisoning.

Mouldy food complaint.

Situations likely to result in an imminent risk to health.

### **Within 24 hours**

Collection of a food complaint.

Inspection of imported food at East Midlands Airport

### **Within 3 days**

Food Hygiene Rating Scheme – appeal application

Food Hygiene Rating Scheme – Re-score visit application

Food Hygiene Rating Scheme – Right to Reply request

All other food hygiene related complaints.

### **Within 5 days**

Confirmed cases of all other food related illness or communicable disease.

Following a food hygiene intervention food business operators will receive a letter within 14 days. The letter will contain details of how to make representations to the Environmental Health Safety Team Leader or Environmental Health Team Manager.

All enforcement action will be taken in accordance with the Council's Enforcement Policy.

### **3. BACKGROUND**

#### **3.1 Profile of the Authority**

North West Leicestershire District Council services an estimated population of 93,468 covering an area of 27,933 hectares. It is a predominately rural district with 2 main urban areas, Coalville and Ashby de la Zouch.

#### **3.2 Organisational Structure**

##### **3.2.1 Democratic Structure**

The Council is composed of 38 Councillors elected every four years. All Councillors meet together as the full Council. Meetings of the Council are normally open to the public. Councillors decide the Council's overall policies and set the budget each year. The Council will appoint a Leader, a Policy Development Group, regulatory bodies, an Audit and Governance Committee and other statutory, advisory and consultative bodies.

The Cabinet is responsible for most day-to-day decisions and comprises the Leader and his appointed Portfolio Holders. The Cabinet has to make decisions which are in line with the Council's budget and policy framework.

The Policy Development Group may make recommendations which advise the Cabinet and the Council on its policies, budget and service delivery as well as monitoring the decisions of the Cabinet.

##### **3.2.2 Food Safety Team Structure**

The Food Safety Team sits within the Environmental Health Safety Team which forms part of the Legal and Support Services. The team is managed by the Environmental Health Team Manager. In addition the following staff contribute to the food safety service:

Environmental Health Safety Team Leader  
4 Environmental Health Officers (1 Full time, 3 Part time)  
1 Environmental Health Technician  
1 Environmental Health Technical Assistant

The Environmental Health Team structure chart is attached at Appendix 2

In addition there is 1 Technical Administrator and 1 Senior Technical Administrator who assist with the administration work of the Food Safety Team.

The team submits any samples for microbiological analysis to the Good Hope Hospital, Birmingham and all other samples for analysis to the County Public Analyst (Staffordshire Scientific Services).

Eville & Jones Ltd provide the Official Veterinary Surgeon at the border inspection post at East Midlands Airport. The Lead Official Veterinary Surgeon (OVS) is Stavroula Neroli and Veterinary Manager is Rafael Pedregosa.

### 3.3 Description and Scope of Service

Proactive	Reactive
Programmed inspections Programmed surveillance visits Food sampling (including imported foods) Water sampling Primary Authority Agreements Flight manifest checks (imported food) Advice / Coaching	Food hygiene complaints Food complaints Food poisoning investigations/outbreaks Food alerts / Incidents Advice / Coaching Food Import enquiries New Business enquiries / Business Support Inspections of products of animal origin and high risk foods of non animal origin at the border inspection post/designated point of entry

### 3.4 Demands on the Service

The food safety service is based at the Council Offices situated in Coalville. The hours of opening are 8.45 – 5.00 Monday, Tuesday, Wednesday, Friday and 9.30am – 5.00 Thursday. Officers from the Food Team work outside normal office hours as the need arises.

The border inspection post situated at East Midlands Airport is manned on a reactive basis, as and when the service is required. The OVS is programmed to be sited at the inspection post 1 day a week.

- 3.4.1 There are 916 food establishments known to the team in the district. These comprise of:

16	Manufacturers
23	Distribution
171	Retailers
706	Caterers

Of these there are 1 meat products and 1 dairy product manufacturers which have been approved as required by EC Regulation 853/2004.

- 3.4.2 East Midlands Airport is within the district. The border inspection post at East Midlands Airport (EMA) is managed by the Environmental Health Team. The officers of the food safety team are responsible for inspecting all fishery products from a third country entering the EU via the border inspection post at EMA. The OVS inspects all other products of animal origin entering the UK via the border inspection post. The officers of the food safety team are responsible for checking all 'high risk' foods not of animal origin from a third country entering the EU via the designated point of entry at EMA.
- 3.4.3 All food establishments are categorised according to their intervention frequency in accordance with the Statutory Food Law Code of Practice.

At 1 April 2016 the profile of premises within the district was:

Category	Number	Intervention Frequency
A (high risk)	2	At least every 6 months
B (high risk)	36	At least every 12 months
C (medium risk)	163	At least every 18 months
D (medium risk)	345	At least every 2 years
E (low risk)	346	A programme of alternative enforcement strategies at least every 3 years
Unrated	24	
Outside of programme (importers non-food)	13	Every 3 months (questionnaire)

**Note:** Category E premises must be subject to an alternative enforcement strategy or intervention, at least once during any three year period.

All transit sheds and importers not currently importing foodstuff will be contacted every 3 months.

The number of businesses owned by ethnic minorities whose first language is not English has no significant impact on the service.

### 3.5 Enforcement Policy

The Regulators' Code was published on 25 July 2013 and took effect on 6 April 2014. Officers within the Food Team take into account the principles of good enforcement set out in the Code. The Council's general enforcement policy and specific food control enforcement policy has been revised taking into account the content of the Regulators' Code.

## 4. SERVICE DELIVERY 2016/2017

### 4.1 Food Establishment Interventions

#### 4.1.1 Programmed Interventions

Council Policy: "that all food establishment interventions will be carried out in accordance with the Statutory Food Law Code of Practice and internal procedure: PN1.0 Food Interventions. Interventions will take place unannounced wherever possible."

The complete intervention programme for 2016/2017 is as follows:

Risk Category	Total Programmed 2016/2017	Carried forward from 2015/16 programme	Total
A	4 (2 establishments)	0	4
B	35	1	36
C	104	9	113
D	178	15	193
E	103	70	173
Unrated	24	0	24
Importers (non food)	52	0	52
<b>Total</b>	<b>499</b>	<b>95</b>	<b>594</b>

Priority will be given to establishments within risk category A, B, unrated and non broadly compliant\* C and D. It is estimated that 30% of establishments will receive one or more revisits. In addition to the above programme, all new food establishments will receive an initial inspection.

\*NOTE: A 'broadly complaint' establishment is one that has an intervention rating score of not more than 10 points under each of the following parts of Annex 5, Part 2: level of (Current) Compliance, hygiene and level of (Current) Compliance – Structure and Part 3: Confidence in Management.

The Food Standards Agency has published the; 'E.Coli 0157 Control of Cross Contamination' guide providing critical information for food business operators and enforcement authorities. The guide aims to increase recognition of the threat of *E.coli* and identifies the need to have stringent measures in place to prevent transmission. It sets out controls in circumstances where food may be contaminated and is handled in the same establishment as ready-to-eat food. Given that very serious outbreaks and fatalities have been associated with this organism all food businesses will be made aware of the risks and will receive advice on the most effective ways of preventing infection.

#### Intervention Policy

Category	Planned Intervention
A (non compliant)	Full/Partial inspection/audit
B (non compliant)	Full/Partial inspection/audit
C (non compliant)	Full/Partial inspection/audit
D (non compliant)	Full/Partial inspection/audit
	monitoring / verification / official sampling
	or
	education/advice/ coaching
A (compliant)	Full/Partial inspection/audit
B (compliant)	Full/Partial inspection/audit
C (compliant)	Full/Partial inspection/audit
	Or
	Monitoring / verification / official sampling
D (compliant)	Full/Partial inspection/audit
	monitoring / verification / official sampling
	or
	education/advice/ coaching
E (compliant)	Self assessment questionnaire
Unrated	Full/Partial inspection/audit
Non food ETSF / Importers	Telephone questionnaire
	Liaison with UKBF

#### 4.1.2 High Risk Intervention Programme

15 non compliant food establishments rated as either 0, 1 or 2 under the Food Hygiene Rating Scheme will be selected. Each establishment will receive frequent interventions which may include full and partial inspections, coaching sessions, seminar food safety management, mentoring from a compliant business and verification visits. Interventions will continue until such time that the Inspector considers the food establishment to be 'broadly complaint' with food hygiene law. At this point interventions will cease. Each establishment will then receive a full or partial inspection to determine if they have maintained their broadly compliant



standard. Consideration will be given to the service of hygiene improvement notices where a business fails to secure improvements following structured, regular support and guidance.

The success of the project will be evaluated by the number of establishments that remain not broadly compliant with food hygiene law on 31<sup>st</sup> March 2017.

#### 4.1.3 **Better Business for All - Earned Recognition Scheme**

The service will follow an earned recognition scheme when targeting resource to food hygiene controls at the Download Music Festival. Those mobile food vendors that have a Food Hygiene Risk Rating score of 3 or above on the national food hygiene rating scheme will not receive an intervention unless the registering authority requests that an intervention is made. The objective of this approach is to reduce unnecessary regulatory burden on compliant businesses.

#### 4.1.4 **Inspection of aircraft**

Aircraft are included within the definition of premises. The Food Law Code of Practice states that primary consideration should be given to the origin of the food on board, including water and other drinks, and the transport to, and loading of, the aircraft. An audit of the sampling programme for the water on board aircraft will be undertaken.

#### 4.1.5 **Specialised Processes**

The manufacture of meat and dairy products (including on-farm pasteurisation), in-flight catering, the inspection of third country imports of products of animal origin, the production of carbonated drinks and the production of crisps and snacks are all specialist areas of work undertaken within North West Leicestershire. The current post holders within the Food Safety Team hold adequate expertise within these specialist areas of work. When devising the departmental training needs, maintaining adequate knowledge in these areas of work is a priority.

Donington Park is situated within North West Leicestershire. A number of international sporting and musical events are held at the Park. Officer time will be spent assisting with the planning of large events such as the Download music festival and World Superbikes motor racing event. This work will include the partial inspection of a proportion of food establishments trading at these events. Where water provision is installed at temporary campsites, sampling of the water will be undertaken.

A street trading consent scheme operates within North West Leicestershire. All mobile food establishments and static units trading within the District hold a 'consent' under the scheme.

#### 4.2 **Food Complaints**

Council Policy: **“that all food complaints received are investigated in accordance with the Statutory Food Law Code of Practice and internal procedure note PN7.0: Food Complaints.”**

Based on previous years figures it is estimated that the team will receive in the range of 20 food complaints.

#### 4.2.1 Food Hygiene Service Requests

Council Policy: **“that the Food Safety Team undertake unprogrammed visits as a result of a complaint about the standards of hygiene at a food establishment, a new establishment opening, new management taking over or due to a request by another agency”** e.g. Defra, Ofsted.

This will include most service requests received by the food team regarding standards of hygiene e.g. including complaints about:-

- cleanliness in premises
- drainage defects
- pest problems
- service requests for inspections by other statutory bodies, e.g. Ofsted, Animal Health
- service requests for guidance from new owners of food establishments

These interventions do not form part of the programmed interventions.

Based on previous years figures it is estimated that the number of service requests received relating to standards of hygiene will be in the range of 70 to 90.

#### 4.3 Primary Authority Principle and Home Authority Principle

Council Policy: **“to have regard to the Home Authority and Primary Authority Principles and internal procedure note PN7.1: Home/Originating Authority Complaints”**.

Council Policy: **“to have regard to the information (inspection plans and approved advice) provided on the BRDO website before undertaking an intervention at an establishment with a Primary Authority.”**

The Council do not currently act as Primary Authority for any establishments.

Based on previous years figures it is estimated that the team will receive in the range of 5 - 10 home/originating authority complaints from other local authorities.

#### 4.4 Support and Advice to Business (including import enquiries)

Council Policy: **“to provide advice to both established and new food establishments”**.

The Leicester and Leicestershire Regulatory Services Partnership and Better Business for All (BBfA) Steering Group was established in 2011. The overriding objective of the Partnership and the BBfA programme is to improve engagement with local businesses and provide them with advice and guidance to assist in reducing the burden of regulation on business.

In 2016/17 the following food safety support is available to businesses:

Inspection – An officer will provide advice to every business during a routine food hygiene inspection.

Coaching - If requested by a Food Business Operator a free one to one coaching session will be undertaken to assist them in complying with the law.

High Risk Establishment Enhanced Support Project – 15 non compliant businesses will receive an enhanced level of support to assist them in becoming compliant. It is hoped that by increasing the level of support and advice to non compliant businesses, the number of businesses ‘broadly compliant’ with food hygiene legislation will increase.

Coalville Enhanced Support Project – Key food businesses situated within the town centre will receive an enhanced level of support to assist them in improving their hygiene compliance and generating more trade.

Food safety advice is available on the Council’s website. Advice is also available on the food standards agency website.

Any business requesting advice and guidance in other areas of regulation or non regulatory support will be signposted to the LLEP Business Gateway advice line or website.

#### 4.5 **Sampling Programme**

##### 4.5.1 **Food Sampling**

Council Policy: **“to take part in the Leicestershire Food Sampling Programme.”**  
The food items which form part of this programme are selected by the Leicestershire Food Best Practice Group based on known or potential problem areas. All samples are taken in accordance with the Statutory Food Law Code of Practice. The programme is detailed at Appendix 1.

In addition to the sampling programme food samples may be submitted for examination as part of a programmed intervention, complaint, infectious disease investigation or imported food surveillance.

Using sampling as an Official Control intervention is highlighted in the Statutory Food Law Code of Practice. Some samples may be sent to the Public Analyst for analysis. The authority is charged for this service.

The number of samples that can be submitted for examination free of charge is allocated by the Public Health Laboratory Service (PHLS).

##### 4.5.2 **Water Sampling (Commercial Premises & Aircraft)**

Council Policy: **“that routine sampling of mains water is not undertaken.”**

However, sampling of mains water may take place as a result of a complaint or concern.

Council Policy: “to audit the sampling and monitoring programme in place to ensure the quality of water on-board aircraft at East Midlands Airport.

##### 4.5.3 **Private Water Supplies**

The district has the following private water supplies and distribution systems in its area:

	Large	Small	Single domestic
--	-------	-------	-----------------

Private Water Supplies	2	4	10
Distribution Systems	2		

The Authority has a statutory duty to risk assess private water supplies within its district and then conduct a sampling program based upon the risk assessment.

#### **Sampling Programme 2016/17**

The 2 large supplies will be sampled twice during the year

4 Small supplies will be sampled every 5 years. None of the supplies will be sampled during 2016/17

Single domestic supplies will not routinely be sampled but sampling can be carried out on request

Private Distribution Systems will be sampled based on the outcome of the risk assessment

#### **4.6 Infectious Disease Control**

Council Policy: **“to investigate all food borne diseases.”**

The team receives notifications from Public Health England relating to residents/visitors within the district suffering from a notifiable infectious disease. The team may also receive informal notifications of suspected food poisoning from members of the public. Non food related infectious diseases are investigated based on advice from the Consultant for Communicable Disease Control (CCDC).

Based on previous year’s figures it is estimated that the team will receive in the range of 110-120 formal or informal notifications of food related infectious diseases.

#### **4.7 National Food Safety Incidents**

Council Policy: **“to deal with food alerts in accordance with the Statutory Food Law Code of Practice.**

The Food Standards Agency issues a ‘Product Withdrawal Information Notice’ or a ‘Product Recall Information Notice’ to let local authorities and consumers know about problems associated with food. In some cases, a ‘Food Alert for Action’ is issued. This provides local authorities with details of specific action to be taken.

The team receives food alerts via EHC net messaging system and the FSA Enforcement mailbox. Food Alerts: Alerts ‘For Action’ are referred for the urgent attention of the Environmental Health Team Manager or Environmental Health Safety Team Leader.

Based on previous year’s figures the section is likely to receive less than 10 alerts for action.

#### **4.8 Imported Foods at Point of entry**

##### **4.8.1 Border Inspection Post (BIP)**

The service manages and operates the border inspection post at East Midlands Airport (EMA). The BIP is subject to audits and verification visits by Animal Health, an Agency of Defra. These currently take place quarterly.

All products of animal origin arriving at EMA from a country outside the EU have to be inspected at the border inspection post. Officers from the Food Safety Team have responsibility for inspecting all fishery products and an Official Veterinary Surgeon (OVS) has been appointed by the authority to inspect all other products of animal origin.

#### 4.8.2 **Catch certificates (Fish and Fishery Products)**

On 1<sup>st</sup> January 2010 an EU regulation came into force to combat illegal, unreported and unregulated fisheries. The regulation requires a catch certificate for all imports and landings of fish and fish products into the EU by third countries. The service issue catch certificates for fish and fishery products entering the EU via East Midlands Airport.

#### 4.8.3 **Designated Point of Entry (DPE) – High risk foods not of animal origin**

In 2014 the Food Standards Agency granted a DPE/DPI status to East Midlands airport for all ambient stable products listed within Commission Regulation (EU) No 996/2012, No 91/2013 and No 1152/2009. Officers of the food safety team will respond to all foodstuffs pre-notified.

#### 4.8.4 **Surveillance**

A risk based programme of surveillance will be carried out. This will involve officers carrying out checks of flight manifests and visits to transit sheds. Sampling of foodstuffs found may be undertaken.

Each of the importers / ETSF and transit shed operators that do not currently handle foodstuffs will be contacted every 3 months.

Due to the flight schedule the monitoring of 'live' manifests has to be undertaken outside normal office hours. In addition some manifests checked will not be 'live'. They will be viewed after the freight has left the airport. The checking of such manifests provides a useful auditing tool.

#### 4.8.5 **Sampling**

A sampling programme will be carried out, being informed by the national monitoring plan and local intelligence and information.

#### 4.8.6 **Liaison/Management of Port Health**

In 2008 a multi-agency East Midlands Airport Port Health Group was established. Membership of this group includes Public Health England, North West Leicestershire DC, Leicestershire and Rutland Primary Care Trust, East Midlands Airport and UK Border Force.

Council Policy: **“To contribute to the delivery of the multi-agency Port Health Group at East Midlands Airport.”**

A representative from the Environmental Health will attend meetings of this group.

#### 4.9 **Other non-official control interventions**

Council Policy: **“to raise the awareness of the public to the potential causes of food poisoning.”** Throughout the year articles will be published in the local press and on the Council web pages regarding food safety matters.

#### Food Poisoning in the Home

Once again we will be communicating the key messages as suggested by the Food Standards Agency during national food safety week.

#### Effective hand washing

To raise the awareness of the importance of hand washing in preventing the spread of disease the hand washing machine with ultra violet light will be offered to schools and child nurseries around the district.

### **4.10 Food Hygiene Rating Scheme**

North West Leicestershire District Council operates the national Food Hygiene Rating Scheme (FHRS). The scheme provides consumers with information regarding the hygiene standards identified in food establishments at the time of the last intervention.

