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Meeting	COMMUNITY SCRUTINY COMMITTEE
Time/Day/Date	3.00 pm on Wednesday, 6 May 2020
Location	Virtual meeting
Officer to contact	Democratic Services

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. MINUTES	
To approve and sign the minutes of the meeting held on 12 February 2020 as an accurate record.	3 - 8
4. PUBLIC QUESTION AND ANSWER SESSION	
To receive questions from members of the public under rule no.10 of the Council Procedure Rules. The procedure rule provides that members of the public may ask any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Commercial Services.	
5. APPLEBY MAGNA CARAVAN SITE	
Presented by the Head of Housing	9 - 22
6. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME	
To consider any items to be included in the work programme. The plan of forthcoming Cabinet decisions and the current work programme are attached for information.	23 - 34

7. EXCLUSION OF PRESS AND PUBLIC

The officers consider that the press and public should be excluded during consideration of the following items in accordance with Section 100(a) of the Local Government Act 1972 as publicity would be likely to result in disclosure of exempt or confidential information. Members are reminded that they must have regard to the public interest test and must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available.

8. FUTURE HIGH STREETS FUND PROPERTY ACQUISITION

Presented by the Strategic Director (Place)

35 - 140

Circulation:

Councillor K Merrie MBE (Deputy Chairman)
Councillor D Harrison (Chairman)
Councillor C C Benfield
Councillor A J Bridgen
Councillor T Eynon
Councillor J Geary
Councillor B Harrison-Rushton
Councillor G Houl
Councillor M B Wyatt
Councillor D E J Tebbutt

MINUTES of a meeting of the COMMUNITY SCRUTINY COMMITTEE held in the Council Chamber, Council Offices, Coalville on WEDNESDAY, 12 FEBRUARY 2020

Present: Councillor D Harrison (Chairman)

Councillors K Merrie MBE, C C Benfield, T Eynon, B Harrison-Rushton, G Hoult, M B Wyatt and M D Hay (Substitute for Councillor J Geary)

In Attendance: Councillors R Canny, J Legrys and A C Saffell

Portfolio Holders: Councillors R Ashman and R D Bayliss

Officers: Mr J Arnold, Mrs T Bingham, Mr T Delaney, Mr C Elston, Mr C Lambert, N Picksley and Mrs R Wallace

24. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Geary.

25. DECLARATION OF INTERESTS

Councillor T Eynon declared a non-pecuniary interest in item 7 – Review of Discretionary Rate Relief, as a volunteer at Hermitage FM which received rate relief.

26. PUBLIC QUESTION AND ANSWER SESSION

None.

27. MINUTES

Consideration was given to the minutes of the meeting held on 20 November 2019.

It was moved by Councillor T Eynon, seconded by Councillor G Hoult and

RESOLVED THAT:

The minutes of the meeting held on 20 November 2019 be approved and signed by the Chairman as a correct record.

28. MIDLANDS ENGINE DEVELOPMENT CORPORATION

A presentation was given to Members by Mr K Harrison, Director – Development Corporation Programme, detailing the proposed three sites and the development corporation proposition.

At the request of the Chairman it was agreed to circulate the presentation slides to all Committee Members.

Councillor C Benfield raised concerns regarding the level of growth considering the Council's movement towards zero carbon. He also commented that the Midlands area was 25 percent less productive than the rest of the UK and was therefore interested in how the promised improvement in productivity would actually work. Mr K Harrison reported that the growth was not for growths sake and new sustainable methods would be investigated. He added that the key was to improve transport links across the Midlands as they would benefit the jobs being created.

Councillor K Merrie raised concerns that promises were constantly made regarding connectivity and green methods of transport but unfortunately it never materialised. Mr K Harrison assured Members that there was a Midlands Connect Team involved which had identified a number of key investments as part of the project which would create a strategy to address these issues.

The Head of Planning and Infrastructure then went on to present the report to Members which provided supporting information on the proposition to establish a Development Corporation.

In response to a question from Councillor M Hay regarding keeping Members informed, the Head of Planning and Infrastructure explained that the plan was to create a Member working group to be regularly consulted on the progress over the next two years. He referred Members to recommendation c) of the report.

Councillor T Eynon raised concerns that there was no mention of any housing to match the jobs being created, therefore she questioned how it would align with the climate emergency when it was assumed that people would travel to the sites by car.