The data is managed by the Environmental Health Safety Team Leader on an ongoing basis and a data upload carried out a minimum of every 13 days.

The profile of the scheme will be maintained through the issue of press releases with compliance standards at businesses being recognised by issuing certificates.

### **4.11 Coalville Project**

The food safety team is contributing to a corporate project focussed on the regeneration of Coalville town centre. An enhanced level of support will be offered to key food businesses within the town centre.

In addition work will be carried out to increase the display of hygiene ratings.

### **4.12 Food Hygiene Award 2016**

North West Leicestershire District Council operates an annual Food Hygiene Award. The Award was launched in 2012. The Award informs consumers of those food establishments that have achieved ‘excellence’ in food hygiene standards. The criteria for achieving the award is based on scores awarded under the Food Hygiene Rating Scheme.

### **4.13 Licensing/Consents**

The team is consulted prior to the issue of premises licences (new and variations) under the Licensing Act 2003. All take-away premises and food mobiles trading between 11.00 p.m. and 5.00 a.m. require licensing under the Act. The Safety Team will respond to any new applications and variation applications received and make representations if there are public safety or public nuisance concerns.

Officer time will be spent assisting with the planning of large events such as the Download Music Festival, Outbreak Festival and the World Superbikes motor racing event.

The team is consulted prior to the issue of a consent under the Street Trading Scheme. All mobile food establishments and static units trading within the District hold a 'consent' under the scheme.

#### 4.14 **Liaison with Other Organisations and Internal Communication**

A member of the Environmental Health Service is represented on the following groups/meetings:

##### External/Multi-agency Groups:

- Leicestershire and Rutland CIEH Food Best Practice Group
- Association of Port Health Authorities Liaison Groups (Border Inspection Post, Airports, Environmental Health & Hygiene)
- East Midlands Airport multi-agency Port Health Group
- Leicestershire CIEH Environmental Health Managers Group
- Public Health England Liaison Group
- Idox Uniform User Group
- Download event planning meetings
- Donington Park event planning meetings
- Cattows Farm event planning meetings (Strawberry Fields and Sausage & Cider)
- Outbreak Festival
- Zoo Project event planning meetings
- Regulatory Services Partnership
- Better Business for All Partnership – Task & Finish Groups
- UK Border Force liaison meetings
- East Midlands airport – Cargo Development

##### Internal Groups:

- Safety Team Meeting
- Monthly 121's/Performance meetings
- NWLDC Idox user group
- Business CAT

## 5. **RESOURCES**

### 5.1 **Financial Allocation**

The budget for the provision of the food safety service is £267,870. The general expenses incurred by the service such as training, salaries and administrative costs are budgeted for as part of the budget for Environmental Health.

### 5.2 **Staffing Allocation**

It is the Council's policy to authorise officers appropriately in accordance with their qualifications and experience having regard to the Statutory Food Law Code of Practice. All officers have been authorised in accordance with the internal procedure PN 5.0: Authorisation of Officers.

The nominated lead officer for food safety is the Environmental Health Safety Team Leader.

#### 5.2.1 The details of the staffing levels in the section are as follows:

Environmental Health Team Manager – The post holder is an Environmental Health Officer with responsibility for the food hygiene, health and safety, Port Health, Pest

Control, Animal Welfare and licensing functions of the Council. The post holder is authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.5 FTE (Non operational)

Environmental Health Team Leader – The post holder supervises the operational work of the Team, and undertakes food safety work. The post holder is lead officer for food safety and is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.7 FTE (Imported foods= 0.05FTE)

Environmental Health Officer – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.7 FTE (Imported foods= 0.05FTE)

Environmental Health Officer (Part time) – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is lead officer for imported food, is fully authorised under the Food Safety and Hygiene (England) Regulations 2013 and authorised to undertake inspections at the border inspection post. Food related work = 0.40 FTE (Imported foods= 0.1FTE)

Environmental Health Officer (Part time) – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.7 FTE (Imported foods= 0.05FTE)

Environmental Health Officer (Part time) – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The postholder's food safety enforcement powers are restricted by authorisation. Food related work = 0.4 FTE (Imported foods= 0.05FTE)

Environmental Health Technician – The postholder undertakes food safety work and also carries out limited duties supporting an appointed inspector under the Health and Safety at Work etc. Act 1974. The postholder's food safety enforcement powers are restricted by authorisation. Food related work = 0.9 FTE (Imported foods= 0.05FTE)

Environmental Health Technical Assistant - The post holder is currently on maternity leave. The post remains vacant with inspections being undertaken by an Inspector employed on a consultancy basis. = 0.9FTE (Imported foods= 0.05FTE)

There is 1 Technical Administrator and 1 Part time Senior Technical Administrator providing support to the food safety section. Food related work = 0.1 FTE and 0.1 FTE

### 5.3 Staff Development/Training

The Environmental Health Team has embraced the principles of the Best Employee Experience (B.E.E) Project. The individual Performance and Development Reflection meetings are a key element of North West Leicestershire District Council's aim to support its employees by providing them with the development and learning required. Additional training requirements will be identified during the appraisal process and will form a training plan for the team. Officers from the team will be given training which will take into account any changes in legislation or guidance as and when required.



**NOTE:** Each Food Officer is required by the Statutory Food Law Code of Practice to do a minimum of 10 hours core training.

## **6. QUALITY ASSESSMENT / INTERNAL MONITORING**

6.1 A performance management system is in place within the Environmental Health Team in order to assess the quality of the service provided and the performance against agreed standards and how this information is communicated.

The system involves:

- The Environmental Health Team Manager (EHTM) and Environmental Health Team Leader (EHTL) monitoring the team performance against the SDP on a monthly basis.
- 1 Accompanied inspection and 1 Reality check will be carried out for each Authorised Officer each year by the Environmental Health Team Leader.
- Additional detailed checks to assess the adequacy of the post inspection paperwork will be carried out by the EHTL on a monthly basis and the check will be on a minimum of two inspections each month.
- Every year the EHTM will check 1 inspection carried out by the EHTL.
- All statutory notices will be checked by the EHTL or in their absence the EHTM before service.
- The EHTL will check the notice log on a monthly basis to ensure all outstanding notices have been checked off.
- Monitoring of service requests will be carried out by EHTL. A minimum of 1 service request will be checked every month.
- The EHTM will receive all completed customer satisfaction forms and will reply to any questionnaires requesting a response. Any adverse comments will be reacted to appropriately.
- The EHTM will receive a review of the questionnaires each quarter.
- The EHTL will check the sampling log every quarter to ensure its completeness and accuracy and to ensure that appropriate follow action has been taken.

When undertaking the above checks will be made to ensure the Code of Practice and internal procedures are being complied with.

Internal procedures have been and will continue to be developed in consultation with the Leicester & Leicestershire Food Best Practice Group to ensure consistency across the County.

## **7. COMMUNICATION**

7.1 **Communication within the Team**

- 7.1.1 Every month the EHTM meets with the Head of Legal and Support Services.
- 7.1.2 Every month the EHTM meets with the EHTL to discuss any issues and the previous month's performance. In addition on-going issues are discussed as and when they arise.
- 7.1.3 Each month the EHTL meets with the officers individually to discuss performance.
- 7.1.4 Each month officers are given a summary of their previous month's performance.
- 7.1.5 At least every quarter there is a team meeting where specific issues are discussed with the Food Team.

## 8. REVIEW 2016/2017

### 8.1 Review against the Service Plan

The figures detailed below relate to data retrieved from the premises database on April 1<sup>st</sup> 2016.

#### 8.1.1 Programmed Inspections (Inland)

The number of premises and their risk ratings is changeable throughout the year. The number of inspections not carried out by the end of March 2016 is used to determine the percentage of those inspections completed.

94% of the planned inspection programme was achieved  
95% of high risk interventions were achieved (Category A and B)

Risk Category	Total Due 2015/16	Carried forward from 2014/15	Total No. of Due Interventions	Remaining at end of year	% of due interventions achieved
A	6	0	6	0	100
B	41	0	41	1	98
C	197	3	200	9	95
D	83	1	84	15	77
Unrated	30	0	30	0	100
Non food importers	52	0	52	0	100
<b>TOTAL</b>	<b>409</b>	<b>4</b>	<b>413</b>	<b>25</b>	<b>94</b>

#### 8.1.2 High Risk Intervention Programme

A programme of frequent visits were made to 23 food establishments all of which were failing to comply with food hygiene law and were considered to be high risk. Frequent visits were made to each of the establishments. On 31<sup>st</sup> March 2016, 21 of the 23 targeted establishments were broadly compliant with food hygiene law.

The enhanced advice and assistance provided to the non-compliant businesses has enabled them to become compliant and to sustain at least a satisfactory standard of hygiene, which helps the businesses and protects the public.

#### 8.1.3 Food Hygiene Service Requests

	2012/13	2013/14	2014/15	2015/16
Food Hygiene Service Requests including drainage	40	37	39	44
Regarding problems with pests and rubbish	3	7	9	5
Unprogrammed visits requested by another agency	12	1	4	4
Total	55	45	52	53

#### 8.1.4 Food Complaints

	2012/13	2013/14	2014/15	2015/16
Foreign bodies in food	5	11	9	7
Mouldy foods	3	3	2	2
Chemical issues	1	1	0	0
Labelling of food	1	2	0	1
Total	10	17	11	10

#### 8.1.5 Home Authority Principle

	2012/13	2013/14	2014/15	2015/16
Food Complaints – Home / Originating Authority	4	3	3	2

#### 8.1.6 Advice to Businesses

The Safety Team and Customer Contact Centre gave advice over the telephone to customers. Detailed figures for this work are not recorded.

	2012/13	2013/14	2014/15	2015/16
Advice Visits resulting in research/visit	70	61	54	31

#### 8.1.7 Sampling

	2012/13	2013/14	2014/15	2015/16
Food Samples - Total	26	55	29	151
Food Samples - % unsatisfactory (number)	19% (5)	5% (3)	3% (1)	51% (77) *
Environmental Samples - Total	48	16	5	93
Environmental Samples - % unsatisfactory (number)	38% (18)	44% (7)	0	48% (45) *
Private Water Supply Samples - Total	8	17	23	13
Private Water Supply Samples - % unsatisfactory	50% (4)	65% (11)	35% (8)	44% (4)
Private Water Distribution System Samples - Total	29	41	33	22
Private Water Distribution System - % unsatisfactory	38% (11)	7% (3)	6% (2)	0

\* The high number of unsatisfactory results relating to food and environmental samples is largely due to an investigation carried out at one food establishment.

### 8.1.8 Infectious Disease

	2012/13	2013/14	2014/15	2015/16
Reported suspected food poisoning cases	31	13	18	16
Infectious Disease notifications	104	96	111	118
Most common disease and number	Campylo bacter - 70	Campylo bacter - 76	Campylo bacter - 84	Campylo bacter - 69

### 8.1.9 Responding to National & Serious Localised Food Safety Incidents

If there is a problem with a food product that means it should not be sold, then it might be withdrawn (taken off the shelves) or 'recalled' (when customers are asked to return the product). If the problem presents a serious risk to public health the Food Standards Agency issues a 'Food Alert For Action' requiring all local authorities to take direct action. The Environmental Health – Food Safety Team responds to all alerts for action.

	2012/13	2013/14	2014/15	2015/16
Product Withdrawal and Product Recall Information Notices	30	36	34	78
Food Alerts For Action	8	8	3	1
Food Alerts - Total	38	44	37	79

The 1 alert for direct action related to palm oil found to be contaminated with an illegal dye.

### 8.1.10 Border Inspection Post

Year	Enquiries received	Catch (exemption) Certificates Issued	Total consignments	Fish (EHO)	Other products (OVS)	Total Rejected	% Rejected
2005/06	N/A	N/A	86	28	58	18	21
2006/07	107	N/A	149	76	73	21	14
2007/08	112	N/A	129	41	88	53	41
2008/09	147	N/A	172	31	141	107	62
2009/10	126	N/A	161	20	141	83	52
2010/11	184	255	154	13	141	62	40
2011/12	113	246	84	15	69	33	39
2012/13	65	251	67	6	61	22	33
2013/14	41	258	68	8	60	9	13
2014/15	55	256	71	16	55	6	9
2015/16	40	249	52	8	44	6	11

### 8.1.11 Imported Foods of Non- Animal Origin

In 2014 the Food Standards Agency granted DPE/DPI status to East Midlands for a for all ambient stable products listed within Commission Regulation (EU) No 996/2012, No 91/2013 and No 1152/2009.

In 2014 an EHO visited those businesses thought to be handling imported foodstuffs. An inspection was carried out and a risk rating of the premises undertaken. These premises now form part of the inspection programme.

Each of the 13 importers that has confirmed they do not currently handle foodstuffs were contacted every 3 months for surveillance purposes. Any premises identified as handling imported foodstuffs will receive an inspection.

#### **Programmed Quarterly Checks of Non food importers**

Number of premises	Number of quarterly checks programmed	Number of checks carried out	% of planned checks carried out
13	52	52	100%

#### **Designated Point of Entry / Designated Point of Inspection**

1 consignment of tea, imported from China was inspected. The consignment passed a documentary check.

#### **8.1.12 Surveillance of flight manifests**

A risk based programme of surveillance was carried out in 2015/16 to identify any foodstuffs subject to import controls. 24 flight manifests were checked, focussing on flights direct from or transiting through 3rd Countries. Two flights were targeted, from Leipzig Germany (carrying goods from Australia, Far East and Asia) and Cincinnati, USA.

32 food consignments were identified. None of the foodstuffs were subject to import controls. Although no foodstuffs requiring inspection were found the surveillance did provide a knowledge of the flight routes and the nature and volumes of consignments imported.

#### **8.1.13 Licensing**

The food team were involved in dealing with new premises licence or applications for variations under the Licensing Act 2003.

	2012/13	2013/14	2014/15	2015/16
Total (New/Variation applications)	30 (15/15)	16 (9/7)	19 (10/9)	25 (15/10)

In addition the food team carried out inspections of food establishments trading at large scale outdoor events at Donington Park such as the Download Music Festival.

#### **8.1.14 Liaison with Other Organisations**

During 2015/16 the following liaison took place:-

Leicestershire & Rutland CIEH Food Best Practice Group / Technical Sub-Committee: Quarterly meetings. The Environmental Health Team Leader attended the quarterly meetings

East Midlands Airport Multi-agency Port health Meeting: The Environmental Health Team Manager attended the meeting

Leicestershire CIEH Environmental Health Managers Group: The Environmental Health Team Manager attended the quarterly meetings.

Leicestershire Regulatory Services Partnership: The Environmental Health Team Manager attended the quarterly meetings.

Health Protection Agency Liaison Group: The Environmental Health Team Leader attended all of the scheduled meetings.

East Midlands Airport – Cargo Development: The Lead Port Health Officer attended the meetings.

Internal:

North West Leicestershire Business CAT: The Environmental Health Team Manager attended these meetings.

Idox Uniform User Group: The Environmental Health Team Manager attended these meetings.

#### **8.1.14 Education & Awareness Initiatives (Other Non-Official Controls Interventions)**

##### **Low risk food establishments – Risk Category E**

Food establishments that are considered to be low risk to consumers are categorised as risk category E. Low risk establishments do not form a part of the inspection programme. However a programme of alternative enforcement strategies must be in place with each establishment receiving an intervention at least once during any three year period.

Each of the 115 establishments categorised as low risk and due an intervention were sent a self assessment questionnaire requiring them to assess their compliance with food hygiene law. 44 of the 115 establishments completed and returned their questionnaire. Compliance levels and standards at each of these premises were assessed using the completed questionnaire. Further attempts will be made to assess compliance at the remaining 71 low risk establishments.

##### **Food Safety Week**

Our top food safety priority is to reduce foodborne disease with the highest priority being tackling campylobacter. Chicken and campylobacter was the focus of this year's food safety week.

We distributed leaflets through a number of Health Centres within the district. The leaflets provided advice on how to avoid campylobacter food poisoning by promising to follow four simple food safety practices.

In addition the food safety messages were communicated using social media.

##### **National Food Hygiene Rating Scheme**

The food hygiene rating scheme was promoted using press releases and social media.

A request for a re rating was received from 8 food establishments. Each request resulted in a visit being made to the establishment.

## 8.2 Staffing Allocation

The Regulatory Support Officer post was vacant during April, May, June and July  
An EHO post was vacant between October and February. A temporary EHO was employed on a part time basis during October, November and December. The post remained vacant during January and February.

## 8.3 Food Hygiene training Undertaken by Staff

Introduction to Imported Food Controls  
Interactive Outbreak Control Investigation  
Food Hygiene – Risk Rating Consistency exercise  
Approved Establishments – ABC Food Law  
ABC on line E.coli 0157 Control of Cross Contamination  
ABC on line Food Law Refresher - England  
5 plus 1 Food Safety and FSA update  
FSA practical update seminar “Introduction to UK Food Surveillance System”  
ABC on line Dairy Products module 1 and 2  
FSA Lead Officer Training  
ABC online – Audit of HACCP modules 1 & 2  
ABC online – Approved Premises modules 1, 2, 3, 4  
FSA Official Fish Inspectors Course  
Applied Food Microbiology  
Dairy Products – Module 1 Dairy Science  
ABC online HACCP course Module 1 & 2  
UKFSS – ABC Food Law

## 8.4 Enforcement Actions Taken

158	Warning letters were sent to Business Operators
12	Hygiene Improvement Notices were served
0	Prohibition related notices
0	Detention / Remedial Action Notices
6	Enforcement Notices (Regulation 20) under The Trade and Related Animal Product Regulations – Fail Veterinary checks at BIP
0	Enforcement Notices (Regulation 32) under The Trade and Related Animal Product Regulations – Illegal import
0	Enforcement Notices (Regulation 19) under The Trade and Related Animal Product Regulations – Illegal import
0	Regulation 32 Notices under Official Feed and Food Controls (England) Regulations
0	Cautions / Conviction for offences under food hygiene legislation

## 8.5 Performance Outcomes

As a result of the work undertaken by the Service, standards of hygiene and safety at food establishments within North West Leicestershire improved.

All relevant food establishments are rated using the National Food Hygiene Rating Scheme.

The number of establishments achieving a rating of 3 (Generally satisfactory) or higher (Good, Very Good) decreased slightly from 718 to 712 during 2015/16.

The number of establishments requiring improvement (rated 0,1 and 2) reduced from 46 to 25 during 2015/16.