Councillor C Benfield raised concerns that the statement of intent was not detailed enough as it did not include how the objectives would actually be met. He would also like to see the appointed member representatives have some influence or control over the project rather than just to oversee it. Mr K Harrison explained that the statement of intent was a set of shared aspirations which would be used as a guide to shape the project going forward, therefore more detail would be available in due course.

Councillor B Harrison – Rushton asked for assurance that local communities would be involved as the northern parishes would be directly affected by the project. Mr K Harrison recognised the need for community engagement and confirmed that work would also be undertaken with local authorities in relation to planning, employment and housing going forward.

With the agreement of the Chairman, Councillor A C Saffell – Ward Member in Castle Donington, addressed the Committee. He commented that the current infrastructure in Castle Donington was lacking and the traffic flowing through the centre due to growth in the area had a big impact on the village. He asked Members to be cautious as an inadequate infrastructure would damage local businesses. He concluded that it was essential that the right kind of housing be built to suit the employees that the businesses were attracting.

With the agreement of the Chairman, Councillor R Canny – Ward Member in Castle Donington, addressed the Committee. She felt it was important to have a steer in the direction of the project as Castle Donington was already struggling with the current amount of growth. Her main concern was connectivity and how freight was to be transported. She felt that encouragement was required for freight to use specific freight lines rather than lorries on the already swamped roads, especially as there was air quality issues in the area.

The Head of Planning and Infrastructure reported that connectivity was one of the main issues for officers and a number of workshops had been attended with specific concerns raised on the matter. He added that a consultant had been commissioned to look at the issues.

The Strategic Director explained that the report before Members was a generic report which was being submitted to the other Local Authorities involved and welcomed all

comments made. He added that the priority area was the impact on communities and recognised the importance of consultation.

With the agreement of the Chairman, Councillor R Ashman – Planning and Infrastructure Portfolio Holder, addressed the Committee. He stated that the Committee could request him to attend and provide an update at any time. He would be happy to do so.

It was moved by Councillor G Hault , seconded by Councillor B Harrison-Rushton and

RESOLVED THAT:

- a) The Statement of Intent which has been agreed by relevant Local Authority Chief Executives and which sets out the shared aspirations of the Local Authorities for the Development Corporation Proposition be endorsed.
- b) North West Leicestershire’s participation and involvement in the establishment of a suitable interim delivery structure created to undertake development activities in advance of the establishment of a statutory locally led Development Corporation be endorsed.
- c) The setting up of a Member Working Group to be regularly consulted on the progress of the Development Corporation work over the next two years during the period of the interim delivery vehicle be endorsed.

RECOMMENDED THAT:

- d) The report be endorsed by Cabinet.

29. REPAIRS AND MAINTENANCE POLICY

The Head of Housing and Property highlighted key points of the report and introduced the Repairs and Maintenance Manager, who provided further details on the proposed changes to the policy.

Councillor R D Bayliss, Housing and Customer Services Portfolio Holder, was invited to address the Committee by the Chairman and spoke in support of the policy.

Councillor M B Wyatt commented that in the past, some tenants had been told that issues with the quality of repair work was the fault of the contractor not the Council. He asked if going forward contractors would be chased and penalised. The Head of Housing and Property reported that contractors were now used infrequently as repairs were completed by council employed staff in the majority cases. On the occasion that contractors were used and complaints were received, the appropriate investigation and action would always take place.

In response to a question from Councillor M B Wyatt, the Head of Housing and Property explained that there would be flexibility in the policy for tenants that could not physically carry out the maintenance they were responsible for and this would be assessed on an individual basis.

Following some confusion on the expectations of tenants to carry out monthly tests for smoke and CO detectors, the Head of Housing and Property explained that the test consisted of pressing the button on the alarms to ensure they were working. Any problems should then be reported so that replacements could be made. He added that it was not practical for repair operatives to test all the alarms for every property each month, however an annual test was undertaken as part of the heating servicing contract.

In response to a question from Councillor M Hay, the Repairs and Maintenance Manager stated that there was still a set timescale for undertaking a repair, however there was now more flexibility with operatives and tenants availability taken into account. Overall the new policy has reduced the target times from 28 days to 20 days for tenant choice repairs and from 90 days to 60 days for other jobs, so work would be done quicker.