Performance Targets:

Indicator	Target	Actual
% of service requests responded to within service standards	93%	94%
Number of non-compliant food establishments included within scope of project remaining 'non-compliant' at end of year	5	2
Number of food establishments rated 0, 1 or 2 (non-compliant) using the national food hygiene rating scheme	40	25

## 8.6 Issues for 2016/17

- Building on the success of previous years, to implement an 'earned recognition scheme' focussed on reducing the regulatory burden on mobile food vendors at public events by ceasing to inspect traders who are broadly compliant with hygiene law and have been rated as 3 or above on the Food Hygiene Rating Scheme
- Building on the successes of the previous programmes, to undertake an enhanced support programme targeting non compliant food establishments
- To review the intervention carried out at food establishments rated as category E (low)



### National Studies 2016-2017 Planning Chart

Year	2016-17											
National Surveys												
Months of sampling:	A	M	J	J	A	S	O	N	D	J	F	M
(Study 58) Hygiene in catering premises												
(Study 59) TBC												
TBC (reactive response – Study 60 )												

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

## CABINET – 14 JUNE 2016

Title of report	<b>COMMUNITY SAFETY STRATEGY 2014-17 (2016 REFRESH)</b>
Key Decision	a) Financial No b) Community Yes
Contacts	Councillor Trevor Pendleton 01509 569746 <a href="mailto:trevor.pendleton@nwleicestershire.gov.uk">trevor.pendleton@nwleicestershire.gov.uk</a>  Director of Services 01530 454555 <a href="mailto:steve.bambrick@nwleicestershire.gov.uk">steve.bambrick@nwleicestershire.gov.uk</a>  Head of Community Services 01530 454832 <a href="mailto:john.richardson@nwleicestershire.gov.uk">john.richardson@nwleicestershire.gov.uk</a>
Purpose of report	For Cabinet to note the 2016 annual refresh of the Community Safety Strategy 2014-17
Reason for Decision	To comply with the Council's constitution and statutory duty to produce a Community Safety Strategy every three years, refreshed annually.
Council Priorities	Homes and Communities
Implications:	The Strategy refresh will inform the Community Safety Partnership's priorities and work plan for 2016-17.
Financial/Staff	The Council's Community Safety Team co-ordinates the work of the Safer North West Partnership.
Link to relevant CAT	N/A
Risk Management	Risk assessments will be completed as appropriate
Equalities Impact Screening	An Equality Impact screening has been considered during the refresh.
Human Rights	None discernible
Transformational Government	N/A
Comments of Head of Paid Service	Report is satisfactory

Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	The Safer North West Partnership Office of The Police and Crime Commissioner
Background papers	<p><a href="#">The Community Safety Strategy 2014-17</a></p> <p>The PCC Police and Crime Plan 2013-17 (refreshed) <a href="http://www.leics.pcc.police.uk/Planning-and-Money/Police-and-Crime-Plan/Police-and-Crime-Plan.aspx">http://www.leics.pcc.police.uk/Planning-and-Money/Police-and-Crime-Plan/Police-and-Crime-Plan.aspx</a></p> <p>Crime and Disorder Act 1998 <a href="http://www.legislation.gov.uk/ukpga/1998/37/contents">http://www.legislation.gov.uk/ukpga/1998/37/contents</a></p> <p>Police Reform Act 2002 <a href="http://www.legislation.gov.uk/ukpga/2002/30/contents">http://www.legislation.gov.uk/ukpga/2002/30/contents</a></p> <p>Police and Justice Act 2006 <a href="http://www.legislation.gov.uk/ukpga/2006/48/contents">http://www.legislation.gov.uk/ukpga/2006/48/contents</a></p> <p>Anti-social Behaviour, Crime and Policing Act 2014 <a href="http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted">http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted</a></p>
Recommendations	<p><b>CABINET ARE REQUESTED TO:</b></p> <p><b>1) NOTE THE NORTH WEST LEICESTERSHIRE COMMUNITY SAFETY STRATEGY 2014-17 (2016 REFRESH) AND PARTNERSHIP ACTION PLAN FOR 2016-17</b></p>

## 1.0 INTRODUCTION

- 1.1 The 1998 Crime and Disorder Act required Community Safety Partnerships (formerly called Crime and Disorder Reduction Partnerships) to be established and placed an obligation on local authorities and police to work together to implement a strategy to tackle crime and disorder in their area. Since this time further legislation has expanded the remit of partnerships and made more organisations, such as clinical commissioning groups, also accountable for community safety. Over the past decade Community Safety Partnerships have encouraged a more joined up way of working which has contributed to a sustained fall in crime.
- 1.2 Every three years each Community Safety Partnership is required by law to produce a strategy, informed by strategic assessment, which outlines the activities it plans to undertake. The strategy identifies priorities and trends for the partnership to focus on and provides a framework for delivery. The strategy is refreshed annually to respond to emerging threats and to ensure that the priorities are still relevant.

- 1.3 The Safer North West Partnership (SNWP) brings together a number of agencies with a shared commitment to reducing crime and disorder in the District. The Partnership is made up of a number of organisations including;
- North West Leicestershire District Council
  - Leicestershire County Council
  - Leicestershire Police
  - Leicestershire Fire & Rescue Service
  - National Probation Service
  - Reducing Reoffending Partnership
  - West Leicestershire Clinical Commissioning Group.
- 1.4 The statutory agencies in the Partnership work closely with other agencies and individuals such as social housing providers, youth offending service, drug & alcohol service providers, the Police and Crime Commissioner for Leicestershire and voluntary organisations amongst others. The Partnership aims to bring together people and organisations that are committed to having an impact on crime and disorder and who wish to support our local communities. The Partnership not only focuses on crime and disorder but strives to improve the general well being of all members of the community. By working together we can ensure that agencies are not working in isolation and that resources are targeted effectively where they are needed.
- 1.5 In 2016/17 The Partnership will receive £41,523 from The Office of Leicestershire's Police and Crime Commissioner for agreed work and campaigns to support their Crime Plan. This is in addition to NWLDC's revenue budget allocation to community safety of £14,000. The Partnership will need to provide regular budget updates and performance information to the Police and Crime Commissioner as part of their monitoring process.
- 1.6 The NWLDC Community Safety Team co-ordinates the work of The Safer North West Partnership and comprises;

Community Safety Team Leader: Currently being recruited too  
Community Safety Co-ordinator: Currently being recruited too  
Children and Vulnerable Adults Officer: Gillian Haluch (part time)

## **2.0 BACKGROUND**

- 2.1 Over recent years we have seen reductions in crime and anti-social behaviour in the District, the continuation of an encouraging downward trend. Since the strategy was published in April 2014 partners have worked hard to reduce crime, with a particular focus on violent offences. Targeted work during periods of increased footfall in our town centres has been particularly successful, such as the significant 76% reduction in violent crime seen in the first three months following introduction of body worn cameras for door staff in Ashby in December 2014.
- 2.2 During recent years there have been many changes which have impacted upon community safety, not least the introduction of Leicestershire's Police and Crime Commissioner (PCC). As a result, the way community safety partnerships are funded has changed with the focus moving to centralised commissioning against County wide priorities. This has reduced available funds for the District based Community Safety teams and the Safer Partnerships which affects resources for the delivery of actions within the 2014-17 Strategy.

- 2.3 The funding allocated to the Safer North West Partnership from the PCC must also now be spent on pre-agreed projects and initiatives which support the priorities contained within the PCC's Police and Crime Plan.

### **3.0 THE STRATEGY PRIORITIES 2014-17**

- 3.1 The Safer North West Partnership work to the Strategies three main priorities which are;

**Priority 1: Tackle Violent Crime and Abuse**

**Priority 2: Tackle Acquisitive Crime**

**Priority 3: Respond Effectively to Anti-social Behaviour and Hate Incidents**

- 3.2 Under each priority, the strategy outlines how the partnership will work together to achieve the reduction in crime or how we are able to assist others in reducing that type of crime. Strategically these methods remain the same as the previous year, however we will look to problem solve the hotspots and issues as they are identified.

**Tackle Violent Crime and Abuse**

- Encourage reporting of domestic abuse and offer appropriate support
- Support work aimed at reducing sexual exploitation
- Tackle violent crime linked to the night time economy
- Support early intervention work to reduce the impact of substance misuse

**Tackle Acquisitive Crime**

- Respond to acquisitive crime hotspots and trends
- Carry out proactive enforcement work
- Support early intervention work to reduce the impact of substance misuse
- Support rural crime initiatives
- Support crime initiatives in our town centres

**Respond Effectively to Anti-social Behaviour and Hate Incidents**

- Support early intervention by engaging with young people at risk of committing ASB or being radicalised
- Support the most vulnerable ASB complainants where risk factors may increase the likelihood of victimisation
- Ensure that new ASB legislation is successfully embedded into local processes
- Encourage victims to report hate crime and incidents
- Work to support the Prevent agenda

### **4.0 EVIDENCE EVALUATED FOR 2016 STRATEGY REFRESH**

- 4.1 In order to compile the 2014-17 Strategy, information was considered from the Partnership Strategic Assessment for North West Leicestershire which looks at levels of crime, views from the community on issues that matter to them, highlights any changes since the last assessment and helps identify current and possible future crime, disorder and substance misuse trends.

- 4.2 However, for the 2016 annual refresh which informs the annual Partnership Action Plan consideration has been given to the most recent police crime figures in the District, emerging community issues and also any new Countywide priorities.
- 4.3 In particular, the latest figures have highlighted there has been an increase in acquisitive crime in the District. Burglaries have increased by 97 this year, while Theft from motor vehicles have increased by 86, this supports the continued need for actions to reduce the increase as far as possible.
- 4.4 There have been reasonable reductions in the numbers of reported violent crime, assaults with injury have decreased by 88 and domestic assaults have decreased by 35, however with the re-opening of a nightclub in Coalville and the possible additional late night opening hours in Ashby, it has been decided to maintain actions focussing on reducing violent crime in order to assist the night time economy at the same time as maintaining a safe environment for the public.
- 4.5 Local intelligence has also highlighted two areas for enhanced partnership work;
- **Download** has been highlighted as a great example of how to reduce crime at festivals; this follows a year on year reduction in crime. This year sees a new event management team and a return to a cash based event, which is likely to increase crime this year.
  - **Vehicle crime** has seen an increase over the last 12 months, we will work together to highlight trends and hotspots and target those areas causing the most concern.
- 4.6 Countywide priorities have also highlighted a need for the following;

#### A focus on PREVENT

The government have allocated grants to district to enable work to commence on the Prevent strategy,

We will focus our efforts in the following areas

- A program to increase awareness in schools
- Investment in the Warning Zone to raise awareness with young children.
- By training all front line staff and raising awareness of office staff

#### A focus on Child Sexual Exploitation (CSE)

Local intelligence suggests there is a need within the district. Last year's work with Chelsea's Choice, was very successful, we will therefore continue this during 2016/2017. We will also highlight the benefits of CEASE within the district.

## 5.0 DELIVERING THE 2016-17 ACTION PLAN

- 5.1 The annual Partnership action plan is attached at Appendix 1 and will be actively monitored by the SNWP. The action plan is divided into three sections to reflect each of the Partnership priorities. The Plan contains headline actions which are broken down into tasks or milestones to be achieved each quarter. Status reports and updates will inform the Partnership of progress against the action plan at the bi-monthly partnership meetings and will be shared with the PCC as a requirement of funding.

5.2 The emerging priorities listed in 4.3 – 4.6 have been embedded into the 2016-17 Partnership Action Plan as part of the annual refresh.

## **6.0 FUTURE STRATEGY 2017-2020**

6.1 Work will begin on the Community Safety Strategy for 2017-20 in August 2016. It will be necessary to gather as much information as possible for a strategic assessment, the next priorities will be based on the needs of the district, the proposed changes and challenges and the resources available.



# Community Safety Action Plan



Safer North West  
Partnership

**“Working together to make North West Leicestershire a safer place for residents,  
communities, businesses and visitors”**

**2016 - 2017**

## 2016 – 17 priorities

- **Priority 1: Tackle Violent Crime and Abuse**
- **Priority 2: Tackle Acquisitive Crime**
- **Priority 3: Respond Effectively to Anti-Social Behaviour and Hate Incidents**

### **Community Safety Team comprises:**

Community Safety Team Leader  
Community Safety Officer (Anti- Social Behaviour)  
Children and Vulnerable Adults Officer (part time)  
Administrative support

## 2016 – 17 ACTION PLAN

Ref no	Actions / Improvements	Lead Officer /Agency/ Forum	Expected outcomes	Tasks/Milestones for 2016/17			
				Quarter 1	Quarter 2	Quarter 3	Quarter 4
VC1	Encourage reporting of domestic abuse and offer appropriate support	NWL Domestic Abuse Forum	<p>An increase in abuse reported</p> <p>All victims of abuse are offered some support, appropriate to their need</p>	<p>Promotion of new support service</p> <p>Formulate domestic abuse forum action plan</p>	<p>Liaise with commissioners to assess impact of new support service</p> <p>Deliver DA forum action plan</p>	Deliver DA forum action plan	Deliver DA forum action plan
VC2	Raise awareness of child sexual exploitation (CSE) with partners, parents and young people	Community Safety Team	Better awareness leading to increased reporting & confidence	Liaise with 'Chelsea's Choice' for performances during Q3	Commission 'Chelsea's Choice', if not possible consider alternatives	<p>Raise awareness of CSE amongst staff and partners</p> <p>Start delivery of 'Chelsea's Choice'</p>	Evaluate 'Chelsea's Choice'
VC3	Support work aimed at disrupting and reducing CSE	Police	<p>Increased enforcement activity for CSE</p> <p>Improved public awareness</p>	Police enforcement activity	Police enforcement activity	Police enforcement activity	Police enforcement activity

VC4	Tackle violent crime linked to the nighttime economy	Police & Community Safety	Reduction in violent crime linked to the nighttime economy	Work with Ashby Street Pastors to plan a safer summer	Plan Christmas activity	Respond to emerging nighttime economy trends  Work towards 'Purple Flag' accreditation	Review impact of Street pastors
VC5	Support early intervention work to reduce the impact of substance misuse	Community Safety	Increased awareness of substance misuse amongst young people and parents	Plan substance misuse campaign responding to trends	Work with Swanswell to deliver substance misuse campaign		
<b>Progress made during the quarter</b>							<b>Qtr Status</b>

Ref no	Actions / Improvements	Responsible Officer/ Agency	Expected outcomes	Tasks/Milestones for 2016/17			
				Quarter 1	Quarter 2	Quarter 3	Quarter 4
AC1	Respond to acquisitive crime hotspots and trends  Targeted activity to reduce vehicle crime	Police & Community Safety  Police & Community Safety	Overall acquisitive crime in the District is reduced  Increased outcomes for victims of serious acquisitive crime  Vehicle crime does not increase	Targeted work at 'Download' to prevent theft  Messages in all Council car parks to improve residential and business security	Evaluate success of work at 'Download'  Summer vehicle crime initiative	Work with partners to improve residential and business security when clocks go back  Respond to emerging hotspots and trends	Respond to emerging issues
AC2	Support early intervention work to reduce the impact of substance misuse	Community Safety	Increase in numbers successfully supported to complete treatment	Raise awareness of support services	Ensure smooth transition to new service provider (if required)	Raise awareness of support services	Respond to emerging hotspots and trends
AC3	Raise awareness of cyber crime	All	Increased awareness of cyber crime	Promote messages to prevent cyber crime			
AC4							
Progress made during the quarter							Qtr Status

Ref no	Actions / Improvements	Responsible Officer/ Agency	Expected outcomes	Tasks/Milestones for 2016/17			
				Quarter 1	Quarter 2	Quarter 3	Quarter 4
ASB 1	Support early intervention work engaging with young people at risk of committing ASB	All	Increased confidence that effective action is being taken against ASB		Promote summer provision for young people	Seasonal activity around Halloween	
ASB2	Support early intervention by identifying those at risk of becoming radicalised and referring to Prevent	All	Increased awareness of Prevent agenda to meet statutory duty	Develop Prevent action plan	Deliver Prevent training Deliver Prevent action plan	Deliver Prevent action plan	Deliver Prevent action plan
ASB3	Support the most vulnerable ASB complainants where risk factors may increase the likelihood of victimisation and explore service improvements	Community Safety	Better service for ASB complainants	Review local effectiveness of Victim First	Explore options for monitoring ASB satisfaction	Devise and implement improvement plan using feedback	Review improvements
<b>Progress made during the quarter</b>							<b>Qtr Status</b>

## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

## CABINET – 14 JUNE 2016

Report Title	<b>2015/16 QUARTER 4 PERFORMANCE MANAGEMENT REPORT</b>
Key Decision	a) Financial - No b) Community - No
Contacts	<p>Councillor Richard Blunt 01530 454510 <a href="mailto:richard.blunt@nwleicestershire.gov.uk">richard.blunt@nwleicestershire.gov.uk</a></p> <p>Chief Executive 01530 454500 <a href="mailto:christine.fisher@nwleicestershire.gov.uk">christine.fisher@nwleicestershire.gov.uk</a></p> <p>Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a></p> <p>Director of Services 01530 454555 <a href="mailto:steve.bambrick@nwleicestershire.gov.uk">steve.bambrick@nwleicestershire.gov.uk</a></p> <p>Director of Housing 01530 454819 <a href="mailto:glyn.jones@nwleicestershire.gov.uk">glyn.jones@nwleicestershire.gov.uk</a></p>
Purpose of report	The report provides members of the Cabinet with information on the performance and progress made against the Council Delivery Plan actions and performance indicators for quarter 4 (Q4) (Jan - Mar).
Reason for Decision	The report is provided for members to effectively monitor the organisation's performance.
Council Priorities	The report addresses performance against each of the Council's four priorities for 2015/16
Implications	
Financial/Staff	The report contains summary performance data on staff management & financial information.
Link to relevant CAT	The report links to the work of all Corporate Action Teams.

Risk Management	Risk management is applicable to all areas of the Council's statutory duties and service provision. Any relevant risks relating to actions set out in the Council Delivery Plan are managed through the Corporate Risk Register.
Human Rights	No direct implications.
Transformational Government	No direct implications
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	Corporate Leadership Team
Background papers	(1) Council Delivery Plan 2015/16 - <a href="http://www.nwleics.gov.uk/files/documents/council_delivery_plan_2015_16/CDP%202015_16.pdf">http://www.nwleics.gov.uk/files/documents/council_delivery_plan_2015_16/CDP%202015_16.pdf</a>
Recommendations	<b>THAT CABINET RECEIVES AND COMMENTS ON THE QUARTER 4 PERFORMANCE REPORT (JANUARY – MARCH 2016).</b>

## PERFORMANCE SUMMARY FOR QUARTER 4

### 1 Introduction

This report sets out the performance of the Council's key frontline services, progress against Council Delivery Plan priority actions, performance indicators, finance and sickness absence management.

### 2 Performance summary of key frontline services

The Council's key frontline services are linked to the Council's four priorities

Front line Service	Value for Money	Business & Jobs	Homes & Communities	Green Footprints Challenge
Leisure	✓		✓	✓
Housing	✓		✓	✓
Revenues and Benefits	✓	✓		



Refuse and Recycling	✓	✓	✓	✓
Development Control	✓	✓	✓	✓
Environmental Health	✓	✓	✓	

The detailed evidence and statistics of the Council's performance for Q4 is included in Appendix 1

## 2.1 Leisure Centres

Leisure centre fitness membership income was £971,198 as compared to £898,732 in 2015/16, an increase of £72,466 or 8.1%. This has increased by £228,635 from £742,563 in 2011/12.

Leisure centre Swim Academy income was £473,914 against a budget of £419,600, an increase of £54,314 or almost 13%.

NHS work on converting the female dryside changing rooms has commenced at Hood Park LC and was due to be completed in April, with a commencement date for clinics of 16 May. Details and dates for the 'formal' opening are being considered and plans for the rest of the area will be developed in due course.

10 Community Champions were engaged from the Greenhill area and these were trained in First Aid, safeguarding, Motivational Interviewing, Community Sports Leaders Award, Basketball coaching and Athlefit coaching. Some are also undertaking a Level 3 Higher Sports Leader Award. All have undertaken voluntary hours and as well as being added to volunteer databases, they will also be used to support the continuation of Get Healthy Get Into Sport activities such as walking football and community based walks.

The overall customer satisfaction score for Hermitage LC fell very slightly from 2.84 in 2014 to 2.81 in 2015, although this is still the second highest score the centre has achieved. Improvements were seen in the areas of speed of service, facility presentation, and the provision of information. Satisfaction decreased in the areas of staff knowledge, catering provision, and elements of social media communication. Consequently an improvement plan has been drawn up which includes actions around staff training, and improving social media communications.

The overall customer satisfaction score for Hood Park LC fell very slightly from 2.76 in 2014 to 2.71 in 2015, although this is still the second highest score the centre has achieved. Improvements were seen in the areas of speed of telephone answering, notice board presentation, and the provision of catering. Satisfaction decreased in the areas of staff service, facility presentation, and external communications. Consequently an improvement plan has been drawn up which includes actions around staff training, improving responsiveness to maintenance issues, facility checks, and improving external communications through the website and social media.

## 2.2 Housing Services

Rent collection levels remain strong with performance exceeding the target. The level of rent loss improved during Q4 as a result of the action plan developed to

improve the void re-let times. During March a number of long term empty homes were let negatively impacting on the re-let performance for 2015/16.

Average re-let times and the associated rent loss remain the single biggest performance concern and senior officers monitor the performance. Short and medium term actions have been developed to substantially improve performance in these areas.

Improvements in internal communication and accuracy of information of when properties will be ready for letting has enabled properties to be advertised ahead of works being completed which facilitates the allocation of properties in a timely way. In Q4, 125 properties were let, of which 55 were let in March alone. Due to a number of long term empty homes being let in March this has increased the overall average re-let time to 83 days, year to date performance was 76 days.

The rent loss for March was £29,214 or 1.64% of the gross debit resulting in the quarter performance of 1.90%. The year end performance is 2.24%. The improved performance for March and Q4 reflects the improvements made to the re-let performance and the 33% (69 properties) reduction in the total number of properties empty when compared to the beginning of the financial year. The amount of rent loss remains more than the business plan assumptions of 1.8% which we are confident in achieving in 2016/17 following the improvements shown in Q4.

All Housing Officers and Senior Officers within Housing Management went live with mobile devices in January and are able to access systems and information remotely. Hot desking has also been introduced for officers with mobile devices. Risk Assessments for each role have also been amended in Q4 to take account of the introduction of mobile working.

2015-20 Asset Management Strategy was approved by Cabinet on 20 October 2015. Actions contained within the Implementation Plan are on track.

Final 2012-15 DHIP out-turn report and grant claim for backlog funding submitted to HCA on 16 April 2015. Final grant payment of £2,118,472 received from HCA. Claim and funding submission signed off by external auditors (KPMG) in September 2015 and report submitted to HCA.

Cumulative customer satisfaction for properties completed in 2015-16 is high at 98%. To compliment customer satisfaction information a qualitative scoring system (graded 0-10) has been implemented for the current financial year that grades the quality of work handed over to the Council utilising an agreed set of criteria. Cumulative performance for the 580 properties completed in this year's programme averages 9.5 out of 10. Kier are averaging 8.7 per property on quality and Lovell are averaging 9.9.

Revenue savings of £2.4m in approved 2016/17 budget. The current projection for 2015/16 is for a surplus of approximately £225k, subject to final transactions which are still being processed. Capital expenditure expected to be £9.2m as a result of projected savings in the DHIP programme.

4 direct debit collections per month now in place on 1st, 8th, 15th and 21st to improve payment choice for our customers. Any day tenancy starts identified by Vfm Champion Group as a way to reduce re-let times as well as increase income. Income & Systems Officer currently reviewing options within Openhousing. Current view is that weekly DD collections rather than daily DD collections are the preferred approach to try to target those paid on a weekly basis but further analysis to be undertaken.

A great deal of preparatory work has been undertaken throughout the year to identify feasible new build sites and undertake some resident consultation. An independent health check, commissioned in quarter three, has reported back in quarter four, providing reassurance of work undertaken to date and providing some advice on next steps. To develop the initiative further, a technically qualified Project officer is now in post, initially on a part-time basis and is developing a draft Project plan regarding the proposed demolition and redevelopment of Greenacres. Officers are also exploring options available for the acquisition of the brownfield site in greater Coalville of which Members are already aware.

The 2015-16 lettings plan was not implemented until December 2015 and we have not yet fully analysed the extent to which it has achieved its aims. We have established that 46 direct matches were achieved in 2015-16, representing 11% of all council lets against a maximum annual target of 10%.

Continued proactive prevention work and mild weather for the time of year, has resulted in an exceptionally low quarterly spend on bed and breakfast of just £2,960 against a quarterly ceiling of £30,000. The full year's cost of bed and breakfast, £17,000 is well within the £53,000 budget provision.

### **2.3 Revenues & Benefits**

This year saw the implementation of a new staffing structure. The new structure has seen significant change in all respects of the Partnership's operation and major change to all partnership staff without exception.

What this means:

- The total staff headcount has reduced, which sees a reduction in financial contributions for all partners
- There were significant changes for all staff but the Revenues team experienced the most change as the billing and recovery teams merged, seeing new members of staff joining the team and the roles becoming generic. This provides a better service for the customer together with a more efficient operation. Notwithstanding this, staff have needed to be trained in these all encompassing roles, as a result of this the focus has primarily been on training staff in their new generic roles. In addition a review has taken place on debt enforcement routines to automate certain activities and work on this is on-going. Training was fully completed in November 2015, seeing the whole team able to deal with council tax and business rate enquiries and tasks from start to finish.
- The Business Development & Support team play a key role in the partnership, though they tend to be in the shadows and are not directly responsible for any of the KPI's. The team have been running with vacancies throughout the year and it should be noted that the service hasn't been compromised at any point.

#### **Fraud and Error Incentive Scheme (FERIS)**

On 24 November 2014 the DWP launched the Fraud and Error Incentive Scheme (FERIS). The scheme provides a financial reward to those Local Authorities who have reduced their Housing Benefit spend by identifying fraud and error. The partnership was successful in securing funding for both 15/16 and 16/17 which has enabled NWLDC to receive an incentive payment of £5,133 in the final quarter of 15/16.

### **SFIS project**

Successful transfer of those staff responsible for the detection and prevention of housing benefit fraud to the DWP's fraud and error service, the success of this project was testament to excellent working relationships with NWLDC's Human Resources Team and the Partnership. Agreement was reached to retain 1.5 FTE's to investigate Council Tax Support fraud and act as Single Point of Contract with the DWP.

### **End of Year Summary**

During 15/16 there were some high value in year write-offs for business rates, it was predicted throughout the year that the end of year target would not be achieved. The business rates team worked tirelessly to maximise collection and achieved the collection target of 99% and has positioned NWLDC 3<sup>rd</sup> in Leicestershire & Rutland for business rate collection.

All benefits processing targets were achieved as forecast. The lower number of days of previous years weren't and this was due to the reduction in staff in the team.

The council tax collection target was missed by 0.4%. From April 2016 issue of recovery documentation has been brought forward so this should see an improvement in the collection rate moving forward.

## **2.4 Refuse & Recycling**

Recycling income is expected to be 1.7% above forecast due to slightly improved commodity prices from December. End of year estimate is £911,000 versus budget forecast of £896,000.

Trade waste income has increased due to increased sales income from existing customers increasing the number of bins, and also from winning new contracts.

A range of procurement frameworks were reviewed to ascertain the best value from whole of life perspective and other added value. New vehicle procurement frameworks include TPPL, CCS, YPO, and are in addition to using ESPO

Annual vehicle replacement programme reviewed for 2017/18 reviewed and included in cabinet report considered by and approved by Cabinet 9 February 2016.

Fleet benchmarking to be undertaken in 2016-17 using APSE benchmarking service.

Business case still under review for the construction of a refuse waste transfer station at Linden Way depot due to higher than expected costs by LCC's appointed contractor. Negotiations taking place with LCC internal contractors to reduce costs.

NWLDC and LCC have agreed an interim contingency for a refuse disposal solution including utilising waste transfer stations at Syston and Loughborough.

## **2.5 Development Control**

Planning fee income received to the end of Quarter 4 was £ 1,442,728.68 against budget of £750,000.

Performance on major applications in Quarter 4 was 94.44% with 17 majors out of 18 either determined within 13 weeks or with extension of time agreements. The

cumulative figure to the end of Q4 (April 15 - March 16) is 88.42%. This is well above the national target of 60%.

Performance on minor applications in Quarter 4 was at 83.33%. Cumulatively, to the end of Q4, performance was at 82.75%. This is well above the national target of 65%.

90.60% Customer feedback continues to be received and the satisfaction level remains consistently high.

Performance in Quarter 4 on other planning applications processed in 8 weeks was at 83.33%. Cumulatively, to the end of Q4, performance was at 86.51%. This is still well above the national target of 80%.

Seven out of seven major development scheme approved in Period 11 scored positively against Building for Life good standard.

### **End of Year Summary**

The service continues to exceed both its national, and more challenging, local targets. The exceptionally busy Planning & Development team has generated significant fee income, and maintains high satisfaction with the service that it provides.

## **2.6 Environmental Health**

Better Business For All National Awards 2016 - Leicester and Leicestershire has won the 'Partnership - Leading the way' award

An audit of the safety and licensing teams has been carried out assessing compliance with the regulators code. The service areas are broadly compliant. An action of further work has been documented and will be progressed through the Environmental Health Management Team.

2 of the 23 food establishments in receipt of an enhanced level of support remain non compliant with food hygiene law. The use of enforcement notices were considered for these 2 establishments however it was felt that it was not appropriate, and to continue to secure compliance through informal methods.

The number of issues reported has reduced, compared with previous years. No premises licences have been reviewed as a result of issues around crime and disorder, public nuisance or public safety. Inspection of pubs has identified broad compliance. Monitoring of music events has identified some issues. Monitoring of music events will continue into 2016/17

## **3. Council Delivery Plan**

Appendix 2 sets out a high level exception report for the remainder of the Council Delivery Plan and further information on key front line services. This provides commentary against actions and performance indicators that were not on target during Q4.

### **3.1 Business & Jobs Priority**

A review paper for the Enterprising North West Leicestershire grant scheme was presented to CLT on 22 March. The report included an outrun predication that would

allocate the entire ENWL fund. It is likely that some of the outrun will not come forward and leave a small underspend. The ENWL review included a recommendation to reallocate any underspend back into available business grants under the ENWL programme. The review also made a request for Council to make further funds available to continue the ENWL programme and to allow for small grant awards. Summary statistics are as follows:

*As at 22 March:* 11 grants, creating 26 jobs and £1.13m private sector investment  
*Provisional outrun:* 30 grants, creating 152 jobs and £2.47m private sector investment.

The Coalville shop front improvement scheme has gathered pace in recent months. The first shop was completed at the end of 2015/16 and there are now several others very close to being offered grants and getting the work done. It is presently estimated that the £225,000 originally allocated to support this work will be committed.

Ongoing reviews of monthly socio-economic data reveals an ongoing significant gap between men's and women's economic activity rates and pay levels. Employment levels have remained high and numbers of unemployed people relatively low.

NWLDC submitted an application to host the Weeping Windows installation of Poppies (part of Tower of London art work) - in November, June or August 2017. Final decision expected in June 2016. Now working with all potential partners to develop plans - assuming a successful bid.

### **End of Year Summary**

A significant amount of work done by the Business Focus team during 2015/16 period has been in support of the Building Confidence in Coalville programme. The Coalville shop front improvement scheme is now showing the impact it can make on the appearance of Coalville town centre – resulting in the attraction of more visitors. Many individual businesses have been supported, not least through the Enterprising North West Leicestershire business grant scheme which is enabling growth and creating new jobs for local people.

### **3.2 Progress against remaining CDP priorities.**

Local Plan Consultation finished on 30 November 2015. Local Plan to be reconsidered by Council in June 2016.

Phone monitoring has improved the quality of guidance and advice received by customers when contacting the council by phone. This is evidenced in the Customer Satisfaction scores for 2015/16 highlighting that 89% of customers were very satisfied and 11% satisfied with the service provided by officers.

#### **Improving the Customer Experience (ICE)**

Three projects were completed during Q4

- **Mobile & Remote Working**

Housing Management has successfully adopted mobile and remote working meaning they can work more efficiently whilst out in the field supporting customers. With officers enabled to access ICT via tablets and smartphones, this removes the need for officers to return to base following visits. Therefore, improved efficiency as less time is spent travelling and reduced mileage claims.

Customers have provided positive feedback as results have shown an increase in visits being completed outright during the first visit.

- **SMS External**

Texting is a cost effective and efficient mechanism for contacting customers especially as a reminder regarding scheduled appointments. This has been introduced within the councils Housing Repairs Service. Initial results highlight improved efficiency as more appointments are kept, therefore reducing the costs associated with having to re-schedule the appointment. Customer feedback to date has been positive regarding the use of text messaging as a reminder/prompt.

The next steps will be to engage other services to use this facility and identify areas where text messaging might be a more efficient and a cost effective method of communicating with customers. This may include customer surveys and services for customers with hearing difficulties.

- **Leisure Smart Phone App**

The leisure centre app is now live on the Apple App Store and Google Play Store with customers downloading and successfully using the app to access services at Hermitage and Hood Park Leisure Centres. The app was developed with assistance from leisure centre customers to ensure it addressed customer needs. Since launch in January 2016, the app has received 57,000 hits across both leisure centres. The top two areas of the app accessed by customers are for information regarding fitness classes and to manage their bookings.

The next steps are to monitor the use of the app and specifically leisure centre bookings. It is anticipated that a trend will become visible highlighting increased self service through the app and a reduction in phone calls or visits to book leisure centre services.

#### **4. Financial management update**

The General Fund Balance is projected to be £1.736m under budget. This is mainly due to forecasted increase in Business Rates Income (£1m) and Planning Income (£0.7m). The General fund budget report received by Cabinet on 9 February 2016 recommended the surplus for the year to be transferred to a Special Projects Reserve.

The outturn position could still change significantly particularly as local authorities now share the benefit of additional business rates with Central Government. Any reductions in business rates including closures and rating appeals are also shared locally. The provisional out turn position will be provided to Cabinet in July with further details.

The Housing Revenue Account is forecast to have an underspend of £43k compared to the original budget, due to increased Service Charge income and interest received on HRA balances offset by reduced rental income, cessation of the Supporting People grant and associated costs, plus additional staffing costs of Housing Management and repairs.

#### **5. Sickness absence management update**

The end of year absence figure stands at 9.4 (days lost per FTE) which is above the target of 7.4 days. Analysis of the sickness data has shown that long term sickness, lasting 10 days or more, accounted for 72% of the total. Careful management of long term sickness has resulted in a satisfactory outcome for the council in 6 cases.

The Council is in the process of reviewing the Occupational Health support contract to ensure a more proactive and efficient approach when working with the HR team and managers. This will provide improved support to enable long term sick employees to return to work.

Back and Musculoskeletal related absence accounted for 30% of the total sickness, and is more prevalent in the manual occupations such as Waste Services, Leisure Services and Housing Repairs and Investment. This pattern was identified in December 2015, as result manual handling refresher was given to Waste Services workers in January and the staff in Housing are scheduled to go through this training in June. In addition to this a detailed report is being presented to CLT to consider wider best practice and how HR and managers can work together reduce levels of long and short term sickness.

Please note the quarterly figures have been recalculated at the end of the year and may be different to those reported in the previous quarters. This is due to a number of sickness related absences being designated as being disability related where they have become permanent conditions and, as such, they are excluded from the sickness data.

## **6. Corporate Risk Register**

The updated Corporate Risk Register is attached at Appendix 2. The current risk register was agreed by the Corporate Leadership Team on 28 April 2015. No new risks have been added since Cabinet last considered the register however an emerging risk relating to the storage of confidential data has been identified. Policies and procedures are now in place to address this risk but for now it remains a high risk to the Council. A further risk relating to safeguarding is also being considered. This risk is currently being evaluated and may be added when the register is updated for Q1 of 2016/17 and reported to Cabinet in July 2016.

## **7. Supporting evidence and statistics - Appendix 1**

Appendix 1 sets out the following items:

- Progress against Council key front line services
- Progress against Business & Jobs priority
- Progress against remaining priorities
- Finance
- Management of Absence

Status definitions used in Appendix 1



Performance on track (milestones) or performance on or above target (PI's)



Performance under control (milestones)



Performance failing (milestones) or performance below target (PIs)



APPENDIX 1

## 2 PERFORMANCE DASHBOARD – LEISURE CENTRES

Progress against milestones			Progress against Performance Indicators											
2		Green	0		Amber	0		Red	3		Green	0		Red

Budgeted Cost to provide service	£730,450	Total FTE's	78.37	Complaints received	6
Forecasted cost to provide service	£689,738	Total days lost to sickness	163.94 (515.90)*	Compliments received	11

\*cumulative days lost

- Membership levels continue to increase and as of 31 March 2016 they were at a record high of 3,253 as compared to 3,071 in March 2015. Effective promotions such as Shape up for Summer, the Fitness Frenzy and the £1 Joining Offer saw 322 new members join. In addition, incentivised gym challenges, new gym equipment, new fitness classes added to the programme, and close customer liaison with members regarding the management of online bookings and class waiting lists and cancellations has improved the retention of members.
- The rebranded NWL Swim Academy continues to go from strength to strength. The effective marketing and promotion of the Academy means new members continue to join the scheme, whilst the unique online portal, improved instructor development, effective customer communication and revised pathways and opportunities mean retention has also improved. Additional pool space has been secured without this being of detriment to casual swimming, and the recruitment of new instructors has negated the need for classes to be amalgamated therefore ensuring an effective customer experience for each child on the scheme. Consequently, membership levels are at the highest they've ever been with over 2,280 children now having swimming lessons at Hermitage and Hood Park leisure centres as compared to 1,834 in March 2015, and monthly direct debit income has increased from £29,841 in April 2015 to £38,167 in March 2016.