Councillor T Eynon commented on the importance of ensuring that staff were clear on the instances when a tenant could request support with repairs that should be their responsibility. She also asked that it be made clear in the tenants' handbook too.

In response to a question from Councillor C Benfield, the Repairs and Maintenance Manager explained that smoke and CO alarms were not always attached to a property's electric mains in the first instance but any faulty battery operated alarms were replaced to electric mains alarms. There were no current plans to complete a programme of mains powered replacements for all properties.

Councillor C Benfield raised concerns for vulnerable tenants who could not test the fire alarms and the risk of a death due to a fire because of an untested faulty alarm. The Head of Housing and Property explained that Support Officers did visit our most vulnerable tenants periodically and previous procedure was to carry out tests to alarms. He would however check that this was still common practice as it was important.

It was moved by Councillor G Hoult, seconded by Councillor T Eynon and

RESOLVED THAT:

The report be noted.

30. REVIEW OF DISCRETIONARY RATE RELIEF POLICY

The Head of Finance presented the report to Members.

At the request of Councillor G Hoult, the Head of Finance gave further clarification in relation to mandatory relief.

In response to a question from Councillor C Benfield, the Head of Finance confirmed that there was a rate relief application available for empty business properties and agreed to circulate further information to all Committee Members.

A discussion was had on Community Amateur Sports Clubs (CASCs), sports clubs that could register as CASC's and sports/social clubs and their eligibility for rate relief. The Head of Finance explained that each of these groups were given a different rate of award based on their CASC or charitable status, qualifying conditions around inclusion of all members of a community and ability to make a profit. The Head of Finance agreed to circulate further information to all Committee Members.

It was noted that all comments would be reported to Cabinet when considering the item.

31. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

Consideration was given to the future work programme and Executive Decision Notice.

Members were encouraged to complete a scoping form when submitting an item for the work programme.

Councillor B Harrison - Rushton left the meeting at 7.38pm

Councillor M B Wyatt left the meeting at 7.53pm

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.08 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COMMUNITY SCRUTINY COMMITTEE – WEDNESDAY, 6
MAY 2020

Title of Report	APPLEBY MAGNA CARAVAN SITE	
Presented by	Chris Lambert Head of Housing and Property	
Background Papers	None	Public Report: Yes
		Key Decision: Yes
Financial Implications	Budget provision of £724k across 2019/20 and 2020/21 (capital programme) exists to fund improvements to the site and the potential creation of a development site opportunity	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	None	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	<p>To receive comments prior to taking a report to Cabinet on 26 May 2020 outlining the options and recommendations for the redevelopment of the caravan site at Appleby Magna</p> <p>The Cabinet report will also seek delegated authority for the Strategic Director of Housing & Customer Services to procure architectural and building services and agree compensation levels for the development of the reconfigured site.</p>	
Recommendations	THAT SCRUTINY COMMITTEE COMMENT ON THE PROPOSALS FOR THE REDEVELOPMENT OF THE APPLEBY MAGNA CARAVAN PARK AHEAD OF CABINET ON 26 MAY 2020	

1.0 BACKGROUND

- 1.1 Appleby Magna Caravan Site is a general fund asset managed by the Housing Service. The site originally consisted of fifteen plots, with each occupier holding a licence only for the plot. Each licensee owns the caravan/structures on each plot.
- 1.2 The caravan site is 0.84 acres in size and the adjacent piece of HRA land is 1.18 acres in size, which equates to a combined site of approximately 2.02 acres. The site is illustrated in Appendix 1.
- 1.3 Management of a caravan site such like Appleby Magna is not a core business of the Council, and it is not clear from the records available how the land that is owned by the Council become a caravan site.

- 1.4 The Mobile Homes Act 1983 provides the caravan owners as licence holders with full security of tenure similar to tenants living in Council homes. Each of the remaining caravan licence holders pay £34.14 p/w licence fee and the current net deficit to the General Fund from operating the caravan site is circa £5k per annum. This is mainly because of the reduction in income from the number of caravans reducing from fifteen to five and the value of the site fixed costs remaining constant.
- 1.5 The site does not currently meet the Model Standards 2008 for Caravan Sites in England, which is something we intend to achieve through any remodelling, as although not a legal requirement for Council owned sites, this does represent the industry standard for all other sites, which we are required to enforce on other site operators.
- 1.6 Immediately adjacent to the caravan site there is a piece of Council land that is used by the 1st Appleby Magna with Measham Scouts, on which they have erected their own storage facilities and meeting room. This land has been leased to the Scouts since 1 October 1979 for a period of 21 years, which expired in 2000. The arrangement has therefore been holding over on the terms of the original lease since 2000. The annual income from the Scout association for the use of the land is a peppercorn rent of £1.
- 1.7 In June 2014, a representative of the Scouts contacted the Council and requested a new lease, and in March 2015, heads of terms were agreed with the Scouts for a new lease of the site. The draft lease was sent to the Scouts' representative in April 2015. Until the current proposals began to be developed, the Council's legal services team had been pursuing the Scouts for a response on a monthly basis. The last response from the Scouts was in June 2016 when they advised that the lease had been sent to the Scout Trust for approval.
- 1.8 Whilst it is acknowledged that without a signed lease in place we have no legal duty to provide land for the Scouts, it's recognised that they bring a significant social and community benefits to the wider local community and we are therefore anxious to work with them to allow them to remain in the local area.
- 1.9 The future use of this wider site needs to be addressed, and there is clearly a case for considering the future of both the caravan site and the area leased to the Scouts in a comprehensive manner.

2.0 RECENT HISTORY

- 2.1 Following a caravan fire in 2011, an independent Fire Risk Assessment was completed which made a number of recommendations both in the short and medium/long term for the future of the site. These related to the spacing of caravans and their proximity to the various access roads on and around the site.
- 2.2 The erection of non-combustible sheds, removal of wooden structures between caravans and construction of concrete fireproof fencing between plots formed the core of this work. The total cost of implementing these recommendations were included as a provision totalling £185k in the 2014/15 capital programme. Approval for these works was obtained from Cabinet on 22 September 2015, and the works were completed by the summer of 2016 at a cost of £150,000.
- 2.3 Since the completion of these works, ten of the fifteen residents have voluntarily left the site having accepted the offer of being rehoused elsewhere by the Council, for which they received the level of statutory home loss payment applicable at the time. This has left just five residents now remaining, all of whom have expressed a clear desire to remain on the site on a long-term basis.

- 2.4 This reduction in the number of residents has created the opportunity to consider a reduction in the size of the caravan site as well as the amount of land currently used by the Scouts and create a development plot for up to 12 new homes.

3.0 CONSIDERATIONS

- 3.1 The land occupied by the scouts and the caravan site is located within the developable area of the village of Appleby Magna. This means that any area of land that became surplus because of reconfiguring the overall site could be considered for housing development.

- 3.2 Over the past two years officers have regularly met with the residents of the caravan site, and the adjacent houses on Measham Road, representatives of the Scouts and Parish Council to discuss the future of the site. The caravan site residents have objected to any plan requiring them to move from their homes, which most of them have occupied for many years.

- 3.3 The option of moving the Scouts away from the site to an alternative site within the local area has been investigated, however with no suitable available location could be found. As a result of this, five layout options have been produced for the potential redevelopment of the site as detailed in Appendix 1, all with the Scouts remaining.

- 3.4 As the site residents enjoy security of tenure from the Mobile Homes Act, any redevelopment completed without their agreement would require an order of the Court to enforce their cooperation with the works. This would require the Council to put forward a robust case to convince the court that our proposals were of no detriment to the residents. This process would be costly to the Council, take a period of up to 18 months, and could cause significant stress to the residents. It may also ultimately not be successful as no precedent has been able to be identified for successful action of this type in these circumstances.

- 3.5 The brook running the rear of the site is linked to the River Mease, and runs along the eastern boundary of the caravan site. The Environment Agency flood risk area associated with this encompasses approximately one third of the total developable land that could be created by a redevelopment. Additionally, the current Planning restrictions linked to the River Mease area would have to be considered as part of any planning application process, which is highly likely to reduce the number of properties that could otherwise be developed on a site of this size.