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Performance Indicators	Q4 Target	Q4 Actual	Status
Leisure Centre Membership income	£937,000	£971,198	
Leisure Facility Usage Levels (cumulative)	850,000	937,039	
Swim Academy Income	£390,000	£473,914	

## 2 PERFORMANCE DASHBOARD – HOUSING








Progress against milestones			Progress against Performance Indicators		
10  Green	3  Amber	0  Red	0  Green	0  Red	

Budgeted Cost to provide service	-£182,730	Total FTE's	93.79	Complaints received	40
Forecasted cost to provide service	-£225,790	Total days lost to sickness	378.36 (1312.18)*	Compliments received	13

\*cumulative days lost

- Under delivered for Q4 the number of affordable homes delivered, however there was a cumulative delivery of 126 affordable homes against a target of 110 for the year.
- The amount of rent arrears in monetary terms is £350,958 which is 1.94% of the total amount of rent due, and is above target by 0.18% or £35,000. Also an improvement of £14k or 0.7% compared with the performance for the same period in 2014/15.
- The collection of former tenancy arrears includes the amount of write offs of which £63,821 was written off in Q4. Officers completed the required contacts and traces before submitting for write off. The current amount of Former Tenancy Arrears is £242,247 which equates to 1.34% of the annual rent debit.

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Performance Indicators	Q4 Target	Q4 Actual	Status
% rent arrears of current tenants	2.13%	1.94%	
% tenants satisfied with the allocation and lettings process	95%	94.11%	
Average re-let times (days)	40	94**	
Percentage of customers satisfied with adaptations	90%	95%	
Percentage of customers satisfied with responsive repairs	95%	95.32%	
Percentage of customers satisfied with Planned Investment	98%	98%	
Number of affordable homes delivered (Quarterly – Cumulative target 110)	45	18	

\*\* The year to date achievement is 76 days against the target of 40. An action plan is in place to bring the re-let time down further.



## 2 PERFORMANCE DASHBOARD – REVENUES & BENEFITS

Progress against milestones			Progress against Performance Indicators		
0  Green	0  Amber	0  Red	4  Green	0  Red	

Budgeted Cost to provide service	£227,410	Total FTE's	23.24	Complaints received	8
Forecasted cost to provide service	£399,740	Total days lost to sickness	203.03 (472.6)*	Compliments received	1

\*cumulative days lost

- HB/CTB Fraud sanctions cases are now being administered by the DWP Single Fraud Investigation Service
- Direct Debit over the web for both council tax and non domestic rates now live




Performance Indicators	Q4 Target	Q4 Actual	Status
Benefits New Claims	19 days	19 days	
Benefits Change Events	9	8	
Council Tax in year collection rate	97.8%	97.4%	
Non-domestic rates in year collection rate	99%	99%	
HB overpayments recovered	34%	41%	

## 2 PERFORMANCE DASHBOARD – REFUSE & RECYCLING

Progress against milestones			Progress against Performance Indicators		
2  Green	0  Amber	0  Red	3  Green	0  Red	

Budgeted Cost to provide service	£1,836,210	Total FTE's	72.79	Complaints received	4
Forecasted cost to provide service	£1,777,149	Total days lost to sickness	150.5 (651.27)*	Compliments received	9

\*cumulative days lost

Performance Indicators	Q4 Target	Q4 Actual	Status
Income from sale of recyclables (cumulative)	£865,000	£911,762	
% of waste recycled (annual target)	46%	46.2%	
Kgs of waste sent to landfill (annual target)	520	515	

## 2 PERFORMANCE DASHBOARD - DEVELOPMENT CONTROL





Progress against milestones			Progress against Performance Indicators		
1  Green	0  Amber	0  Red	3  Green	0  Red	

Budgeted Cost to provide service	-£ 93,170	Total FTE's	13.79	Complaints received	22
Forecasted cost to provide service	-£849,220	Total days lost to sickness	1 (15.34)*	Compliments received	5

\*cumulative days lost

- 90.60% Customer feedback continues to be received and the satisfaction level remains consistently high.
- Seven out of seven major development scheme approved in Period 11 scored positively against Building for Life good standard

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Performance Indicators	Q4 Target	Q4 Actual	Status
Percentage of customers very satisfied or satisfied with the Planning Service	90%	91%	
Percentage of major planning applications processed within period agreed with applicant	85%	94%	
Percentage of planning applications determined within 8 weeks for minor applications	75%	83%	
Percentage of planning applications determined within 8 weeks for other applications	80%	83%	

## 2 PERFORMANCE DASHBOARD - ENVIRONMENTAL HEALTH






Progress against milestones			Progress against Performance Indicators		
3  Green	0  Amber	0  Red	4  Green	0  Red	

Budgeted Cost to provide service	£351,360	Total FTE's	13.79	Complaints received	1
Forecasted cost to provide service	£286,430	Total days lost to sickness	54.68 (79.49)*	Compliments received	0

\*cumulative days lost

- An Environmental Health Officer post and the Regulatory Support Officer post being vacant for a proportion of the year did adversely impact on the number of food hygiene inspections carried out. The target was narrowly missed by 2%
- 2 of the 23 food establishments in receipt of an enhanced level of support remain non compliant with food hygiene law.

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Performance Indicators	Q4 Target	Q4 Actual	Status
Proportion of businesses that said the regulatory officer had an understanding of the challenges faced by running a business	60%	97%	
Proportion of businesses that described their relationship with Environmental Health as being 'good'	96%	97%	
Proportion of businesses that said they felt confident that they could rely on the advice received from the regulatory officer	90%	100%	
Number of food establishments rated as 0,1 and 2 (non compliant) using the national food hygiene rating scheme	40	25	
Proportion of programmed food hygiene inspections carried out	96%	94%	

### 3 COUNCIL DELIVERY PLAN - BUSINESS & JOBS PRIORITY

Progress against milestones			Progress against Performance Indicators		
1  Green	1  Amber	0  Red	0  Green	0  Red	

- Monthly socio-economic data reveals an ongoing significant gap between men's and women's economic activity rates and pay levels.
- Enterprising North West Leicestershire business grant scheme was reviewed on 22 March. The current status of grants is: 11 grants, creating 26 jobs and £1.13m private sector investment. The anticipated outturn, once all grant money allocated, is expected to be: 30 grants, creating 152 jobs and £2.47m private sector investment.
- The first grant-funded new shop front on Coalville's High Street was completed in March 2016.

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### 4 PROGRESS AGAINST REMAINING CDP PRIORITIES

Progress against milestones			Progress against Performance Indicators		
23  Green	3  Amber	0  Red	0  Green	0  Red	

- The Community Safety Strategy has been refreshed, there has been an increase in reported SAC crime in the District, this has not been out of the mean, however we will working together with partners to respond to the changes
- The reports of ASB have been reduced in the district over the last 12 months, we are continuing to deal in partnership with ASB to address issues as they arise. We will also work together to respond to those who have a high dependance on services.

## 5 FINANCE UPDATE

This section sets out the projected financial position of the Council for the year ending 31 March 2016. The Council set its Revenue Budget at £10.610m on 24 February 2015.

General Fund – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
NET REVENUE EXPENDITURE	10,610	9,877	(733)
TOTAL FUNDING AVAILABLE	(10,610)	(11,613)	(1,003)
NET(SURPLUS)/DEFICIT	0	(1,596)	(1,736)

Special Expenses – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).	485	522	37

HRA SUMMARY	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
Net cost of service (Total rent income less total expenditure)	(183)	(226)	(43)

Capital Expenditure	General Fund £ 000	Special Expenses £	HRA £ 000	Total
Approved Budget for the Year	2,130	0	8,367	10,497
C/F from 2014/15	570	169	738	1,477
Approved projects in year	362	4	0	366
Slippage Identified in Year	(989)	0	0	(989)
<b>Total budget for 2015/16</b>	<b>2,073</b>	<b>173</b>	<b>9,105</b>	<b>11,351</b>
<b>Likely outturn for 2015/16 (provisional)</b>	<b>1,465</b>	<b>34</b>	<b>7,340</b>	<b>8,839</b>



### **Comments on General Fund Variances**

Business Rates income and Planning income is forecast to be around £1m and £0.7m over budget.

Revenues summons income is forecast to be £25k more than budget.

Licensing income is forecast to be £39k more than budget.

Corporation Director cost is forecast to be £41k more than budget.

Council Offices NNDR is forecast to be £141k less than budget due to refunds for 12/13, 13/14 and 14/15 and a revaluation for this year, this is offset by £4.5k professional fees associated with the reduction in RV.

### **Comments on Special Expenses Variances**

Burial Income is some £20k under Budget.

### **Comments on HRA Variances**

Reduced forecast Rent Income of £18k mainly due to higher than budgeted void levels.

Service charge income is forecast to increase by £35k mainly due to the introduction of a new control centre charge from November 2015.

Interest income received on HRA balances forecast to increase by £28k compared to original budget of £53k.

### **Comments on Capital Budget**

Housing Revenue Capital Budget is forecast to be underspend in the region of £1.765m this is mainly due to slippage and underspends in the Decent Homes Improvement programme.

General fund and special expense capital programme is forecast to be around £748k under budget. This is mainly due to refuse vehicles being acquired in the year 2016/17 rather than 2015/16 and Disabled Facilities grants work being carried forward in the following year. All the disabled facilities grants have been committed to be spent in future years.

## 6 MANAGEMENT OF ABSENCE

Quarter 1	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Planning & Regeneration	All Directorates
Sickness days lost	0 days long 4.90 days short	261.15 days long 97.86 days short	12.85 days long 42.82 days short	177.10 days long 59.69 days short	103.84 days long 39.80 days short	5.28 days long 6.00 days short	560.21 long 251.07 short
Total days lost in qtr	4.90 days	359.01 days	55.67 days	236.79 days	143.63 days	11.28 days	811.28 days
Number of FTE's	14.68	194.16	52.70	102.49	58.15	29.62	451.8 days
Average no of days lost per FTE	0.33 days	1.85 days	1.06 days	2.31 days	2.47 days	0.38 days	1.80 days

Quarter 2	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	13 days long 4 days short	283.05 days long 106.04 days short	71.57 days long 26.88 days short	218.22 days long 70.93 days short	62.78 days long 18.06 days short	0.44 days long 3.70 days short	649.06 days long 229.62 days short
Total days lost in qtr	17 days	389.09 days	98.45 days	289.15 days	80.84 days	4.14 days	878.68 days
Number of FTE's	14.01	192.31	52.17	101.38	59.50	30.48	449.85
Average no of days lost per FTE	1.21 days	2.02 days	1.89 days	2.85 days	1.36 days	0.14 days	1.95 days

Quarter 3	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	39 days long 2.39 days short	276.46 days long 110.01 days short	160.60 days long 32.21 days short	306.11 days long 101.76 days short	40.90 days long 42.81 days short	16.52 days long 16.18 days short	839.60 long 305.35 short
Total days lost in qtr	41.39 days	386.46 days	192.81 days	407.87 days	83.71 days	32.70 days	1144.94 days
Number of FTE's	17.4	190.41	53.97	98.41	58.98	30.61	449.78
Average no of days lost per FTE	2.38 days	2.03 days	3.57 days	4.14 days	1.42 days	1.07 days	2.55 days

Quarter 4	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	52 days long 29.36 days short	259.84 days long 180.27 days short	227.10 days long 41.75 days short	285.91 days long 92.46 days short	112.94 days long 52.72 days short	33 days long 10.24 days short	970.79 long 406.79 short
Total days lost in qtr	81.36 days	440.11 days	268.85 days	378.36 days	165.66 days	43.24 days	1377.59 days
Number of FTE's	20.01	186.89	52.59	93.39	58.68	30.32	441.88
Average no of days lost per FTE	4.07 days	2.35 days	5.11 days	4.05 days	2.82 days	1.43 days	3.12 days

**APPENDIX 2**

<b>Corporate Risk Register</b>							
Risk Area	Inherent Risk			Control Measures	Residual Risk		
	Impact	Likelihood	Rating		Impact	Likelihood	Rating
Finance & Budget	4	4	16	Monthly management reviews are performed of actual against budgets and forecast to the end of the year. Monthly reporting and challenging at CLT, and reported to Cabinet quarterly Sound policies and procedures are in place. Financial planning processes have been documented and are reviewed regularly. Internal and External audit of systems and accounts. This risk may also need to be reviewed further once the outcome of the Governments spending review is known particularly in the light of the impact it could have on major projects being developed by the Council such as the Coalville project.	4	1	4
Resource Capacity & Capability	4	4	16	Advance planning will mitigate this risk; however should it occur diverting resources from other services, bringing in additional resources from other sources (e.g. Agencies, Consultants, Voluntary/Community sector etc.) would be activated. Market conditions are tested through recruitment processes. The Council offers a package of additional benefits to enhance the recruitment offer. Linked to the above, the Council has developed innovative partnering relationships with other sectors including the private sector to make posts uniquely attractive. Best Employee Experience is a programme to attract and develop the right skills. It is a programme developing the talent within the staff resource through secondments and tailored development programmes.	3	2	6
Contract Management & Procurement	4	4	16	Corporate procurement staff and legal team to support where necessary on contract management. Policies and procedures are in place. A Senior Procurement Officer oversees a procurement planning process. Training programme in place for staff. Given the progress that has been made to date the likelihood of this risk materialising could potentially be reduced although this needs to be balanced against future key staffing changes.	3	2	6

Information Governance & Data Protection	4	4	16	Policies and procedures are in place although not yet rolled out and fully embedded. Corporate Governance training is undertaken annually and includes information governance as appropriate to reflect changes in legislation. The Council has a dedicated SIRO. Corporate Governance Groups are in place to scrutinise impacts/issues arising.	4	3	12
Emergency Planning & Business Continuity arrangements	4	4	16	Business continuity plans have been documented, policies and procedures are in place. Currently however the Council does not have access to alternative arrangements in the event of an incident affecting the Council offices. CLT will consider a report into this matter A Business Continuity exercise showed the Council had a good understanding of business continuity.	4	1	4
Effective IT Systems & Procedures	4	4	16	Fully resilient environment in place with no single points of failure for core systems, other critical systems use cold standby equipment. New business services are being run in remote fully resilient data centres and existing systems are being progressively migrated to these cloud computing centres. Data is backed up to a second disk unit offsite at Hermitage Leisure Centre. Improved business recovery arrangements have been implemented to minimise recovery time.	3	2	6
Project & Programme Management	4	4	16	Progress is shared regularly with CLT, experienced PRINCE 2 staff are used on projects. Use of external resources is also being used to support the Coalville project.	4	3	12
Governance, Policies & Procedures	4	4	16	Policies & procedures in place, governance processes are documented and in operation, ongoing assessments and reviews are performed.	4	1	4

Assessing the likelihood of a risk:

<b>1 Low</b>	Likely to occur once in every ten years or more
<b>2 Medium</b>	Likely to occur once in every two to three years
<b>3 High</b>	Likely to occur once a year
<b>4 Very high</b>	Likely to occur at least twice in a year

Assessing the impact of a risk:

<p><b>1 Low</b></p>	<p>Loss of a service for up to one day, Objectives of individuals are not met No injuries Financial loss below £10,000 No media attention No breaches in council working practices No complaints/litigation</p>
<p><b>2 Medium</b></p>	<p>Loss of a service for up to one week Service objectives of a service unit are not met Injury to an employee or member of the public requiring medical treatment Financial loss over £10,000 Adverse regional or local media attention – televised or news paper report High potential for a complaint litigation possible Breaches of regulations/standards</p>
<p><b>3 High</b></p>	<p>Loss of a service for one week or more Service objectives of the directorate are not met Non- statutory duties are not achieved Permanent injury to an employee or member of the public Financial loss over £100,000 Adverse national or regional media attention – national news paper report Litigation to be expected Breaches of law punishable by fine</p>
<p><b>4 Very high</b></p>	<p>An incident so severe in its effects that a service or project will be unavailable permanently Strategic priorities are not met Statutory duties are not achieved Death of an employee or member of the public Financial loss over £1m. Adverse national media attention – national televised news report Litigation almost certain and difficult to defend Breaches of law punishable by imprisonment</p>

## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

## CABINET – 14 JUNE 2016

Report Title	<b>2015/16 END OF YEAR REPORT</b>
Key Decision	a) Financial - No b) Community - No
Contact	<p>Councillor Richard Blunt 01530 454510 <a href="mailto:richard.blunt@nwleicestershire.gov.uk">richard.blunt@nwleicestershire.gov.uk</a></p> <p>Chief Executive 01530 454500 <a href="mailto:christine.fisher@nwleicestershire.gov.uk">christine.fisher@nwleicestershire.gov.uk</a></p> <p>Director of Services 01530 454555 <a href="mailto:steve.bambrick@nwleicestershire.gov.uk">steve.bambrick@nwleicestershire.gov.uk</a></p> <p>Director of Housing 01530 454819 <a href="mailto:glyn.jones@nwleicestershire.gov.uk">glyn.jones@nwleicestershire.gov.uk</a></p> <p>Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a></p>
Purpose of report	To provide an overview of the council's highlights of 2015/16 to update the public on the progress that the council has made in delivering its priorities.
Reason for Decision	To approve the publication of the end of year summary.
Council Priorities	The report summarises performance across the authority's key front line services for 2015/16.
Implications	
Financial/Staff	The report contains summary performance data on staff management & financial information.
Link to relevant CAT	The report links to the work of all Corporate Action Teams.
Risk Management	Risk management is applicable to all areas of the Council's statutory duties and service provision. Any relevant risks relating to actions set out in the Council Delivery Plan are managed through the Corporate Risk Register.
Human Rights	No direct implications.

Transformational Government	No direct implications
Comments of Head of Paid Service	The report is satisfactory.
Comments of Deputy Section 151 Officer	The report is satisfactory.
Comments of Deputy Monitoring Officer	The report is satisfactory.
Consultees	Corporate Leadership Team
Background papers	(1) Council Delivery Plan 2015/16 - <a href="https://www.nwleics.gov.uk/files/documents/council_delivery_plan_2015_16/CDP_2015_16.pdf">https://www.nwleics.gov.uk/files/documents/council_delivery_plan_2015_16/CDP_2015_16.pdf</a>
Recommendations	<b>THAT CABINET RECEIVES THE INFORMATION AND APPROVES THE END OF YEAR REPORT DOCUMENT FOR PUBLICATION.</b>

## 1 Background

In previous years, as a requirement of the Comprehensive Performance Assessment (CPA) scheme administered by the former Audit Commission, the council had to produce an Annual Report. When CPA was abolished, the council chose to focus performance management attention on the key front line services and the council moved to only producing detailed quarterly performance reports.

## 2 Purpose of the End of Year Report

The purpose of the end of year report is to provide the public with an easy to read overview of the council's performance highlights for 2015/16. Links to our quarter 4 performance report mean that those who wish to see the detailed performance data can do so easily.