- 3.6 There are access tracks to both the 'north' and to the 'south' of the site that serve the caravan and Scout sites, and provide rear access to many of the properties on Measham Road. There are eighteen properties in total on Measham Road, four of which are still in Council ownership. Following surveys and discussions with Leicestershire County Council Highways Department, it has been confirmed that neither access road could be upgraded to meet adoptable standards, but could continue to be used as an upgraded private drive to service a new development.

- 3.7 Future development along the A42/M42 corridor supported by the recent planning approval for the Jaguar Land Rover parts centre, and the expected route for the HS2 rail link means that there will be significant inward investment into the area including a £350k community fund established through S106 funding. Earmarking the use of these monies is outside of Council control and as a result has not been considered as a funding stream in the redevelopment of Appleby Magna Caravan Site.

- 3.8 A recent review of currently known housing needs in the area by the Affordable Housing Enabling Officer has concluded that there is only a limited need to develop additional affordable housing in Appleby Magna given the recent new build activity in the area.

4.0 POTENTIAL REDEVELOPMENT LAYOUT OPTIONS

- 4.1 Five layout options for the future layout of the whole site have been developed in conjunction

with the appointed specialist architects Baily Garner LLP and are illustrated in Appendix 1. These have been shared with the local residents, the Scouts and the Parish Council. The table below seeks to compare the five options and summarises feedback from consultation regarding the options.

Option	Officer View	Consultation Feedback	Maximum New Build (Subject to planning permission)
A	Maximises the developable land for housing. In the event of a decision being taken to build new homes on the site, this is the most economically advantageous option.	This option is most strongly opposed by the caravan residents as they will be required to move their caravans twice and they will be located closer to the pumping station which can be noisy & intrusive.	6x2 bed 6x3 bed (12 units)
B	Reduces the developable land for housing and places additional traffic through northern access road which is narrower and offers less opportunity to widen than southern access road. Caravan park can be fully developed before the vans are required to be moved saving costs temporarily rehousing the caravan residents.	Not supported by the caravan residents who would be unhappy at being sited directly adjacent to Scout hut that can be noisy during the weekends and in the evenings therefore does not provide comparable plots. Use of the same access road will also have the potential to create 'bottlenecks' at certain times and in the view of the residents reduce security of their homes.	6x2 bed 4x3 bed 2x1 bed (12 units)
C	Reduces still further the developable land for new homes and as well as arguably having the greatest impact on the properties on Measham Road. Significant amount of new development within the flood plain of the River Mease. This option is not supported by officers.	This option is not supported by either the caravan residents or the residents of Measham Road as both will be overlooked by the new development. Building new homes will have significant impact on the caravan residents.	10x2 bed (10 units)
D	Released land for development of new homes impinges on flood plain Council support will be made available to support grant funding bids for a new Scout facility, as the current hut cannot be moved. The most expensive, but if option to develop new homes were to be chosen by Members, this would be the only one supported by the caravan residents.	Supported by the caravan residents and also by the Scouts who intend to extend use of new facility for the community. Caravan residents benefit by only needing to move the caravans once the new park has been built. Caravans sited furthest point from the pumping station.	6x2 bed 6x3 bed (12 units)
E	Modernisation of the site broadly as it currently stands and ensures that it fully complies with current legislation. As there will be no change in the footprint of the land currently occupied by the caravan and Scout sites, the opportunity to	This option is strongly supported by the caravan residents as it maximises the land space that the caravans are sited on thereby reducing the site maintenance implications for the Council. It also maintains the aspects that	No development

	recover investment costs by selling land for development will no longer exist.	the caravan residents currently enjoy. Least intrusive option for the residents, Scouts and Measham Road residents.	
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4.2 Comparing the various options and evaluating them against each other to determine a way forward represents a complex matrix of factors to be considered and weighed against each other.

- Planning considerations – any new development of any homes on the site will be challenging, given the flood risk area, access road limitations, and the River Mease development restrictions. The number and type of properties would also need to be the subject of further discussions to ensure the site is not overdeveloped.
- Housing need levels – indicated housing needs in the village are not excessive due to the level of recent historic development. Whilst this would not be a direct consideration for a commercial development any development for affordable or social housing would normally need to meet a housing need that had been identified.
- Preference of the caravan site residents – the sites existing residents have expressed a very clear desire for minimal change, and therefore their clear preference is for Option E.
- Supporting the local Scouts – all the options continue to provide a location for the Scouts, with options A to D offering the potential for a new accommodation facility subject to being able to identify the funding. Option E provides stability and security on the existing location.
- Financial considerations – although a budget provision has been made based on indicative scheme costs, this should not drive the choice of the most appropriate option. Given the complexity of delivering any of the redevelopment options (A to D) and the uncertainty of any income from redevelopment, the lowest risk option financially is Option E.

4.3 On balance, considering the various factors referred to above, it is Officers recommendation that Option E be pursued.

5.0 DEVELOPMENT OPTIONS

5.1 If a redevelopment option were to be selected, there are several ways of implementing the new-build option the receipts from which may help subsidise the cost of the caravan and Scout relocation. This will of course be subject to planning requirements and potential legal action being needed to secure the site.

These options include;

1. Disposal to a developer with outline planning permission, in so doing this would maximise capital income to the Council.
2. Retain and develop the remaining land ourselves for new Council housing. Retains control of the asset and allows consolidated contractor activity across the site re groundworks and subsequent construction.
3. Enter into a partnership Housing Association to develop which will minimise costs to the Council.

In the event of the decision being taken to develop new properties on the land released in options A, B, C or D, officers would support development option 2, retaining and developing the land ourselves for council housing.

5.2 The number and type of any new build housing will be subject to separate planning permission. Option E however remains the officer preferred option.

6.0 FINANCIAL IMPLICATIONS

- 6.1 Some aspects of the financial details relating to the future of the site are considered to be commercially confidential. This includes potential land valuations, and other costs, and are therefore included in a separate confidential appendix to this report. This approach has been taken in preference to making the whole report confidential in order to maximise transparency regarding decision making about the future of the site. In the event that members of the committee wish to discuss the information in the confidential appendix, the committee will need to move into a closed session without members of the public being present (virtually).
- 6.2 The existing Capital Programme provision for the re-development of the existing site is £724k split across the 2019/20 and 2020/21 capital programmes.
- 6.3 Compensation has been offered to the Scouts to remain on existing site but with a reduced land footprint, as required under options A to D. In the event of Option E being recommended, this would not be necessary.
- 6.4 The caravan residents would be entitled to some level of compensation for the disruption that the redevelopment will cause. This is the subject of ongoing discussions with them and would need to be resolved prior to the commencement of any works, and budget provision for this will be made from within the overall scheme cost envelop.
- 6.5 There would be costs incurred if it was necessary to take legal action against the residents to enforce the movement of the caravans in the event of options A, B or C being adopted.
- 6.6 There is sufficient Capital budget to fund any of the options if approved, including for the Council to fully fund the build cost of the new homes should this be the recommendation made. Financial evaluations clearly show that none of the options has a positive net impact on the Councils overall financial position. However, there is no option to do nothing, and Option E provides a low cost, lowest disruption opportunity to reconfigure the caravan site to meet Mobile Homes Act standards, and provide a more positive environment for the residents and Scouts.

Policies and other considerations, as appropriate	
Council Priorities:	Homes & Communities
Policy Considerations:	Local Plan
Safeguarding:	No matters arising out of this report
Equalities/Diversity:	No matters arising out of this report
Customer Impact:	No matters arising out of this report
Economic and Social Impact:	Development of caravan site to modern standard, retention of the Scouts on HRA land
Environment and Climate Change:	No matters arising out of this report
Consultation/Community Engagement:	Views and recommendations sought from the Community Scrutiny
Risks:	Fire risk – significantly reduced in all five options Reputational risks – currently poor quality of site facilities. Negative impact of taking legal action against a small

	and specific group of residents if this is pursued.
Officer Contact	Chris Lambert Head of Housing chris.lambert@nwleicestershire.gov.uk

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Likely to contain exempt information under paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Community Scrutiny Committee – WORK PROGRAMME (as at 28/04/20)

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
6 May 2020				
6 May 2020	Appleby Magna Caravan Park Consideration on the proposal for the future of the caravan site	Chris Lambert, Head of Housing		15 minutes
6 May 2020	Future High Streets Fund Property Acquisition	Barrie Walford, Business Focus Team Manager		45 minutes
21 July 2020				
21 July 2020	Sport and Leisure Project Annual Review	Paul Sanders, Head of Community Services		30 minutes
21 July 2020	Update on Section 106 Contributions for Health	Ian Nelson, Planning Policy Team Manager		10 minutes
28 October 2020				
28 October 2020	Recycle more update and food waste trial	Paul Sanders, Head of Community Services		20 mins
28 October 2020	Update on Car Park Review To provide an update on the progress of the car park review.	Paul Sanders, Head of Community Services		1 hour
28 October 2020	Air Quality Progress Update	Paul Sanders, Head of Community Services		15 mins
10 November 2020				