Members are asked for their comments on the document attached as Appendix 1 and to approve it for wider publication and promotion.



# End of Year Report 2015/16



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# Introduction

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## **This End of Year Report gives you an overview of our work, achievements and performance during 2015/16.**

As always, we are working according to our priorities, which last year were:

- **Value for money**
- **Homes and communities**
- **Business and jobs**
- **Green Footprints**

For the coming year, 2016/17, we have a new priority: to regenerate and build confidence in Coalville. You can read about our achievements so far on page 17, but we look forward to including much more detail about the positive things that are happening in Coalville in next year's report..

This report concentrates on our key frontline services – those that affect most residents in their day to day lives. Our waste, leisure, culture, environmental, housing, benefits and planning services

work hard to provide excellent services to all our residents, businesses and visitors.

We always know there are areas to improve, but we use our corporate values to guide us and to ensure we are providing the best service we can.

### **Our values are:**

- **Deliver agreed quality**
- **Be fair and proud**
- **Listen carefully**
- **Support what is possible**
- **Spend our money wisely**

The following pages give examples of how our staff have used these values to shape and provide our services in 2015/16. We'd like to thank them for all their hard work and look forward to ongoing improvements into 2016/17 and beyond.



**Cllr Richard Blunt**  
Leader  
North West Leicestershire  
District Council



**Christine E Fisher**  
Chief Executive  
North West Leicestershire  
District Council

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Residents survey 2015 .....	16
Building Confidence in Coalville .....	17

# Value for money

Awarded by the RSPCA:

## Golden Footprint Award

for the **5th year running!**

for our **stray dogs** service



We work with College Garth Kennels to provide an excellent service when picking up stray dogs, reuniting them with their owners or rehoming them.

**2** **Stray dogs** taken to our kennels: **97**  
(110 last year)

## Up 3,071 > 3,253

Leisure centre memberships  
(This is an all time high – and means more people are getting fit and active in our district)

### Fitness membership income:

£898,732 in 2014/15

## £971,198

in 2015/16 (an increase of £72,466)

## Up 37% > 54%

### Stray dogs reclaimed

by their owner

*Case study: Leisure centre fitness memberships brings in over £70,000 extra income to reinvest in services*

Various promotions attracted a total of 1,646 new fitness members

- A £1 membership promotion attracted 56 joins in just one day in September 2015.

To encourage customers to keep their memberships, we have:

- Improved our fitness class programme with a wider variety of classes and more classes to choose from
- Launched a new app to make class bookings easier
- Held more gym challenges with prizes for the winners
- Installed new gym equipment at both leisure centres
- Improved the fitness suite at Hermitage Leisure Centre



# Value for money

## Case study: up skilling in revenues and benefits to create a better service for customers

Our Revenues and Benefits service – the area that looks after council tax, benefit payments and business rates - is provided through a partnership between North West Leicestershire, Hinckley and Bosworth and Harborough councils.

In April 2015 the partnership had a complete restructure, which saw reductions in the number of staff in some areas. In order for this to succeed, the revenues team embarked on an ambitious training and resource programme between May and November 2015 to create generic Council Tax and Business Rate officers.

The whole team is now able to deal with council tax and business rates enquiries and tasks from start to finish, which provides a much improved service for customers.

The restructure has reduced the amount we have to contribute towards the partnership.

**£5,133**

the amount of incentive paid by the Government to our Revenues and Benefits partnership (shared with Hinckley and Bosworth and Harborough) for its work identifying Housing Benefit fraud and error.



# Value for money

## Case study: NWL Swim Academy – reversing the trend to become best practice

At the end of 2008, our swim lessons programme 'Learn To Swim' had 2,243 pupils and an annual income of £31,700 from monthly direct debits.

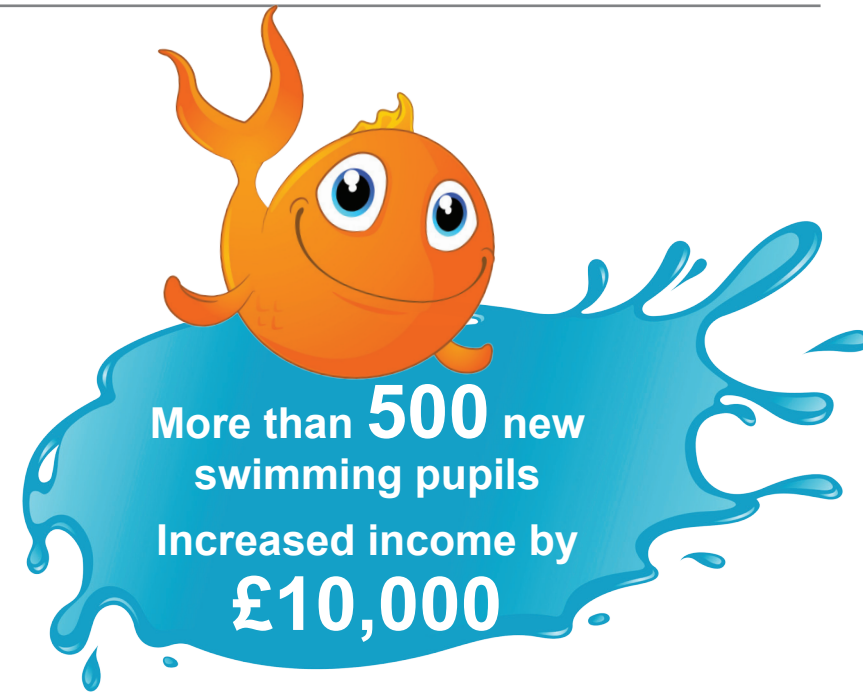
Over the following six years, numbers dropped to 1,760 (and took the direct debit income to below £30,000 in October 2014, in part due to the difficult economic climate nationally).

We needed to reverse the trend, so we introduced a number of improvements to make the scheme more attractive, including technology for parents to monitor their child's progress online.

Just 18 months on from the former 'Learn To Swim' scheme's low point, the 'NWL Swim Academy' had 2,300 swimmers on the programme (and this is increasing everyweek).

This means we now receive an income of nearly £40,000 from monthly direct debits; we expect this to reach £50,000 by 2017/18.

In April 2016, the ASA used our NWL Swim Academy as a best practice case study for swim lesson facilities in other parts of the country.



# Value for money

GOOD IN 2014/15



BETTER IN 2015/16

Recycling mixed together earned us £60,000 in 2014/15

Recycling separated using new sorting technology earned us £95,000 in 2015/16

Crew separated clear glass, mixed colour glass, paper, and textiles

Clever magnets separate the steel and aluminium cans from the plastic

Plastics, steel cans, and aluminium cans were all emptied into a single trough on the collection vehicle

Material is now separated by technology:

- 70% hard plastics
- 20% steel cans
- 10% aluminium cans

Mixed cans and plastics is worth £65,000 per year (current prices)

Separated material is worth £156,000 per year (current prices)



We collected **1,317 tonnes +** of **plastics** and **cans** through our kerbside recycling service in 2015/16

## Case study: Recycling separating technology helps us maximise income

We always look for ways to maximise the recycling we collect from our residents and then get the most money for it, so we can put it back into council services.

To do this we've invested £160,000 in machinery which mechanically separates the mixed material into three types: plastics, steel cans and aluminium cans. On today's prices, this increases the sales value of your recycling by over £90,000 a year.

It costs us £15,000 a year in running costs (things like electricity, upgrading the waste permit and annual maintenance) and the £160,000 investment will be paid back in just over two years.

Thank you for your recycling efforts!

# Homes and communities

## Rent collection

**£350,000**

still owed to us

(out of **18 million** due in rent)

Collecting as much rent as possible helps us pay for services like repairs and improvements to tenants homes.

Welfare Reform means many tenants who receive benefits have less income than they did before so careful budgeting is more important than ever. Rent collection will always be a priority for us, as will offering financial advice and support to tenants who get into difficulties.

## Adaptations

**80** adaptations made for elderly and disabled tenants (costing £415,000)

This was our biggest investment in alterations to tenant's homes for 10 years. This included extensions for disabled family members, through to simple grab rails to help people get into and out of their homes more easily.

## Empty council homes

**207**

empty homes in April 2015

**reduced**

**to 138**

in March 2016 That's a

**33%**

**reduction**

**76 days**

– average time a home was empty (against a target of 40 days)

Our performance in preparing empty homes for new tenants was not as strong as we planned. We want to complete repairs to empty homes quickly so new tenants can move in and we can collect as much rent as possible.

In a typical year we expect about 360 properties to become empty - last year it was (19% more than usual).

We have changed the way we complete repair work to empty homes and now use our own In-house Repairs Team instead of contractors. Performance improved by the end of 2015/16 and we are confident that we will achieve our target of an average of 40 days empty for each property in 2016/17.

## Improvements to tenant's homes

**580** tenant's homes received **improvement work** by our contractors Kier and Lovell taking an average of 6.9 days for each property Including: new heating systems, electrical rewiring, new kitchens and new bathrooms.

Tenant **satisfaction** with this work was **98%**



# Homes and communities



## Case study: Joint Charter with parish councils – working better together

District, town and parish councils across our district signed a Joint Charter in 2015 pledging to work closely together for the benefit of the district.

The signing of the charter was part of a celebration to mark a year of partnership working for the benefit of residents and communities of North West Leicestershire.

Working together, improved communication and listening to local concerns has enabled all the councils to respond effectively.

Here are 12 of the most successful events, schemes and programmes from 2015:

<p><b>January</b></p> <p>£100,000 Council Tax Support Grant for town and parish councils</p>	<p><b>February</b></p> <p>Community litter picks are on the increase, every village in the district has one!</p>	<p><b>March</b></p> <p>We thanked more than 100 volunteers with a celebration event</p>
<p><b>April</b></p> <p>First project from £20,000-for-Seven grant programme - new changing facilities for Castle Donington Bowls Club - was completed</p>	<p><b>May</b></p> <p>Recycling roadshows went on tour of the district meeting more than 600 residents</p>	<p><b>June</b></p> <p>Small Grants Scheme launched – grants of up to £500 for community groups</p>
<p><b>July</b></p> <p>District council staff visited various events, including Heart of the Forest Festival, Picnic in the Park and Music in the Park</p>	<p><b>August</b></p> <p>Training workshop for councillors: licensing, code of conduct,enviro crimes and planning</p>	<p><b>September</b></p> <p>Green Shoots scheme delivered 30,000 spring flowing bulbs to nine parish councils, schools and community groups</p>
<p><b>October</b></p> <p>£20,000 for Seven 2015 – £210,000 available for new and innovative community initiatives</p>	<p><b>November</b></p> <p>More than 18,000 trees were given away to residents through the Free Tree Scheme</p>	<p><b>December</b></p> <p>Joint Charter was signed to set in stone the joint working between town, parish and district councils</p>

## £64,000

### Heritage Lottery Funding

secured by **Moira Furnace Museum Trust** with our support



**Case study: Volunteering at Moira Furnace – bringing local history to life!**

This has helped to:

- Recruit a volunteer coordinator
- Create a WW1 exhibition and books
- Hold reminiscence events
- Arrange heritage activities.

This project has enabled the Trust to support and develop heritage and environmental volunteers ‘on the ground’ to help improve the heritage offer at Moira Furnace.

Moira Furnace Museum volunteers have done some amazing research and worked incredibly hard over the winter months to bring to life the social and industrial history of the site.

Reminiscence days were held to carry out research of the Moira Furnace families and their cottage industries.

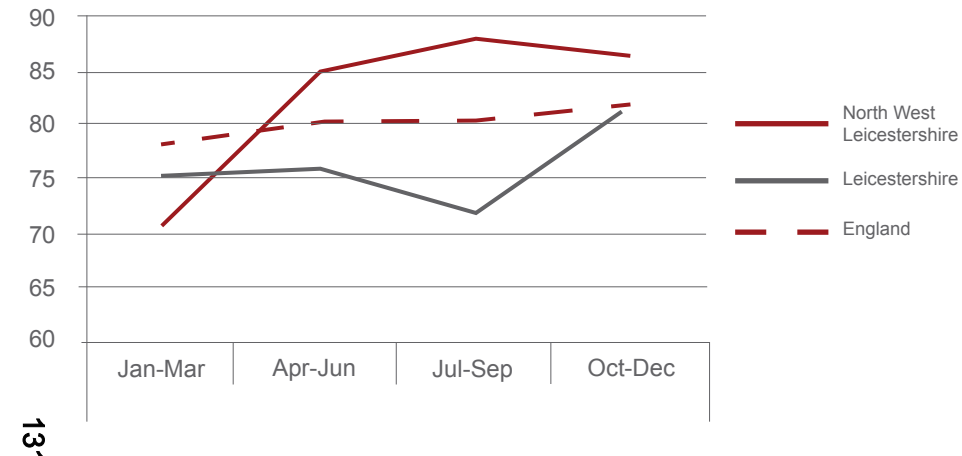
The stories discovered were recorded and archived and authentic displays were created at the museum.

We hope that the revitalized museum and an events and activity programme for 2016 will increase the number of visitors to Moira Furnace Museum and Country Park.

[www.moirafurnace.org](http://www.moirafurnace.org)

# Homes and communities

## Planning application decisions within target time



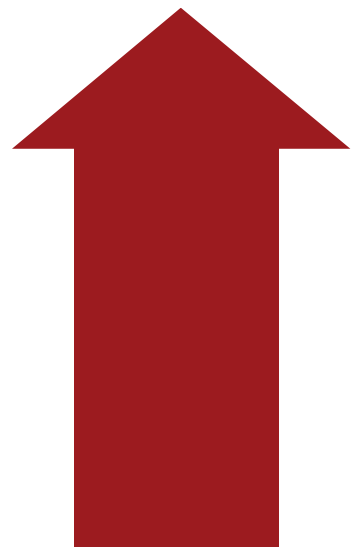
**86.50%**

of other applications, including householder developments and change of use determined within statutory 8 week time period (national target: 80%)



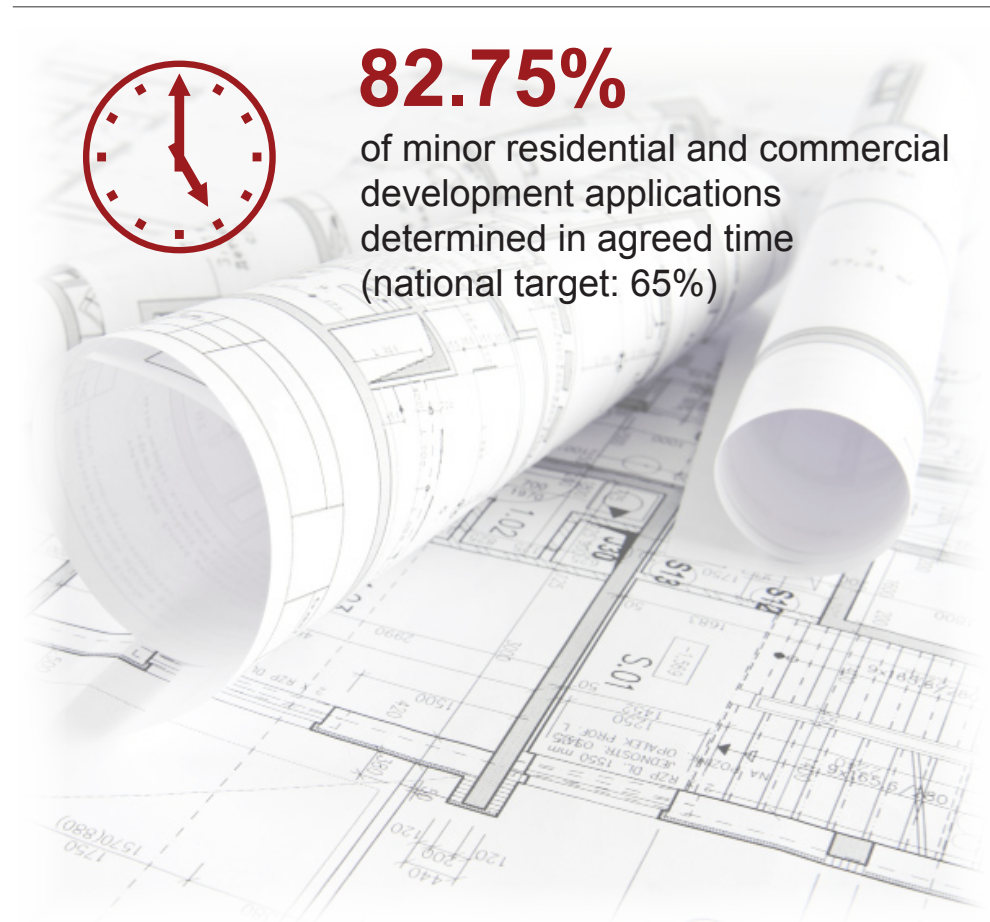
**82.75%**

of minor residential and commercial development applications determined in agreed time (national target: 65%)



**88.42%**

of planning applications on major residential and commercial developments applications determined in agreed time (national target: 60%)



# Homes and communities

## Case study: #LocalPlanMySay – getting your views on how our district should develop in the future

The Local Plan is a document that will guide development in the district over the next 20 years.

We needed to know the thoughts of residents and businesses about our draft plan, so carried out a major consultation between 29 September and 30 November 2015:

- Paper copies of the plan and feedback forms were available at libraries, parish council offices, leisure centres, and community offices
- A mobile exhibition toured the district
- Open door presentations in Ashby de la Zouch, Castle Donington and Coalville specifically targeted parish and district councillors
- Mobile messages using council vehicles promoted key messages to the local community
- The plan was available on the council's website, with a form for comments to be submitted to us electronically
- Themed tweets and press releases were issued at regular intervals throughout the process.