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Forward Plan Scoping Actions – Community Scrutiny Committee

Item	Date requested	How requested	Who requested	Scoping Form Y/N	Officer responsible	Key Stakeholders	Task & Finish Group Y/N	Chair Agreed Y/N	Meeting scheduled & deadlines
Update on Section 106 Monies – particularly Health	23 Oct 19	Committee	Clr Eynon	No	Ian Nelson/ Chris Elston	n/a			21 July 2020
Officer Actions:									Completed:
Rescheduled to 21 July 2020									✓
Everyone Active Leisure Contract	23 Oct 19	Committee	Clr Eynon	No	Paul Sanders	n/a			21 July 2020
Officer Actions:									Completed:
Rescheduled to 21 July 2020									✓
Planning Enforcement (Effectiveness)	23 Oct 19	Committee	Clr Eynon	No	Clare Proudfoot/ Paul Sanders	n/a			
Officer Actions:									Completed:
Officers to scope and schedule meeting. C/F									
Environmental Enforcement	23 Oct 19	Committee	Clr Wyatt	No	Clare Proudfoot/ Paul Sanders	LCC, Environment Agency			
Officer Actions:									Completed:
Officers to scope and schedule meeting. C/F									
Flooding and Sewer Issues	23 Oct 19	Committee		No	Chris Elston	Severn Trent, Local Plan			
Officer Actions:									Completed:
Officers to scope and schedule meeting. C/F									

Item	Date requested	How requested	Who requested	Scoping Form Y/N	Officer responsible	Key Stakeholders	Task & Finish Group Y/N	Chair Agreed Y/N	Meeting scheduled & deadlines
Traveller Transit Sites	23 Oct 19	Committee	Clr Eynon	No	Ian Nelson /Chris Elston	n/a			
Officer Actions:									Completed:
Considered a Local Plan Committee Matter. To be considered by LPC before Community Scrutiny.									✓
Update Community Scrutiny following consideration by LPC									
Public Transport – lack of bus services effecting elderly people	23 Oct 19	Committee	Clr Geary	No	-	LCC, bus providers	-	-	No longer required.
Officer Actions:									Completed:
Item withdrawn in discussion/scoping with Cllr Geary.									✓
A Climate Change Approach to Food Waste and Food Poverty	25 Jan 19	Scoping form	Clr Eynon	Yes					
Officer Actions:									Completed:
Officers to scope and schedule meeting. C/F									
Officer Actions:									Completed:

Notice of Executive Key Decisions

The attached notice lists the matters which are likely to be the subject of a key decision by the Council's executive and executive decision making bodies. This notice is produced in accordance with the Constitution adopted by North West Leicestershire District Council and will be published a minimum of 28 days before the date on which a key decision is to be made on behalf of the Council.

The date of publication of this notice is Friday, 27 March 2020. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 28 April 2020 is 5pm Friday, 17 April 2020.**

Key Decisions

A key decision means a decision taken by the Cabinet, a committee of the Cabinet, an area or joint committee or an individual in connection with the discharge of a function which is the responsibility of the executive and which is likely:

- (a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the Council;
- (c) for the purposes of (a) and (b) above £100,000 shall be regarded as significant in terms of expenditure or savings, and any issue which, in the opinion of the Leader is likely to have an impact on people, shall be regarded as significant in terms of impact on communities.

The Council's Executive

The Council's executive committee is the Cabinet. The Cabinet comprises:

Councillor R Blunt	-	Leader	Councillor A Woodman	-	Community Services
Councillor R Ashman	-	Deputy Leader and Planning & Infrastructure	Councillor N J Rushton	-	Corporate
Councillor T Gillard	-	Business and Regeneration	Councillor R D Bayliss	-	Housing, Property & Customer Services

Confidential Items and Private Meetings of the Executive

Whilst the majority of the Cabinet's business at the meetings listed in this notice will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting contain exempt information under Part 1 Schedule 12A to the Local Government Act (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those Items where it is considered that they should be considered in private are identified on the Notice.