**326**

individuals and organisations  
responded with

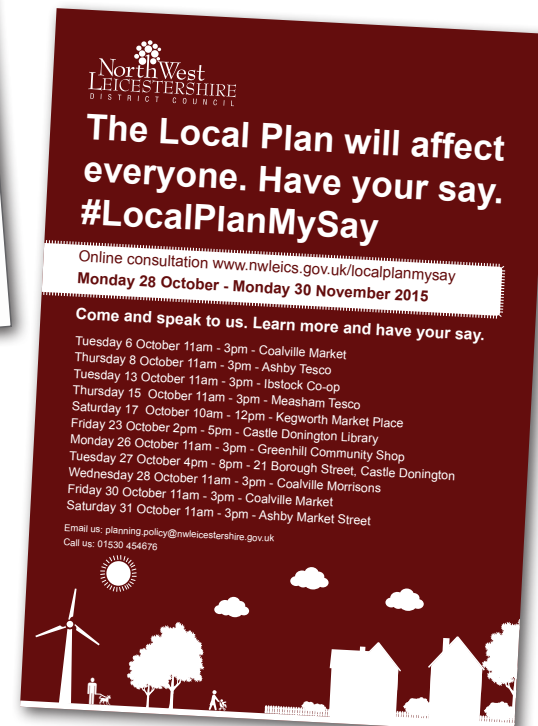
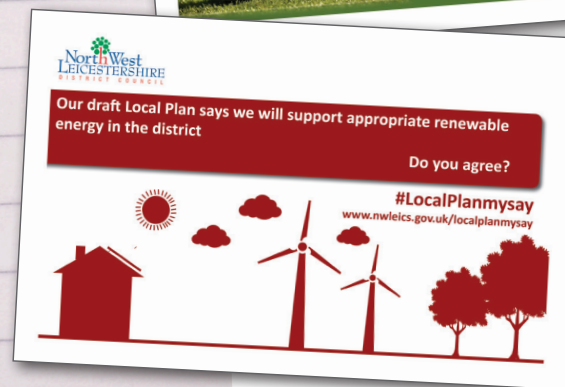
**1,935**

individual comments

**424**

standard letters were  
received concerning two  
specific issues

The final Local Plan and any final representations will be presented to the Secretary of State. Once adopted, the Local Plan will allow us to control where new growth, in particular new housing, will take place.



# Homes and communities

**126**  
affordable homes  
delivered in 2015-16



## Case study: Royal Oak Court affordable housing

Formerly a lively pub, the Pick and Shovel stood empty for more than ten years, with various attempts to redevelop the site failing.

In July 2014, we approached emh group with a proposal to build affordable housing on the site and the promise to match fund the work (£500,000), subject to a successful funding bid to the Homes and Communities Agency (HCA).

This offer was accepted by emh group, and the HCA bid for £420,000 was successful.

The group completed the purchase of the site and received planning permission in February 2015.

The £2.2 million development saw the old building demolished, and 14 one-bedroom apartments built in its place, creating a landmark building at the key crossroads in Coalville and providing much needed affordable housing.

The apartments, which were officially opened in March 2016, are owned and managed by emh homes, the landlord arm of the group. Demolition and construction work was carried out by Lindum.



← *Before*

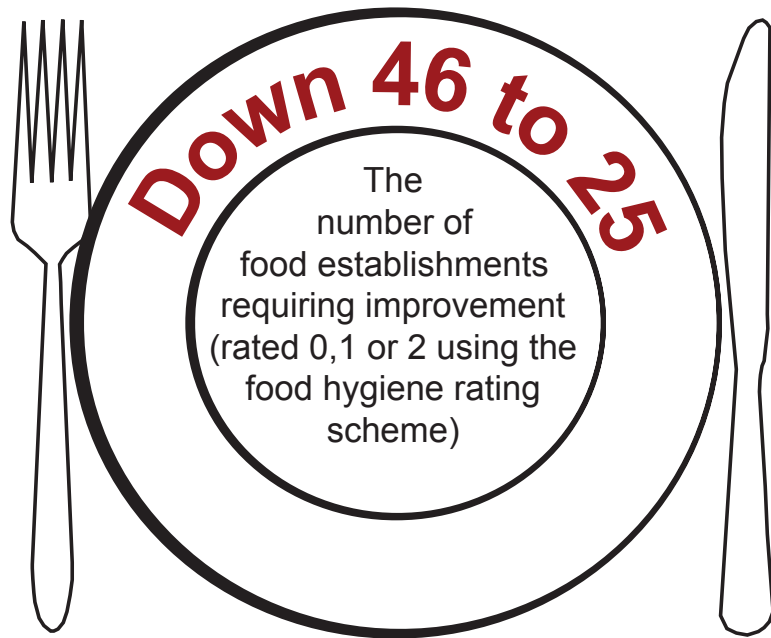
Cllr Richard Blunt Leader of North West Leicestershire District Council with Jim Patman Group Development Director at East Midlands Housing at the former Pick and Shovel site.

*After* →



# Homes and communities

134



65.5 % of vehicles inspected passed the test first time (65% in 2015 and 64% in 2014).



grants totalling

**£240,000**

generated over

**£1 million** from other sources for projects during 2014/15.

**35%**

reduction in crime at Download Festival



**15**

performances of Chelsea's Choice the play to raise awareness of grooming and child sexual exploitation

12

# Business and jobs



**97%** of businesses said their relationship with our **Environmental Health** was **'good'**



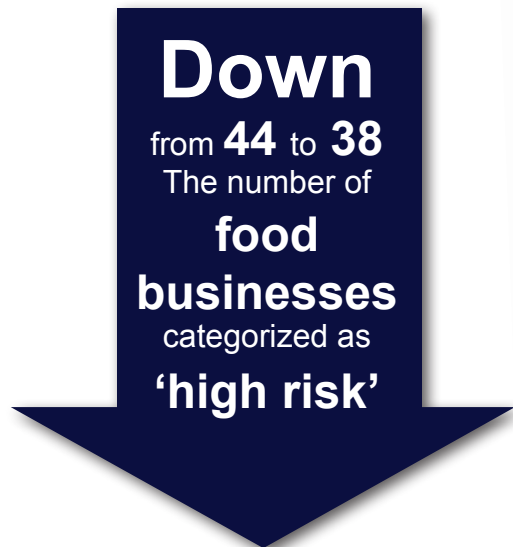
of businesses said they felt they could **rely on the advice** given by our regulatory officers

135



**96.6%**

of food businesses have **food hygiene** rating of **3,4 or 5**



## Case study: Cooperating with businesses and supporting growth through the planning process

In April 2015 a major application for a large extension to the existing DHL warehouse and distribution hub at East Midlands Airport was submitted.

Major planning applications like this can often take up to six months or more to decide, but early discussions with DHL told us that they needed to start construction on site before the end of the summer of 2015.

Through careful negotiation, our planning and development team worked to ensure that this important economic development project was determined in only four months.

This meant DHL could start construction in mid August 2015. The warehouse element of the building should be operational by late July 2016 and the office area by September 2016.

# Business and jobs

## Case study: Grants help to boost small and medium businesses

Coalville-based County Drains Ltd received a £6,820 grant from our Enterprising North West Leicestershire grant scheme, which allowed it to invest in a new high pressure jetting unit and two CCTV surveying units.

The company, which was established in 2003, provides professional drainage solutions together with high pressure cleaning and closed circuit camera surveys.

The new equipment has allowed the business to expand, recruiting three new members of staff and securing the future of one existing role. This in turn will increase the range and quality of services offered by the company and grow its turnover.

The total project cost was £20,460, towards which the Enterprising NWL grant contributed £6,820.

*Rob McClumpha, sales and marketing manager at County Drains Ltd said: "This latest equipment is already making a significant difference to both ourselves and our clients and allowing us to continue growing within North West Leicestershire. New jobs have already been created and the future's looking bright."*

Rob McClumpha, David Phipson and Cllr Richard Blunt Leader of North West Leicestershire District Council at County Drains



**£225,000** allocated to shops on High Street and Hotel Street in Coalville to improve their shop fronts

**First shop front complete: March 2016**



Grants have helped to attract **£1.1million in private sector funding** (£5.80 private sector spend for every £1 of our grants)

**£195,000** provided to **11** small and medium sized **businesses** through the Enterprising North West Leicestershire grant scheme

**36 new jobs** as a result of grants (that's one new full time job for every £5,435 of grant funding)



# Green footprints

## 93.5%

satisfaction with our waste collection service  
(94% for recycling specifically)



137  
given to the public in 2015  
(compared to 8,433 in 2014)

Each year **13** members of our **street cleansing** crew clean up:

- **424 miles of roads** and verges
- **1,000+** fly tips
- **750** tonnes of waste from 750 street litter bins

Average

**457kg** of **recycling** from **each household** in the district every year



of roadside **litter** and **detritus** cleaned from the **A42** in spring 2016

## Case study: Litter picking the A42

Every year litter thrown from motorists on the A42 results in the 24km stretch that runs through our district becoming an eyesore.

It is our responsibility as a district council to keep this high speed dual carriageway road clear of litter. To do this, we have to book road space a year in advance with the Highways Agency so we can close one lane to keep our crews safe.

We carry out the litter picking over six weekends in 4km stretches including the entry and exit slip roads.

The costs of the project including traffic management, vehicles and staff amounts to around £40,000 (this compares favourably with private contractor quotes of £80,000 for the same work).



Before



After

# Residents Survey 2015

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*Thank you to all those who completed our residents survey in summer 2015. Your feedback is important to us and helps to guide how we provide services for you.*

We're pleased to say that several aspects of the feedback were very positive, with most respondents believing that:

- The district is a good place to live
- The countryside and the transport links are particularly good factors
- Residents trust us as a council
- We keep Council Tax low
- Residents feel we promote the district well
- We protect the environment through our recycling and planning services.

We have taken a number of learning points from some of the feedback, in particular:

- How we encourage and support economic growth
- How we provide value for money
- How we listen to our residents.

We're now working to understand the meaning behind some of the feedback through focus groups and using social media to drill down into that. We're also feeding the results into our teams so they can use the feedback to improve their services.

We know we have a lot of work to do to improve how satisfied residents are with us as a council, and we hope to be able to do this over the next two years before our next widespread survey.

# Building Confidence in Coalville



One of our main priorities for the coming years is to regenerate and build confidence in Coalville.

In autumn last year we received more than 200 responses to a survey about the town. This revealed what people love about Coalville and where they think the challenges lie. We're now working to address those challenges and are very keen to continue listening to people's views and working with others to make positive changes.

We're already working with more than 70 people from the business community and from groups and organisations who have an interest in the town to make positive physical changes to buildings, streets and infrastructure, as well as celebrating Coalville's heritage and organising more community events that will attract people to the town.

We look forward to reporting on more success for Coalville in the next End of Year Report.

## 139 Here are some of the first successes for the project:

- With our financial help, advice and support, emh group have opened Royal Oak Court, a development of 14 affordable apartments on the site of the former Pick and Shovel pub
- Martin & Co on High Street has become the first premises to benefit from our Shop Front Improvement grant scheme and now has a completely new shop front. At the time of writing, we had granted a further two grants and received applications from five more premises. We hope that these improvements will help to create a more vibrant and appealing Hotel Street and High Street
- For the first time, we've produced publicity materials to advertise all summer events in Coalville. We plan to do this for winter and spring events too
- We're working with others to bring more family-friendly events to the town centre. We hope this will bring the community together and help support businesses by increasing footfall
- We're talking to business owners about their plans for their premises and also to developers who have a desire to invest in Coalville.



# Find out more about our performance at



[www.nwleics.gov.uk/performance](http://www.nwleics.gov.uk/performance)



@nwleics



01530 454545

## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

## CABINET – 14 JUNE 2016

Title of report	<b>FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE-OFFS</b>
Key Decision	a) Financial No b) Community No
Contacts	Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a>  Interim Director of Resources 01530 454833 <a href="mailto:andrew.hunkin@nwleicestershire.gov.uk">andrew.hunkin@nwleicestershire.gov.uk</a>  Financial Planning Manager and Deputy Section 151 Officer 01530 454707 <a href="mailto:pritesh.padaniya@nwleicestershire.gov.uk">pritesh.padaniya@nwleicestershire.gov.uk</a>
Purpose of report	To agree write-offs over £10,000 and receive details of debts written off under delegated powers.
Reason for Decision	To comply with proper accounting practices.
Council Priorities	Value for Money
Implications:	
Financial/Staff	There is no additional financial effect as all the debts are met from the Authority's bad debt provision.
Link to relevant CAT	None
Risk Management	Regular reviews of debts for write off mitigates the risk that the Council's accounts do not reflect the true level of recoverable income. It is also part of an effective arrears management strategy.
Equalities Impact Screening	Not applicable.
Human Rights	None discernible.
Transformational Government	Not applicable.

Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	None.
Background papers	All papers used in compiling the report contain exempt information under paragraph 3 of Part 1 to Schedule 12A Local Government Act 1972
Recommendations	<p><b>1. THAT CABINET APPROVES THE WRITE OFFS OVER £10,000 DETAILED IN THIS REPORT.</b></p> <p><b>2. THAT CABINET NOTES THE AMOUNTS WRITTEN OFF UNDER DELEGATED POWERS.</b></p>

## 1.0 DOUBTFUL DEBT PROVISIONS

1.1 Provision is made in the accounts as follows:

	As at 1 April 2016	Write offs to date (under delegated powers)	Amounts written off over £10,000 approved by Members	Balance Available
Council Tax	£1,932,901.22	£23,229.87	£0.00	£1,909,671.35
Non Domestic Rates	£317,369.40	£18,589.77	£0.00	£298,779.63
Housing Rents	£125,000.00	£2,349.46	£0.00	£122,650.54
Sundry Debtors/Housing Benefit Overpayments	£1,163,090.44	£6,568.26	£0.00	£1,165,622.18

## 2.0 FORMER TENANT RENT ARREARS

2.1 There are no former tenancy arrears write-offs over £10,000 for which we seek approval.

2.2 The amounts written off under delegated powers in accordance with the thresholds outlined in the write off policy are as follows: six cases under £1,000 which amount to £420.84. Of these, four are uneconomical to pursue (£10.66) and two where the tenant is deceased and there is no estate (£410.18). There were six cases who received a bereavement allowance which amount to £1,928.62.

## 3.0 CURRENT TENANT RENT ARREARS

3.1 There are currently no current tenant rent arrears for which we seek approval for write-off. There were no current rent arrears written off under delegated powers.

## 4.0 COUNCIL TAX

4.1 There are currently no council tax debts over £10,000 for which Cabinet's approval for write off is sought.

4.2 The amounts written off under delegated powers, in accordance with the thresholds outlined in the write off policy, are as follows: 12 cases under £100 which amounts to £820.25. Of these, seven cases have absconded (£482.56), two cases are deceased with no assets (£147.24), one case is insolvent (£78.00), one case is uneconomical to collect (£59.49) and one case has a debt relief order (£52.96). There are 25 cases between £100 and £1,000, which amount to £10,561.64. Of these, nine have absconded (£2,842.70), seven are insolvent (£3,313.34), two are debt relief orders (£351.14), two cases are statute barred (£1,428.18) and 5 are uneconomical to collect (£2,626.28). There are seven cases between £1,000 and £10,000 which amount to £11,847.98. Of these, three have absconded (£5,725.20), two are uneconomical to collect (£3,828.36) and two have debt relief orders (£2,294.42).

4.3 The full list of reasons for writing off debt includes:

- Bankruptcy or a Debt Relief Order is in place
- Deceased – No assets in the estate.
- Debtor Absconded / No Trace
- Company in liquidation/dissolved or ceased trading with no assets
- Severe Hardship and/or Serious health Issues
- Statute barred i.e. we cannot legally pursue the debt as there has been six years since the debt fell due and no action has been taken to collect the debt.
- Uneconomical to collect i.e. it is not financially viable to take further action for e.g. due to the low level of the debt, they have gone abroad etc.

4.4 Writing off debts is only considered where all appropriate recovery and enforcement measures have been taken, or, where the council are legally prohibited from pursuing the debt.

4.5 Each year the council produces a recovery timetable which details the dates on which the statutory Reminders, Final Notices and Summonses are to be despatched. The letters issued are designed to maximise collection by prompting tax payers to pay their missed instalments in a timely manner, thereby avoiding further enforcement action taking place. Information is provided on the website to explain what happens next should payment not be made.

4.6 For all outstanding debt, the council takes the recovery action outlined in the bullet points below:

- If payment is not received by the instalment due date shown on the bill, a reminder notice is issued.
- If payment is received within seven days the tax payer may continue with their original instalment plan. If they default again within the year, then one further reminder notice is issued. If they do not pay, the following steps are taken.
- If payment is not received by the date on the reminder notice, a court Summons is issued. The Summons advises them of the date and time that the Council will attend a Magistrates Court hearing to apply for the award of a Liability Order against them.

- Once a Liability Order is obtained, the Council has a number of enforcement options open to them in order to secure payment of the debt.

#### 4.7 Liability Order Action

Once a Liability Order has been obtained each debt is looked at and a decision is made as to the most appropriate course of action to take from the list of available options below. It is only after all of these have been considered and/or pursued that the debt is put forward for write off.

1. Apply to the debtor's employer for an Attachment of Earnings.
2. Apply to the DWP for a deduction from the debtor's benefits
3. Instruct an external enforcement company (bailiffs) to collect the debt on the council's behalf.
4. If the enforcement company are unsuccessful, the Council could commence committal proceedings against the debtor.
5. If the debtor owns their own home a Charging Order could be made against the property.
6. If the debt is over £5,000, bankruptcy proceedings could be commenced against the debtor.

When considering the final three options on the above list, the Council must always be mindful of the individual circumstances of the debtor and the financial impact on the Council of pursuing each option. Additional costs will be incurred when utilising any of these options.

#### 5.0 NON DOMESTIC RATES (NNDR)

- 5.1 There are currently four Non Domestic Rate debts over £10,000 which amount to £144,481.64 for which Cabinet's approval for write off is sought. There is one case where the company has gone into liquidation (£42,514.55) and legally we can take no further recovery action against these debts. There are two cases where the companies are in administration (£86,188.08) and one case which is uneconomical to pursue due to the company no longer trading and there is no prospect of payment. Consideration has been given to all of the available recovery options in this case but the company has no assets and the owner intends to dissolve the company (£15,779.01).
- 5.2 The amounts written off under delegated powers in accordance with the policy thresholds are as follows: There are six cases between £1,000 and £10,000 which amount to £18,589.77. Of these, three cases have absconded (£6,502.29) and three cases that are insolvent (£12,087.48).
- 5.3 As with the recovery of Council Tax, for Business Rates, writing off debt is only ever considered as a last resort. Often companies, sole traders or partnerships become insolvent and the Council is prohibited from taking any further action as all of their outstanding debts are included within the Administration, Liquidation or personal bankruptcy.
- 5.4 The Council follows the same recovery process for Business Rates as for Council Tax. However, once the Council has obtained a Liability Order there are only a limited number of enforcement actions that can legally be pursued. In most cases, where a payment arrangement or contact cannot be made, the Council refers the case to external Enforcement Agents. If they are unsuccessful, the Council then has three further options to consider before putting the debt for write off. These options are:



- Committal (For sole traders and partnerships only)
- Security for Unpaid Rate (this is the equivalent of a Charging Order on a property but this can only be done with the ratepayers agreement)
- Insolvency Proceedings

## **6.0 SUNDRY DEBTORS (INCLUDES NON CURRENT HOUSING BENEFIT OVERPAYMENTS PRE 2011)**

- 6.1 There are currently no sundry debtor cases over £10,000 for which Cabinet's approval for write off is sought
- 6.2 There were no cases that have been written off under the Head of Finance's delegated powers.
- 6.3 The recovery process varies dependant on the type of debt. Generally the debtor will receive a minimum of two reminder letters the final stating that recovery through the county court will take place in the event of non payment. Once judgement is obtained the normal recovery methods are available such as attachment of earnings/ benefit etc.

## **7.0 CURRENT HOUSING BENEFIT OVERPAYMENTS**

- 7.1 There are currently no sundry debtor cases over £10,000 for which Cabinet's approval for write off is sought.
- 7.2 The amounts written off under delegated powers, in accordance with the thresholds outlined in the write off policy, are as follows: Five cases under £100 which amount to £106.05. Of these, four have debt relief orders (£91.45) and one is uneconomical to collect (£14.60). There are 10 cases between £100 and £1,000 which amount to £3,623.51. Of these, three cases have absconded (£744.56), five have debt relief orders (£2,238.99) and two cases are insolvent (£639.96). There are two cases between £1,000 and £10,000 which amount to £2,838.70. Of these, one case is deceased with no assets (£1,394.70) and one case has absconded (£1,444.00).
- 7.3 For all outstanding benefit overpayment debt, the council takes the recovery action outlined in the bullet points below:
- An invoice is issued giving 14 days to make payment, or to contact the council.
  - If payment is not received a first Reminder is issued, followed by a second reminder two to three weeks later.
  - If payment is not received a 'CIS' (DWP database) check is carried out to assess if an attachment of benefit is appropriate. If benefit cannot be attached the account is sent to an external bailiffs collection team with no cost to the Council. However, they have no powers to enforce the debt at this stage only to collect it.
  - If the cases are returned, each case is checked and a decision is made as to whether it is appropriate to start legal proceedings in the County Court.
  - If judgement is obtained in the County Court, the following enforcement options are available to consider:-
    1. Attachments of Earnings (deduction of customer's wages, at source by employer)
    2. Warrants Control (the use of County Court Bailiff, or High Court Sheriff)
    3. Third Party Debt Orders (Utilises the customer's bank account to extract payment)
    4. Charging Order (the debt is secured on the customer's house)
    5. Insolvency (petition for bankruptcy)

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## NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

## CABINET – 14 JUNE 2016

Title of report	<b>MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY</b>
Key Decision	a) Financial No b) Community No
Contacts	Councillor Alison Smith MBE 01530 835668 <a href="mailto:alison.smith@nwleicestershire.gov.uk">alison.smith@nwleicestershire.gov.uk</a>  Director of Services 01530 454555 <a href="mailto:steve.bambrick@nwleicestershire.gov.uk">steve.bambrick@nwleicestershire.gov.uk</a>  Head of Community Services 01530 454832 <a href="mailto:john.richardson@nwleicestershire.gov.uk">john.richardson@nwleicestershire.gov.uk</a>
Purpose of report	To consider the recommendations made by the Coalville Special Expenses Working Party.
Reason for Decision	To progress Coalville Special Expenses projects and programmes.
Council Priorities	Value for Money
Implications:	
Financial/Staff	As set out within the budget.
Link to relevant CAT	None.
Risk Management	N/A
Equalities Impact Screening	None discernible.
Human Rights	None.
Transformational Government	None.
Comments of Head of Paid Service	Report is satisfactory

Comments of Deputy Section 151 Officer	Report is satisfactory
Comments of Deputy Monitoring Officer	Report is satisfactory
Consultees	Members of the Coalville Special Expenses Working Party
Background papers	<a href="#">Agenda and associated documents of the meeting held on 19 April 2016</a>
Recommendations	<b>TO NOTE THE RECOMMENDATIONS MADE BY THE COALVILLE SPECIAL EXPENSES WORKING PARTY AS DETAILED WITHIN THE MINUTES AND APPROVE THE RECOMMENDATIONS AS SUMMARISED AT 3.0</b>

## 1.0 INTRODUCTION

- 1.1 The Coalville Special Expenses Working Party meets quarterly to consider financial issues which affect the special expenses area. As the group reports directly to Cabinet, all recommendations made will be sent to the first available Cabinet meeting after the group have met for final approval.

## 2.0 TERMS OF REFERENCE

- 2.1 To consider budget and financial issues which either solely or predominantly affect the special expenses area alone and to make recommendations back to Cabinet.
- 2.2 To consider possible project options regarding the allocation of surplus reserves which have been examined by the relevant budget officers and to make recommendations to Cabinet.

## 3.0 RECOMMENDATIONS FROM MEETING ON 19 APRIL 2016

### 3.1 2016/17 Events Recommendations

3.1.1 The Christmas Lights Switch On Event be proposed for Saturday, 3 December 2016.

3.1.2 The Free Car Parking Saturdays be every Saturday in December (3/10/17/24/31).

### 3.2 Capital Projects Recommendations

3.2.1 The proposal to rename Urban Forest Park be considered by Cabinet with the suggestion that Coalville Woodland Park be put out for community consultation.

3.2.2 To progress the following projects from balances/unallocated capital for development in 16/17;

- £600 for a new bench in Thringstone
- £5,000 to be earmarked as a 10% 3<sup>rd</sup> party contribution for the Clover Place Former Play Area development into a training area as part of the Thringstone Miners Social Welfare site (subject to them receiving 90% project funding from Biffa)
- £2,000 for the 100 year End of WW1 Memorial project at Urban Forest Park (creating a feature corridor/avenue of trees)
- £3,649 for the restoration of the Phoenix Green Bridge Mural (i.e. cleanse, removal of graffiti and repaint of all panels)

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Board Room, Council Offices, Coalville on TUESDAY, 19 APRIL 2016

Present: Councillor J Geary (Chairman)

Councillors R Adams, N Clarke, J Cotterill, D Everitt, J Legrys, P Purver, M Specht and M B Wyatt

In Attendance: Councillors R Johnson

Officers: Mr J Knight, Mr G Lewis, Mr J Richardson, Mrs C Ridgway and Mrs C Hammond

**26. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**27. DECLARATIONS OF INTEREST**

Councillor J Geary declared non pecuniary interests in item 5 – Capital projects update as a regular supporter of Coalville Town FC, a founder member of Mantle Lane Arts and a member of Leicestershire and Rutland Playing Field Association

Councillor J Legrys declared a non pecuniary interest in any reference to Hermitage FM due to his involvement with the organisation. Councillor J Legrys then sought advice if he was to leave the meeting during the discussion on item 4 as he would be involved in an event prior to Picnic in the Park.

The Head of Community Services advised that it would not be an interest.

Councillor M B Wyatt declared a pecuniary interest in item 4 – 2016/17 Events Update paragraph 1.1 & 1.3 Picnic in the Park as a stall holder at the event and would leave the meeting during the consideration of the event and a non pecuniary interest in any matter relating to the town centre as an owner of 2 businesses.

**28. MINUTES OF THE PREVIOUS MEETING**

Consideration was given to the minutes of the meeting held on 15 December 2015.

It was moved by Councillor J Legrys, seconded by Councillor N Clarke and

RESOLVED THAT:

The minutes of the meeting held on 15 December 2015 be approved and signed by the Chairman as a correct record.

**29. 2016/17 EVENTS UPDATE**

The Cultural Services Team Manager presented the report to Members and provided an update on each event.

Councillor M B Wyatt left the meeting for the consideration of Picnic in the Park.

Proms/Picnic in the Park Saturday 11/Sunday 12 June - to celebrate the Queens 90<sup>th</sup> Birthday  
The Cultural Services Team Manager advised Members that the weekend was already a busy weekend within the district with many other events taking place. He ran through the planned events and reported that Aggregate Industries were financially supporting the event and 6 local Primary Schools were participating in painting giant art boards

Councillor M B Wyatt returned to the meeting.

Coalville by the Sea

Members were advised that the event would now be held on Friday, 19 August to avoid a clash with a Belvoir Shopping Centre event.

Christmas Lights Switch On Event

Members were advised that as the District Council no longer provided support to the Ashby event, the Coalville event could now be held on the same day, Saturday, 3 December. This would also alleviate criticism that November was too early for a Christmas event. The Cultural Services Team Manager informed Members that it was proposed to offer the 5 free parking Saturdays on 3, 10, 17, 24 and 31 December.

Councillor J Legrys advised the meeting that he had received a few complaints from residents in the area of the town centre about the firework display upsetting their pets and rather than fireworks, could a laser light show be considered. He stated that he appreciated that lasers would be more expensive.

The Head of Community Services stated that he had been made aware of the concerns raised and officers had looked into costings for a laser show. He advised Members that they had obtained a quote, but stressed that the Authority had no direct experience of the quality of the displays and that the bigger the show the bigger the cost.

The Cultural Services Team Manager advised Members that the cost of a multi colour laser show would be £2,000 with the option of add on packages for between £800 to £1,000. He advised that the firework display usually cost £1,200.

Councillor N Clarke stated that even though he had sympathy for pet owners, the firework display was popular.

Councillor D Everitt stated that the residents knew when the display was happening so they could protect their pets, which was easier than protecting them against people setting off random fireworks.

Councillor J Geary stated that the firework display was a scheduled event with wide publicity therefore residents knew when it was taking place.

Councillor M Specht stated that the laser display may be more difficult to arrange as the town was within the flight path of East Midlands Airport and therefore the airport would need to be consulted on any display.

Members agreed to stay with the firework display.

St Georges Day

Members were advised that the flags would be put up on Friday, 22 April 2016.

RESOLVED THAT:

1. The 2016/17 Events progress update be noted.

### **30. CAPITAL PROJECTS UPDATE**

The Leisure Services Team Manger presented the report to Members and provided an update on each of the ongoing projects.

#### Owen Street Recreation Ground

It was anticipated that the works would be completed in May/June 2016.

#### Thringstone Miners Social Centre

It was confirmed that all the planning permissions for footpath diversions had been submitted and that officers were working with the trustees to secure additional funding for the proposed groundworks.

#### Cropston Drive BMX Track and Wheeled Sports Facility

The Leisure Services Manager confirmed that the proposals had been circulated and the project would be delivered over the year.

#### Urban Forest Park, Coalville

Members were advised that suggestions on how best to use the outstanding S106 monies were being considered. The Leisure Services Team Manager also advised that the report contained some proposals for renaming the park and that if the Working Party was to support a name change it would then go to Cabinet for approval and then out for community consultation.

Councillor P Purver raised concerns that the Urban Forest was on an old landfill site and asked if that put residents off visiting.

The Leisure Services Team Manager stated that there was no indication that the site was a problem, but the bigger issue was the lack of signage and awareness.

Councillor J Geary stated that he had driven to the site, noticed that there was no signage and agreed that it should be a priority. He felt that the new name should include Coalville along with either Forest or Woodland. He informed Members that he had noticed a great deal of litter around the park and felt that a small amount of money should be spent on giving the park a deep clean. He added that he understood the proposal of picnic tables, but felt that it may not encourage usage as there were no toilet facilities or running water on the site.

Councillor M Specht agreed with Councillor J Geary that signage was required and to promote the site for family activities a basic requirement of running water was needed.

Councillor J Legrys agreed with the comments about the lack of facilities at the site, but also raised concerns over the site being used by teenagers as it was away from residential properties and it could lead to anti social behaviour. He felt that the name of the park should include Coalville and felt that woodland was more appropriate than forest. He added that the Council needed to assure that the younger population knew about the park and used it.



Councillor M Wyatt stated that to install facilities at the site would cost money plus annual maintenance of them and asked officers if it would be worth considering seeing if the National Forest would take over the site.

The Head of Community Services stated that he was not aware that the trust was looking to take on any land, but there would possibly be a requirement to make maintenance payments to them.

Councillor J Geary stated that the area was valuable to the town and to maximise the potential then facilities needed to be considered. He sought advice as to whether a grant could be applied for and whether costings could be brought to future meetings.

The Leisure Services Team Manager stated that to apply for a grant such as the BIFFA scheme then 10% of the cost would need to be allocated before an application could be submitted. He added that the budget would also need to be found to ensure continued maintenance of the site.

#### Thringstone Bowls Club Toilet Block

Member's attention was drawn to the email within the report and that a site visit would be arranged once completed.

The Leisure Services Manager outlined the potential Capital Projects for 2016/17.

#### Melrose Road Green Gym

Members were advised that an anticipated cost of £12,000 would provide 4 pieces of equipment.

#### Bench in Thringstone

The Community Focus Officer advised Members that she had visited 5 locations with the Ward Member, from which they had come up with a proposed location on Priory Close. She informed Members that residents would be consulted and Members would be advised of the exact location.

Councillor D Everitt stated that a Thringstone had recently lost a bus service, the location proposed for the bench would be an ideal halfway stop for residents that had to walk from the other side of the village to get to the bus stop.

#### Thringstone Miners Social Centre Training Pitch

Members were advised that allocating £5,000 to the project would be the 10% contribution that was required for the centre to submit its funding application to BIFFA Main Grants Scheme for the outstanding amount.

#### Scotlands Playing Field Play Hub

It was suggested that the project was deferred until the next meeting once further progress had been made on the Lillehammer Drive MUGA.

Following a request from Councillor J Legrys, The Head of Community Services updated Members on the MUGA progress advising that the developer was re-engaged and officers were hoping to meet with them within the week to work through the issues. He informed Members that it was hoped that the work would commence by the start of the summer holidays.

#### Memorial Trees

Further to a request from Members to consider planting trees around Coalville to mark 100 years since the end of World War 1 and it was proposed that 10 trees were planted at the

Urban Forest Park to create an avenue/corridor. Officers would meet with relevant Members to discuss further proposals.

Councillor M B Wyatt stated that it was an excellent idea, but felt that all areas of Coalville should have the opportunity to plant trees in the run up to 2018 and that it would be fitting that 100 trees were planted for 100 years adding that it would help the younger generation to learn about the history rather than planting 10 in an area that few people knew existed.

Councillor J Geary felt that poplar trees should not be used as they had a very limited life span for what they were to be planted for and suggested the planting of one tree to mark the occasion in the peace garden at Coalville Park, along with others in open spaces.

Councillor J Legrys stated that it was unimportant how many trees were planted, but the purpose was to enable the town to have a civic ceremony to mark the occasion, adding that schools would have lessons and events to mark the event.

Following a question from Councillor M Specht, the Head of Community Services stated that he was unable to comment on the size of the trees that would be planted, but as it was intended to be a corridor to make an impact on arriving at the park they would not be saplings.

Some Members felt that the project should be expanded to allow for communities to apply for trees to be planted, suggesting that a budget be set for semi mature trees for the urban park and saplings to be given to schools and community projects.

The Community Focus Officer suggested to Members that the free tree scheme could tie in with the event that would allow schools and community projects the opportunity to obtain trees to plant to mark the anniversary.

Members agreed that the £2,000 be considered for 10 trees at the Urban Forest Park and requested that officers brought possible feature designs to a future meeting for Members to consider, and any new signage for the park would include the corridor.

#### Mobile Vehicle Activated Signs

It was advised that the cost of a sign was £3,000 per unit and there was a process to be followed. Leicestershire County Council had suggested that the working party invite a supplier to give a presentation on how the signs worked.

Following a question from Councillor M Specht, the Community Focus Officer advised that there was no requirement to carry out a community speedwatch and that the more locations Members could suggest the better. Site visits would then be arranged to consider the locations.

#### Coalville Town Guide

The Leisure Services Team Manager informed Members that following discussions with the Interim Head of Economic Regeneration and Communications it was felt that a proposed guide should be considered by the Coalville Project Team at a later date.

#### Phoenix Green Bridge Mural

Members were advised that the total cost of the work would be £3,649 and it would include preparation of the surrounding area, painting of the black steelwork and restoring the paintwork on the panels, which would also include a coating of anti-graffiti lacquer.

#### Former Arriva Bus Depot Wall

It was confirmed that the site had been purchased and the future plans for the mural would be considered by the owner.

### Improved Signage

It was considered that the Urban Forest Park was included in the improved signage.

### Coalville – Grass/verge maintenance

Members agreed to give Leicestershire County Council a chance to carry out grass/verge maintenance before money was allocated by the District Council to carry out some works.

Councillor P Purver requested a map outlining the areas that the County was responsible for to help Members to check that the work was being carried out.

#### RESOLVED THAT:

1. The progress update on 2015/16 Capital Projects be noted.
2. The proposals for 2016/17 Capital Projects be considered.
3. A presentation from a Mobile Vehicle Activated Sign Supplier be arranged for the next meeting.

#### RECOMMENDED THAT:

The proposal to rename Urban Forest Park be considered by Cabinet with the suggestion that Coalville Woodland Park be put out for community consultation.

## **31. COALVILLE SPECIAL EXPENSES - 2015/16 FORECAST OUTTURN AND CAPITAL PROGRAMME**

The Head of Community Services presented the report to Members and advised that the forecast outturn was still set to be overspent and this was largely due to reduced burial income for Broom Leys Cemetery. However he stated that the balances were in a healthy position, and that following advice from the Deputy Section 151 Officer it had been agreed that £43,000 would be a prudent level of reserves to maintain. He also highlighted that £78,000 was still allocated to Capital programmes, and £12,000 could still be allocated to projects.

Following a question from Councillor J Geary, the Head of Community Services advised that the reduced salaries may have been due to no appointment being made to a vacant position, but that would need to be confirmed.

Councillor J Legrys stated that he felt that the reserves should not go below £43,000.

Members then gave consideration as to which of the potential Capital Projects as set out in item 5 they would like to allocate the £12,000 to.

#### RESOLVED THAT:

1. The 2015/16 Forecast Out turn be noted.
2. The Capital Scheme programme be noted.
3. The following proposals be considered further once final balances were confirmed after closure of accounts and final out turn report at the next meeting;
  - a. £12,000 for a Green Gym at Melrose Road, Thringstone

- b. Scotlands Play Hub development (uncosted)
- c. Mobile Vehicle Activated Sign (LCC referred supplier to be invited to the next meeting)
- d. Improved signage for renamed Urban Forest Park and Coalville Park once LCC have completed their signage works

**RECOMMENDED THAT:**

The progression of the following projects and resources from balances/unallocated capital for development in 16/17;

- a. £600 for a new bench in Thringstone
- b. £5,000 to be earmarked as a 10% 3<sup>rd</sup> party contribution for the Clover Place Former Play Area development into a training area as part of the Thringstone Miners Social Welfare site (subject to them receiving 90% project funding from Biffa)
- c. £2,000 for the 100 year End of WW1 Memorial project at Urban Forest Park (creating a feature corridor/avenue of trees)
- d. £3,649 for the restoration of the Phoenix Green Bridge Mural (i.e. cleanse, removal of graffiti and repaint of all panels)

**32. DATES OF FUTURE MEETINGS**

**RESOLVED THAT:**

The provisional dates for the future meetings be noted.

Councillor J Legrys asked if a date had been arranged for a site visit to Broom Leys Allotments as the Working Party had given a lot of money to the society. He urged Officers to chase it up.

Councillor M Specht agreed with Councillor J Legrys and added that the visit needed organising.

Councillor M B Wyatt left the meeting at 7.25pm.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.00 pm

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Agenda Item 15.

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Agenda Item 16.

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Agenda Item 17.

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