Access to Agenda and Related Documents

Documents relating to the matters listed in this notice are available at least 5 clear working days prior to the date of decision as indicated below. Other documents relevant to the matters listed in this notice may be submitted to the decision maker.

If you wish to request or submit a document, or make representation in relation to any issue contained within this notice, please contact Democratic and Support Services on telephone number 01530 454512 or by emailing memberservices@nwleicestershire.gov.uk

Executive Decisions

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
April 2020						
There are no items for this meeting						
Marlborough Square Funding	Leader of the Council Cabinet Member Meeting	Key	Public	28 April 2020	Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk Head of Economic Regeneration Tel: 01530 454752 mark.fiander@nwleicestershire.gov.uk	Marlborough Square Funding
Future High Streets Fund Property Acquisition	Leader of the Council Cabinet Member Meeting	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	28 April 2020	Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk Head of Economic Regeneration Tel: 01530 454752 mark.fiander@nwleicestershire.gov.uk	Future High Streets Fund Property Acquisition

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Procurement exemptions in relation to the Council's Fleet Garage and CCTV services	Leader of the Council Cabinet Member Meeting	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information) Contains financial information	28 April 2020	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Report Procurement exemptions in relation to the Council's Fleet Garage and CCTV services
June 2020						
Use of Article 4 Direction: Houses in Multiple Occupation in Kegworth	Leader of the Council Cabinet Member Meeting	Key	Public	9 June 2020	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicestershire.gov.uk	Use of Article 4 Direction: Houses in Multiple Occupation in Kegworth
Award of contract for Data Centre, Network and Cloud Services	Leader of the Council Cabinet Member Meeting	Key	Public	9 June 2020	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Customer Service, Corporate Property & Assets Tel: 01530 454753 tom.shardlow@nwleicestershire.gov.uk	Award of contract for Data Centre, Network and Cloud Services
July 2020						

Decision	Decision Maker	Status of Decision	Public or Private <small>(and reason – where private)</small>	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Adoption of Castle Donington conservation area appraisal and boundary review	Cabinet	Key	Public	14 July 2020	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicestershire.gov.uk	Draft boundary review and map appendix Draft character appraisal and map appendix Public consultation responses
Confirmation of Castle Donington (Apiary Gate & Clapgun Street) Article 4(1) Direction	Cabinet	Non-Key	Public	14 July 2020	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicestershire.gov.uk	Provisional Article 4(1) Direction, schedule and map Public consultation responses Confirmation of Castle Donington (Apiary Gate & Clapgun Street) Article 4(1) Direction
2019/20 Quarter 3 Performance Management Report	Cabinet	Non-Key	Public	14 July 2020	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicestershire.gov.uk	Quarterly Report 2019/20 Quarter 3 Performance Management Report

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Appleby Magna Caravan Park	Cabinet	Key	Part Private Information which is likely to reveal the identity of an individual. Information relating to the financial or business affairs of any particular person (including the authority holding that information)	14 July 2020	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Cabinet Report and layout options Appleby Magna Caravan Park
September 2020						
Review of Medium Term Financial Plan	Cabinet	Key	Public	22 September 2020	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	Review of Medium Term Financial Plan
Corporate Disposals Policy	Cabinet	Key	Public	22 September 2020	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report Corporate Disposals Policy

Decision	Decision Maker	Status of Decision	Public or Private <small>(and reason – where private)</small>	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Recycle More Year 1 Progress	Cabinet	Key	Public	22 September 2020	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Recycle more update and food waste trial
Update on Car Park Review	Cabinet	Key	Public	22 September 2020	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Update on Car Park Review
EU Exit Funding	Cabinet	Key	Private	22 September 2020	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive Tel: 01530 454500 bev.smith@nwleicestershire.gov.uk	EU Exit Funding
October 2020						
November 2020						

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Roll out of weekly separate food waste collection for households in North West Leicestershire	Cabinet	Key	Public	10 November 2020	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Report Roll out of weekly separate food waste collection for households in North West Leicestershire
December 2020						
January 2021						
February 2021						
March 2021						
April 2021						
May 2021						
June 2021						

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